



Chairs Report November 2024

I was delighted to join Rustington Parish Council, to celebrate their community and the individuals within it who go above and beyond.

The planning cycle moves round very quickly, ensuring that our annual plan is truly a representation of what our residents are telling us is vital. The questions for the **Annual Survey** are always a challenge, and I have been working with the Clerk to begin to shape this, for issue later this month. Allowing us to create a planned budget.

We continue to undertake our **Pre Application Consultation** for the proposed youth centre, parish office and community cafe. Initial responses have been shared with our architects, to consider any changes. Responses to the survey are still encouraged, either online or through visiting the office.

Our **Halloween Spectacular** was once again well attended with some fabulous feedback. A big thank you to the office team, councillors and local organisations who helped make it a success.

The **Angmering Flood Alleviation**, was due to start earlier this year. However this has been unfortunately delayed due to a number of issues, some of which could have been avoided. It is very disappointing and we hope that it is not a wet winter, and residents and properties put at risk. It is anticipated that work should start early in 2025, before the planning application expires.

Councillor Reigate and I attended the **West Sussex Association of Local Councils (WSALC) AGM and Annual Conference** at the AMEX Stadium.

There have been some changes Emily Simpson will become Assistant CEO for WSALC/ESALC and take over the day to day work supporting councils. Trevor Leggo will remain as CEO.

We were encouraged to take part in the local district groups. Unfortunately we have had nothing from Arun District Association of Local Councils throughout this year. I will write to the Chair after Full Council requesting an update and the plans for the coming year.

Sussex Police Chief Constable Jo Shiner, gave a presentation on the forces performance and challenges. In answering questions she highlighted the work that has gone into answering 999 and 101 calls and online reports, Sussex Police are up in the top quartile in the country. Therefore the message to communities is See it, Report It. It is important that we encourage our community to do this.

The representative to NALC talked about the changes to the organisation, he encouraged councillors to use the website. They continue to represent us at Government, particularly with the focus on sanctions for councillors.

A representative from Transport for the South East, gave a presentation on their work on infrastructure. They are updating their strategy and a consultation will be out from 10/12/24. - 07/03/2025. When this is available it would be good for this to be picked up at PI.

The possibility of devolution was raised. WSCC, ESCC and the Districts have submitted an expression of interest as has Brighton and Hove to Government. We await the Bill that we lay out what the possibilities are.



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex, BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: admin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

MINUTES OF THE ANNUAL MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 14 OCTOBER 2024 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Nikki Hamilton-Street (Chair), Sylvia Verrinder, Alison Reigate (Vice Chair), John Oldfield, Matthew Want, Alan Evans, Carey Bennett and Norma Harris

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk), WSCC Cllr. Deborah Urquhart and ADC Cllr. Andy Cooper.

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & Infrastructure Committee – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS; Tree Protection Order - TPO

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	24/101	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllrs. Paul Bicknell and David Marsh.	
2	24/102	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	24/103	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 9 September 2024 and the Special Meeting on Thursday 22 August 2024 were agreed by all and signed by the Chair.	
4	24/104	PUBLIC CONSULTATION No members of the public were present and no questions had been sent in.	
5	24/105	THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON: The Clerk gave an update on the proposal for the Sports Hub at Decoy Drive. She advised that an update had been emailed to all councillors earlier in the day and that a large picture of the proposed plans clearly showing the pitch layout etc. was available to be viewed in the Parish Office. The proposal will	

be going to ADCs Policy & Finance Committee on Thursday 24 October 2024, details can be found on the ADC website as well as the full proposal.

No questions were asked regarding the Clerks report.

6 24/106 CHAIR'S REPORT

The Chair asked if there were any questions regarding her report, none were asked.

She then went on to ask councillors to let the Committee Clerk know if they could or could not volunteer to help at Remembrance Sunday and at the Angmering @ Christmas event.

7 24/107 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart started by congratulating APC on the recent Angmering Revealed event and commenting on how well it had gone and been received.

She reported that the recent Fire Service review and gone very well and the service has been rated good or adequate in all areas. The first time since 2018.

It was advised that Sussex Police had withdrawn from the Sussex Safer Roads Partnership and she explained why this had happened. Talks had taken place with Katy Bourne and ways to move forward were being looked into. Cllr. Urquhart encouraged Speedwatch groups to carry on as normal for now.

It was also reported that WSCC has been chosen as one of three authorities to come up with a module system to tackle flooding due to climate change.

Cllr. Urquhart finished by advising that the Re-use shop at Billingshurst. It was doing really well and has raised £50k from sales since starting up, this was mainly made up of bicycle sales. As this initiative has gone so well a grant scheme has been set up to support local groups etc. Also due to the success of Billingshurst a Re-use shop is due to open in Worthing at the end of 2024.

No questions were asked and Cllr. Oldfield thanked Cllr. Urquhart for her support with managing sight lines from South Drive onto the A259.

8 24/108 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper advised that the next ADC Full Council meeting would be taking place on Wednesday 6 November 2024 and that he would be present at the Policy & Finance Committee on Thursday 24 October 2024 regarding the proposals for the Angmering Sports Hub. A question then arose regarding the date that comments needed to be made re Bewley Road and that it had been extended. The Clerk then advised that this was not the case, it was usual practice for comments to be taken and considered right up until determination. Cllr. Cooper stated that he had submitted his objection for A/154/24/OUT and that he had asked to speak at the planning meeting on 18 December 2024, which has been earmarked for determination of this application by Arun District Council.

No questions were asked and both Cllr. Cooper and Urquhart left the meeting at 19:44.

9 24/109 NEIGHBOURHOOD PLAN UPDATE

The Chair advised that APC Planning Consultant Steve Tilbury had advised to hold fire on this at the moment and wait to see what changes the Government may make/impose in the coming in the months and to review progress made of the Arun Local Plan.

10 24/110 ANGMERING COMMUNITY HUB

The Clerk gave an update on the consultation and advised that so far just under 60 comments had been made and that APC will continue to advertise that this consultation was still open. She also advised that 4 representatives from the Community Centre had come to the office to discuss the project.

The Pre Application is now back from ADC and has been shared. A recommendation has been given that a consultation should take place with Sport England which the Clerk will look into this.

A discussion took place. Councillors are requested to encourage the public to fill in the consultation survey and it was confirmed that the architects have access to all comments made and will take them into consideration to move the plans forward. BAQUS are working in the background on ground surveys etc.

Two consultation sessions have now taken place with a third planned for Wednesday 30 October between 9am – 7pm at the APC Offices.

Cllr. Want asked if leaflets have been distributed and the Clerk advised that this had been done and sent to all properties surrounding the Community Centre as well as being advertised in the centre pages of the next edition of All About Angmering magazine as part of the APC Newsletter. Cllr. Want also suggested that leaflets could be put out at the Halloween Spectacular event that is taking place on Sunday 27 October at the Community Centre between 4pm – 6pm, it was agreed that this was a good idea.

11 24/111 ANGMERING TRAFFIC MANAGEMENT GROUP

Cllr Verrinder asked that this item be brought to this meeting after a member of the public brought her concerns to a recent PI meeting. A short discussion took place.

It was agreed that any highways issues should still be raised at the PI Committee under the Highways Matters agenda point.

Cllr. Verrinder will send the Clerk her list of outstanding highway issues so it can be sent to all PI committee members prior to the next PI meeting. This will then be updated prior to every PI meeting.

12 24/112 COMMUNITY GRANT APPLICATIONS

The 2024/2025 budget for Community Grants is £5,000. Seven grants have been awarded so far this year, leaving an available budget of £2,915.00.

Grants submitted for consideration this month.

- Arun Counselling Centre – £250

After discussion the following was agreed:

RESOLUTION: Cllr. Want **PROPOSED** that a sum of £250 was granted to Arun Counselling Centre. Cllr. Reigate **SECONDED** and **ALL AGREED**.

The Chair encouraged councillors to spread the word that APC grants were still available and to contact the office for more information on how to apply.

Cllr. Evans advised that he had attended the AGM of the Voluntary Action Arun & Chichester and thought that this group could be helpful to those that apply for APC grants, this information will be shared going forward.

13 24/113 2024/2025 FINANCIAL REPORT

The reports were presented, Cllr. Reigate had questions regarding card payments going into the Charity Account and also funds being used from Ear Marked reserves (EMR). Both her questions were answered by the Clerk and the Chair.

Cllr. Verrinder asked about CIL money earmarked for the Angmering Hub, this was confirmed by the Clerk.

Cllr. Oldfield signed the reconciliations for September 2024.

14 24/114 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

Cllr. Verrinder updated the committee on the meetings she had attended during the last month. Cllr. Evans advised he had attended the Angmering Community Centre AGM.

15 24/115 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

The Planning and Infrastructure Committee – None.
CLEW Committee – None.
Governance & Oversight Committee – None.

16 24/116 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

None.

DATE OF NEXT MEETING

The Committee’s next meeting will be on **Monday 11 November 2024** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 20.17.

.....
Chairman

Date.....



Quotation

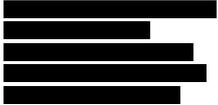
Quote No	GWQ1825	Date	27/08/2024	
Customer	Angmering Parish Council	Site Address	Roundstone Lane opp Verbina Drive Angmering BN16 4AT	
Contact	Katie Herr 01903 772124 katie.herr@angmering-pc.gov.uk	Delivery Period	8 weeks from receipt of order	
Item No	Description	Qty	Unit cost	Total
1. Shelter	To supply an Arun cantilever shelter to the following specification:	1	£4,145.00	£4,145.00
1a	2m (2 bay) long x 1.38m wide			
1b	4mm bronze polycarbonate barrel roof			
1c	Clear toughened glass upper and lower panels			
1d	Mid rails			
1e	Standard height			
2. Options				
2a	Quarter end panels	2	£321.00	£642.00
2b	2m aluminium seat	1	£194.00	£194.00
3. Colour				
3a	Polyester powder coated to a standard colour - likely green	inc		
4. Groundworks				
4a	Excavate rear grass bank 500mm wide x 2300mm long, provide new concrete hardstand with pin kerbs and retaining paving slabs to rear bank	1	£950.00	£950.00
5. Install				
5a	To be concreted in - position TBC	inc		
5b	Temporary traffic lights and TM plan	1	£450.00	£450.00
5c	Application of streetworks permit to WSCC	1	£250.00	£250.00
			Total	£6,631.00





SPECIFIC TERMS & CONDITIONS OF THIS QUOTATION

- 1 Quotation is valid for 30 days
 - 2 Terms of payment - strictly 30 days nett
 - 3 [REDACTED] shelters are to be dug-in to the ground unless otherwise stated (to approximately 350mm)
 - 4 Slopes in excess of 150mm must also be notified
 - 5 Prices are exclusive of VAT and any charges relating to obtaining opening/planning notices & utility plans etc
 - 6 Prices include for standard chapter 8 traffic management, anything extra such as traffic lights will be an extra cost
- Please refer to additional document for full terms and conditions



Date
19 Sep 2024

Expiry
19 Oct 2024

Account Number

Quote Number
QU-27949

Reference

VAT Number



QUOTATION

Clerk and RFO to Angmering Parish Council

Delivery Address
BN16 4AT

Katie Herr
katie.herr@angmering-pc.gov.uk
01903 772124

Description	Quantity	Unit Price	VAT	Amount GBP
Halton Anti-Vandal Bus Shelter 2000mm L x 1300mm W x 2300mm H 300mm Narrow Side Panels 50mm x 50mm Steel Profile Frame Galvanised and Powder Coated colour finish Roof: 3mm polycarbonate curved Glazing: 3mm Steel Mesh Upper Half & 3mm Steel Lower Half Seating: Integrated Steel Perch Seating as standard Underground fix Fixings included for assembly	1.00	2580.00	20%	2580.00
1, Collection from our factory in Barking East London: Free	1.00	310.00	20%	310.00

Delivery only

3, OPTIONAL

Installation - Root fixed, with installation on
the same level, and in close proximity to the
delivery point. +£1849 ex VAT

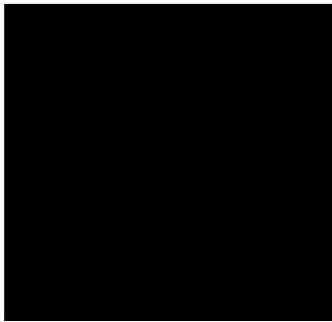
Subtotal 2890.00

Total VAT 20% 578.00

TOTAL GBP 3468.00



Installation - £1849
Groundwork - Do not provide
Traffic Control - Do not provide
Total - £4739 (ex VAT)



To: Katie; ,

Project Name: Bus Shelter Quote - West Sussex

Estimated Lead Time: Approx 4-6 weeks

Quote Ref: 3416
 Quote Date: 19-09-2024
 Quote Expiration Date: 19-10-2024
 Proposed By: Chloe

Item Description	Quantity	Item Rate (£)	Amount (£)
2 Bay 2.1mtr x 1.3mtr Bus shelter with Half End Panels & Bench Seat	1	4,395.00	4,395.00
Price includes manufacture, delivery and installation			
- 2 Bay 2.1M x 1.3M Shelter with a shallow barrel roof glazed in 4mm THK bronze tinted UV stable polycarbonate. Roof constructed from high grade 100.0mm x 50.0mm extruded aluminium D-section, glazing affixed with rubber gasket sealed aluminium capping			
- The main frame of the structure will be constructed from high grade 80.0mm x 80.0mm extruded aluminium section with glazing rebate beaded internally.			
- All metal work will be powder coated to your chosen Ral colour			
- The shelter will be glazed in 5mm thk clear unbreakable polycarbonate or 6mm toughened safety glass.			
- The upright stanchions of the shelter will be submerged below the surface within a concrete pocket and top finished in the present surface material to match to ensure a neat installation.			

Total:	£4,395.00
Total Incl VAT:	£5,274.00



Traffic control - £1,750

Permits - £250

TOTAL - £6,395 (ex VAT)

Quote DOES NOT include groundworks

Please Note: Lead Times are estimated, and orders placed today are subject to change depending on the material availability, courier workloads and staff situations. We can NOT give dates or times of deliveries. [Redacted] fully reserve the right to delay delivery due to any direct or indirect impact and without liability to any loss or financial penalty. This quote is valid of 30 days.



Angmering Parish Council

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SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

MONDAY 11 NOVEMBER 2024

ITEM 10: ROUNDSTONE LANE, NEW BUS SHELTER

Background

The Clerk has received, over several months, requests for a bus shelter to be situated on Roundstone Lane, Angmering, just north of Verbena Drive – see photo below of the bus stop.



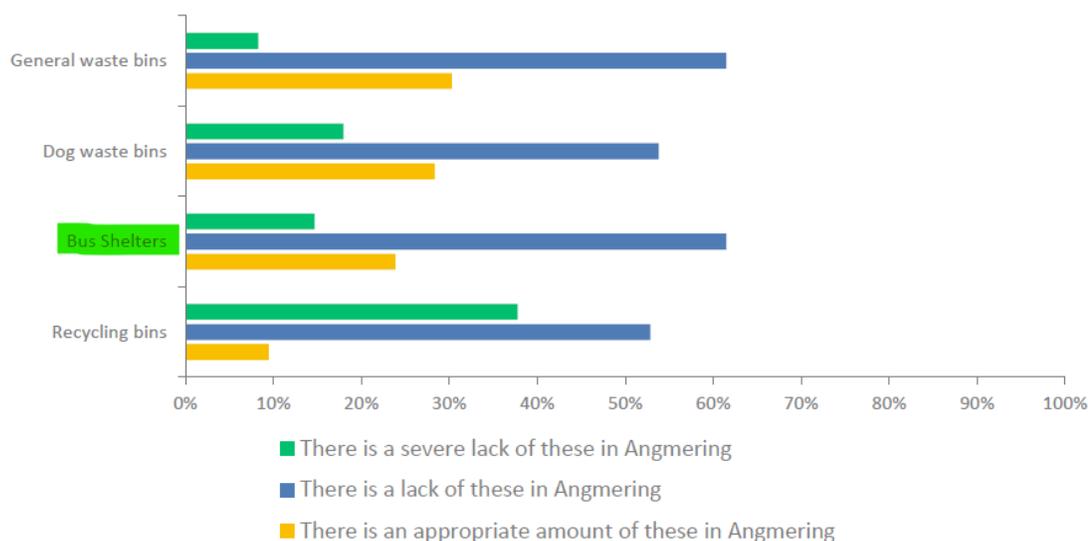
Photo on Roundstone Lane, heading south.



Aerial Photo – Bus stop highlighted by red square.

Requests were accompanied by valid reasons with regards to installing a shelter with a bench/perch including elderly users of the stop and children waiting for the bus to get to school in bad weather.

Providing bus shelters and street furniture at bus stops and within the village was within our survey for 2023 and as you can see from the below over 76% of those who responded thought there was a severe lack/lack of bus shelters in Angmering.



As a result of the survey a line was added to the annual plan, as per the below snippet. A budget line was added for 2024/25 budget for £12,000 for the purchase of bus shelters and installation. A budget of £2,000 was also added for ongoing maintenance.

ANNUAL PLAN 2024/2025										
No.	Area of focus	Ambition	Who is responsible	Success would be	Time Scale	Budget 2024/25	Precept/S106/CIL/Grant/EM	Committee/Meeting	Progress as of 14/10/2024	WWW/Lessons Learnt
56	*Bus Shelters	To engage with residents regarding the locations of bus stops needing shelters/benches	PI/Office	Bus stops in the village would be well equipped with what they need regarding street furniture	2024/25	£12,000.00	Precept/Grants	PI	Contacted WSSC re a shelter outside Farrowfield Estate. License received - just need quotes for shelter and work. Bus shelter now added opposite Haskins at our request.	

The Clerk has been working with West Sussex County Council to secure a license to install a bus shelter for this location. This was granted on 17/10/2024.

Due to its location, views were also sought from local businesses/homeowners that back onto the site where the shelter is to be installed. Feedback was also required as part of the licensing process from Sussex Police, All were positively received. The Clerk also contacted Stagecoach and no concerns were raised.

Quotes.

Quotes have been obtained from 3 suppliers regarding purchase and installation. Due to its location ground works are needed to take place prior to installation as there is a grass mound to the rear of the proposed site.

3 quotes are attached to this paper and are for a variety of styles of shelter with differing services being offered. Where possible these costs were requested and added, some are not provided.

Investigation shows the below.

Average cost for traffic management – up to £2,000

Average cost for ground works – up to £1,500

All prices below are Ex VAT.

Quote 1) £6,631.00 includes everything.

Quote 2) £4,739 Shelter and installation. **Does not groundworks and traffic control.**

Comments from company 2 - We do not offer traffic controls, this will have to arranged by yourself. When we undertake installation, the customer is required to make the area safe for our team to work in.

Quote 3) £6,395 Shelter and installation. **Does not include groundworks.**

Officer recommendation is to go with quote 1. This quote includes all pricing and it will be controlled by one central contractor.

Decisions Needed:

1. To decide which quote to go with to install a new bus shelter and perching bench along Roundstone Lane, opposite Verbena Drive, Angmering.



EVENT GUIDE

ANGMERING PARISH COMMUNITY EVENTS FOR 2025

	EVENT NAME	DATE
1	CPR/De-Fib & 1 st Aid Course (St Margaret's Church Hall) 10:00 – 11:30	Saturday 8 March
2	Well Being Event (Angmering Community Centre TBC)	Saturday ?? April
3	WADARS Fun Dog Show (Mayflower Park)	Saturday ?? May
4	Summer CPR/De-Fib & 1 st Aid Course (St Margaret's Church Hall) 5pm	Thursday 5 June
5	Skate Jam & BMX Mash Up! (Mayflower Park)	Saturday 7 June
6	The Angmering School 50 th Anniversary Open Day (APC will have a stall)	Saturday 5 July
7	Flicks on the Pitch (Rugby Club)	Friday 25 & Saturday 26 July
8	Fireride Pop-up Cycle Event & Stunt Show (Mayflower Park)	Saturday 2 August
9	Angmering Revealed (Angmering Community Centre)	Saturday 20 September
10	Halloween Spectacular (Angmering Community Centre)	Thursday 30 October
11	Remembrance Day (Village Square)	Sunday 9 November
12	Xmas CPR, De-Fib & 1 st Aid Course (St Margaret's Church Hall) 5pm	Monday 1 December
13	Angmering @ Christmas (Village Square)	Friday 5 December

Colour Key

Black = Confirmed event

Blue = Event to confirm

Red = Event / Dates to be confirmed

(No dates have been explored with the various venues except Angmering Revealed which is confirmed)

Angmering Parish Council

Tel: 01903 772124 Email: admin@angmering-pc.gov.uk
The Corner House, The Square, Angmering, West Sussex, BN16 4EA



Mrs K Herr
Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex
BN16 4EA

23 October 2024

Dear Katie

Re: Angmering Parish Council
Internal Audit for Financial Year Ended 31 March 2025 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 23 October 2024 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. Some assertions are tested only at the final internal audit, and this is reflected where appropriate in the report.

Recommendations for action are shown in bold text and are summarised in the table at the end of the report.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Angmering Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 34 years' experience in the financial sector with the last 14 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Table of contents

		PAGE
A	BOOKS OF ACCOUNT	3
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	3
C	RISK MANAGEMENT AND INSURANCE	6
D	BUDGET, PRECEPT AND RESERVES	6
E	INCOME	7
F	PETTY CASH	7
G	PAYROLL	8
H	ASSETS AND INVESTMENTS	8
I	BANK AND CASH	8
J	YEAR END ACCOUNTS	9
K	LIMITED ASSURANCE REVIEW	9
L	PUBLICATION OF INFORMATION	9
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	9
N	PUBLICATION REQUIREMENTS	10
O	TRUSTEESHIP	10
	ACHIEVEMENT OF CONTROL ASSERTIONS	11
	AUDIT POINTS CARRIED FORWARD	12

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.angmering-pc.gov.uk

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

I reviewed the nominal ledger entries for the period 1 April 2024 to date. I found no evidence of instances of netting off and transactional items were posted with sufficient narrative detail to explain their source and appeared to be placed to the most appropriate nominal code budget headings.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report was qualified with the External Auditor stating 'On review of the information provided by the Council it appears that two long term investments have been transferred out of Boxes 7 and 8 and included within Box 9 (long term investments) in the 2023/24 figures. Whilst we consider that the overall closing position of boxes 7, 8 and 9 are in line with expectations, the transfer of these long term accounts to long term investment should have been made to the prior year figures by restating boxes 6, 7, 8 and 9 in the 2022/23 column since the investments were taken out in the prior year. Therefore, this would have led to a restatement to box 1 and 9 in the 2023/24 column.'

The Council should consider restating their 2023/24 figures when entering such figures onto the return for 2024/25.'

Under other matters, the External Auditor commented 'The published Notice of Public Rights requires the name/signature of the person placing the notice, usually the RFO, to be entered at (e) on the form to satisfy the Accounts and Audit Regulations 2015, Paragraph 15(2)(i). We do note this has been entered at (b) however the Council should ensure this is completed in future.'

On review of the Council's reserves summary provided it was noted that there is a negative 'current year fund'. This balance is in relation to the transfer of the funds for the investment accounts mentioned above being transferred to long term investments. The Council should look to continually monitor the levels of reserves they are earmarking for projects and ensure that there are sufficient general reserves held to be able to meet at a minimum 3 months of total expenditure.'

The External Auditor's Report and the completed Notice of Conclusion of the Audit have been published on the council website.

There is evidence within the minutes of council meetings of regular receipt and review of internal audit reports by the council.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website includes a summary of the individual Register of Members' Interests forms.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2024) contains updated guidance on the matter as below:

The importance of using .gov.uk domains for websites and emails

5.210. All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.

5.211. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.

5.212. When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, 'ourparishcouncil.gov.uk' with email addresses linked to that domain.

5.213. Using a .gov.uk domain for your council website and email accounts gives Parish Councils the following advantages:

5.214. Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.

5.215. Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.

5.216. Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.

The council has a Privacy Notice and Accessibility Statement on its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure in place. Terms of reference for each committee are published on the council website along with a diary of future meeting dates, historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note that the non-confidential supporting documents are published on the council website for some meetings and I would encourage the council to do this for all meetings alongside the agendas in accordance with the requirements of the Information Commissioner's Office (page 3 of this link) ico.org.uk/minutesandagendas.pdf

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly marked as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 13 May 2024 (minute ref 24/014).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the previous NALC model and were last reviewed and adopted by council on 13 May 2024 (minute ref 24/015). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

I note the council also has an adopted Scheme of Delegation, which was most recently approved by council on 13 May 2024 (minute ref 24/016).

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

- FR 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*
- full council for all items over £3,500*
 - the Clerk, in conjunction with Chairman of Council for any items below £3,500*

**An exception to the above would be CLEW Committee, which have authority to spend up to £7,500 per event, without approval from Full Council.*

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- FR 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').*

- FR 4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. Actions from a health & safety/fire risk assessment, the amount spent can be up to £7000, in conjunction with the chair. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.*

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate.

A review of council minutes shows that council authorises payments in accordance with the adopted Financial Regulations, and the approved payment list is appended to the minutes of the meeting. The council has in place a system to segregate duties in terms of the setting up and subsequent release of payments made via online banking.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £10.81 per elector

The council has adopted the General Power of Competence (GPC) and the Section 137 threshold does not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 September 2024 which showed a refund amount due of £11,652.44 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 14 October 2024. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE***Internal audit requirement***

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a general and financial risk assessment which were last reviewed by council in August 2024. I reviewed the financial risk assessment which includes details of the type of risks identified, provides a severity and likelihood rating based on an agreed risk matrix, and the mitigation measures in place.

The assessment includes all the risks typically associated with a council of this size, and the regular review of the risk assessments demonstrate that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Hiscox Insurance through Gallagher which covers the year under review. The policy includes Public Liability and Employers Liability cover of £10 million each and a Fraud & Dishonesty (Fidelity Guarantee) level of £500,000. **Based on the balances held by the council of circa £1 million, I recommend the council revisits the previous recommendation to increase the Fidelity Guarantee level to ensure the maximum balance held is covered throughout.**

D. BUDGET, PRECEPT AND RESERVES***Internal audit requirement***

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £432,575 for 2024/25. With a tax base of 4.010.0, this equates to a band D equivalent of £107.87 (compared to the average in England of £85.89).

The Clerk confirmed that the 2025/26 budget setting process is due to commence shortly and will follow the scheduled successfully used in the previous year. This entails requesting ideas and suggestions from councillors, preparing a draft budget and annual plan and then this being reviewed with councillors at drop-in sessions. The final budget and precept decision will be approved at the January 2025 council meeting.

At the date of the interim internal audit, the income and expenditure report showed expenditure reported as 43.6% of budget, suggesting that the budget has been accurately set and carefully monitored throughout the year.

At the date of the interim audit, the council held circa £796,500 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts in a separate Community Infrastructure Levy (CIL) earmarked reserve. I checked the purpose of these earmarked reserves with the Clerk and am content these are all for legitimate future planned projects of the council.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33. *The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.*

5.34. *The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*

5.35. *The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

5.36. *In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

5.37. *Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

A review of the general reserve balance will be conducted at the final internal audit.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council's primary sources of income are from the flat rental, which is based on the lease agreement, and investment income received from the various bank accounts.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council maintains a small petty cash float with a balance of £30 maximum. The Clerk manages the petty cash, and expenditure is authorised in advance, with receipts retained for all purchases. The petty cash is managed through a cashbook and is physically balanced monthly. I am satisfied the council has in place appropriate control measures for the use of petty cash.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council has four employees, all of whom have contracts of employment based on the NALC template. All staff members are paid in accordance with the NJC salary scale, and the council is a member of the Local Government Pension Scheme (LGPS).

Payroll is outsourced to a third party, with information provided monthly by the Clerk to the payroll company confirming gross salary amounts. I reviewed the salary slips for September 2024 and was able to confirm salary amounts for each staff member correspond with the NJC salary scale and that deductions amounts for tax and national insurance and pension contributions appear to be calculated correctly.

I was able to confirm HMRC and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There is a councillor allowance scheme in place paid through payroll twice per annum for eligible councillors.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register in place which includes details of each asset, the date of acquisition, the supplier, original value, valuation/replacement cost and location.

Assets are correctly listed at original net cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The council has borrowing through the Public Works Loan Board (PWL) loan and a check of the year-end balances and confirmation of yearly payments will be conducted at the final internal audit.

The council has a long-term investment with the CCLA Property Fund, and this is correctly listed on the asset register.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.2 states 'On a monthly basis and at each financial year end, a member other than the Chairman, or a cheque signatory, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council, during Full Council.'

Bank reconciliations are completed monthly. I reviewed the July 2024 bank reconciliation and was able to confirm the balances to the bank statements and found no errors. The reconciliation and accompanying bank statements have been signed in accordance with the requirements of FR 2.2 and there is evidence of this activity being reported to council meetings.

The council uses the Flagstone Investment platform and has opened accounts with multiple financial providers to maximise the protection available from the Financial Services Compensation Scheme (FSCS).

J. YEAR END ACCOUNTS**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final interim audit.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”)

Audit findings

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

Testing to be conducted at final interim audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2023/24 Actual
Date AGAR signed by council	13 May 2024
Date inspection notice issued	3 June 2024
Inspection period begins	4 June 2024
Inspection period ends	15 July 2024
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2024 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4*
- *Section 2 - Accounting Statements 2023/24, approved and signed, page 5*

Not later than 30 September 2024 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Testing to be conducted at final interim audit.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts and testing under this internal control objective is not required.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below. Confirmation of continued compliance will be conducted at the final internal audit, with testing of internal control objectives J, L and N also completed at that visit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	To be tested at final internal audit		
M	The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N	The authority has complied with the publication requirements for 2023/24 AGAR.	To be tested at final internal audit		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams

Mulberry Local Authority Services Ltd

Interim Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
C. RISK MANAGEMENT AND INSURANCE	Based on the balances held by the council of circa £1 million, I recommend the council revisits the previous recommendation to increase the Fidelity Guarantee level to ensure the maximum balance held is covered throughout.	



Angmering Parish Council

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SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

MONDAY 11 NOVEMBER 2024

ITEM 13 - FRAUD & DISHONESTY (FIDELITY GUARANTEE) – INSURANCE POLICY 2024-25

Background

As part of the internal audit process our insurance policy and the cover it provides was looked into under the heading of “This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.”

It was noted that our cover for Fraud and Dishonesty (Fidelity Guarantee) was at £500,000 and is deemed to be underdeclared in relation to our current balances.

This was discussed at Full Council in February 2022 and it was agreed at this time, that no further action would be taken.

Due to the receipt of Community Infrastructure Levy funding our balance has increased (money earmarked for several projects including the potential Angmering Hub) and this needs to be revisited.

A quote has been received to up the amount covered to £1 million or £1.3 million – please see below.

- 1) To increase the FG cover to 1 million with effect from 23/10/24 would create a pro rata additional premium of £651.32 including Insurance Premium Tax (IPT).**
- 2) To increase the cover to 1.3 million would create a pro rata additional premium of £1,042.13 including IPT.**

Once the funds have been spent, we can revisit the level of cover and adjustments can be made.

Budget

Currently, the budget line for insurance in the 2024-25 budget is £9,000. The policies (General Insurance and Flood Insurance) have so far cost £8,838.00, leaving £162.

It is the Clerks suggestion that the required funds be vired from 4821/700 – D-Day Celebrations 2024 to cover the short fall.

Decisions Needed:

1. Which level of cover is requested by the Council – option 1 or 2.
2. Confirm the suggested code to vire the required funds from.

Closes 19 Dec 2024

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About you

1. In what capacity are you responding to this consultation?

- An elected member of a council body
- A council body
- A member of the public
- A local government sector body

< Back

« First

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Continue >

Enabling remote attendance and proxy voting at local authority meetings

Closes 19 Dec 2024

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Local authority type

Please indicate the local authority type:

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel

Other local authority type

If other, please specify

[< Back](#)

[<< First](#)

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[Continue >](#)



Enabling remote attendance and proxy voting at local authority meetings

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The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

2. Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

- Yes
- No

If you answered 'No' to question 2, select 'Continue' and go directly to question 4.

3. If you answered 'Yes' to question 2, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

- Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance
- Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically able to attend, or for reasons of local or national emergencies
- There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance

Add any further comments

[Continue >](#)

[< Back](#)

[<< First](#)

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Enabling remote attendance and proxy voting at local authority meetings

Closes 19 Dec 2024

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The proposal for remote attendance

4. If you are an elected member, can you anticipate that you personally may seek to attend some of your council meetings remotely?

- Yes
- No
- I am not an elected member

4a. If you answered 'No' to question 4, please explain your answer below:

Explain your answer

4b. If you answered 'Yes' to question 4, please indicate below which of the following options best describes your likely pattern of attending meetings remotely:

- Very occasionally
- From time to time
- Regularly but not always
- All the time

Continue >

< Back

« First

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Enabling remote attendance and proxy voting at local authority meetings

Closes 19 Dec 2024

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The proposal for remote attendance

5. If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- Less than 10%
- More than 10% but less than 50%
- More than 50% but less than 90%
- Most of them 90% to 100%

6. The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- Councils should be able to allow full remote attendance at up to half of council meetings within a 12-month calendar period
- Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances

- Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence

Add any other comments that you have

7. Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Tick all the options that correspond with your view and use the free text box for any other comments.

- Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance
- Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings
- Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location

Add any other comments that you have



Enabling remote attendance and proxy voting at local authority meetings

Closes 19 Dec 2024

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The proposal for remote attendance

8. Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because:

- It is a positive modernising measure
- It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve
- Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance

Add any other reasons that it should be considered

Should not be considered because:

- Councillors should be physically present at all formal meetings
- It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils
- It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings

Add any other reasons that it should be considered

9. In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics? For example, those with disabilities or caring responsibilities.

- It would benefit members
- It would disadvantage members
- Neither

Add any further comments you have on this question



Enabling remote attendance and proxy voting at local authority meetings

Closes 19 Dec 2024

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Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

10. In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- Yes
- No
- Unsure

11. If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- Physical or medical conditions
- Caring responsibilities
- Parental leave or other responsibilities

Add any other reasons

12. Are there circumstances in which you feel proxy voting would not be appropriate?

Add your comments

13. If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

Add your comments

[Continue >](#)

[< Back](#)

[<< First](#)

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Email address

Submit Response

< Back

« First

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APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2024 – 2025

GUIDELINES FOR APPLICATIONS

A grant is any payment made by the Parish Council, to be used by an organisation which is not directly controlled or administered by the Parish Council, for a specific purpose in the furtherance of the well-being of the local community.

The contribution made by the numerous organisations to the well-being of the local community is highly valued. In support of such voluntary efforts the Parish Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of the grant is to support voluntary and community initiatives which enhance the quality of life for residents in Angmering.

Funding is available, throughout the year, subject to budgetary constraints, and in line with the Parish Council's specified application deadlines (see page 9). Organisations wishing to apply for a grant from the Parish Council are advised to read the following Grant Criteria to ensure their application is eligible for a grant. It is also encouraged that applicants contact the Parish Council to discuss their project prior to applying for a grant.

GRANT CRITERIA

Applications will be considered from voluntary, community groups and organisations. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules, which include the aims and objectives for the group.

In order to help ensure a fair distribution of funds, only one application, per financial year, per organisation may be submitted to the Parish Council.

Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised signatories. Any monies awarded shall be the responsibility of the recipient organisation.

Applicants may apply for start-up funding, running costs, and / or the purchase of one-off pieces of equipment or capital projects. A clear budget breakdown must be provided with each application. Please refer to the following table for the maximum levels of funding that can be awarded for different types of expenditure:

PURPOSE OF GRANT	Up to a maximum of:
Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment)	£750
Running costs	£250
One off cost (e.g. purchase of equipment)	£500
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750

CONDITIONS AND EXCLUSIONS
Typically, awards will not be given for administration costs
Awards must be seen to be for the benefit of a significant number of Angmering residents
Awards will not generally be given to individuals
Awards must be used for or towards the specific project or item applied for
Once project completed, evidence must be provided that the award was used appropriately

THINGS TO NOTE

1. Organisations must be able to submit a copy of their previous year's accounts. In the case of new organisations, a full budget for the proposal must be submitted.
2. Applicants must provide an answer to all the questions on the application form.
3. Applicants must be able to demonstrate how a grant would benefit the community of Angmering.
4. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.
5. On-going commitments to award grants in future years will not be made by the Parish Council.
6. The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Parish Council may decide to defer the application to a future meeting whilst further information is sought from the group.
7. In the event the grant is not used in part or in full, the group must notify the Parish Council with a full explanation. If the grant is not used for the purpose intended, the Parish Council reserves the right to request its return.
8. Please note: The Parish Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 4 weeks after each deadline date with the outcome of the Full Parish Councils decision.

APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

Please ensure you read the **Guidelines for Applications** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

SECTION A: ORGANISATION DETAILS

NAME OF ORGANISATION/GROUP

4Sight Vision Support

DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: [REDACTED]

Position within the organisation: Fundraising Manager

Address: 36 Victoria Drive, Bognor Regis, West Sussex,

Postcode: PO21 2TE

Telephone Number: 01243 828 555

Email: [REDACTED]

Website: <https://www.4sight.org.uk/>

WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Angmering	√
An existing local group or organisation providing services available to residents of Angmering	
A new group or organisation, wishing to provide services for the residents of Angmering	

BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP

To support people in West Sussex who are living with sight loss. Our vision is that every person with sight loss is aware of, can access and benefit from our services, so that everyone can experience a life without limits. Please see attached letter for details about the services that we provide.

WHEN WAS YOUR ORGANISATION / GROUP FORMED?

1921

HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

This should include people who are involved in the activity

Adult	3,254
Junior (under 16)	60

WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?

1%

IS YOUR ORGANISATION A REGISTERED CHARITY?

Tick relevant box

Yes	√	If yes, please provide the registered charity number below
No		Charity Number:1075447.....

PROJECTED INCOME

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months

Information from the organisation's latest accounts

Account Year Ending

Total Income for the year £350,100.

Total expenditure for the year £386,772.

Surplus or deficit (£36,672)

Total savings or bank reserves at year end £217,749

SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

1. Please give a description of the purpose for which you are seeking a grant

We are seeking funding so that we can continue supporting people in your Parish of Angmering who are living with sight loss, as well as their family and carers. With our help and support people can continue to lead positive, independent lives and not become socially isolated, after receiving a sight loss diagnosis. Our specialist team provides individually tailored support to anyone who is living with sight loss and needs our help, offering everything from advice on eye health, emotional support, guidance on daily living aids, to assistance with accessible technology. Please see attached letter for more details about the services that we provide.

2. How will / does your project or activity benefit the residents of Angmering?

Our specialist services are available to anyone in West Sussex who is living with sight loss. We do not charge our clients a subscription or for our services, as we don't want there to be a financial barrier to anyone receiving our help and support.

3. Who will benefit from this activity? How many people and how often?

There are currently 37 clients living in your parish of Angmering who will benefit directly from any funding that we receive, as well as their family and carers.

4. How will you know that your activity was successful? How will you record its success?

Success is measured through informal feedback that is received in person, over the phone and by post. This is recorded on our client database and used to inform decisions around the development and improvement of our services.

5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.

N/A

SECTION C: AMOUNT OF GRANT REQUESTED

1. What is the amount of the Grant you are seeking from Angmering Parish Council?

£250 to fund the cost of supporting 4 clients for a period of 12 months.

2. Please indicate in which category you feel your request for funding falls into:

Please tick the relevant box

Start-up grant (for new groups, can include running costs and equipment)	£750*	
Revenue (running costs)	£250*	√
One off cost (e.g. purchase of equipment)	£500*	
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	

(*Figures shown indicate the maximum grant allowance for this category)

3. What is the total cost of the project or activity?

£2,405 is the total cost for the 37 clients living in your parish of Angmering (£65 per person).

4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?

Tick relevant box

Yes	√
No	

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	√
No	

--	--

If **YES**: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

We have an active fundraising team that regularly applies to Trusts and Foundations for grants, as well as to Town and Parish councils throughout West Sussex, to ask for funding to support their residents. Our team also organise community fundraising events during the year, and we receive donations from individual funders.

We have not requested any other funding for our clients in your specific geographical area.

5. Please give details of your own fund-raising efforts:

We fundraise through the following income streams:

- Legacies – we run a free will scheme, that generates donations, but also promotes discussion around this important topic
- Donations – we receive one-off donations and regular donations (sometimes following our clients receiving our newsletter or one of our team visiting them to provide support, sometimes unsolicited), and in-memory donations
- Events – we organise a series of events during the year
- Collections – we organise street and store collections throughout the year, we also have numerous collection boxes cited at local businesses throughout the County
- Recycling – we recycle various items to raise funds
- Sales – we sell Christmas cards each year
- Raffles – we run a 200 Club lottery for our clients, staff and volunteers and we also run various raffles during the year

6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.

Please see answers given to the previous question.

7. Has your organisation received a grant from Angmering Parish Council before?

Tick relevant box

Yes	√	If yes , please state when and how much awarded?
No		Amount £250 Year awarded:2022

How did you hear about this grant scheme?
Previous application

SECTION D: BANK DETAILS

Please provide your organisation's bank details below:

Account name: [REDACTED]

Sort code: [REDACTED]

Account number: [REDACTED]

Bank/Building Society Name: [REDACTED]

Address: 25 Kings Hill Avenue, Kings Hill, West Malling, Kent

Post Code: ME19 4JQ

If your organisation is VAT registered, please supply your VAT number
N/A

A **Cheque** can be arranged if required, please advise who it should be made payable to.

The cheque should be made out to:N/A.....

THIS PAGE WILL BE DESTROYED AND NO RECORDS KEPT ONCE PAYMENT HAS BEEN MADE IF A GRANT IS AWARDED

SECTION E: DECLARATION

Declaration

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

Chairman (signature) 	Treasurer (signature)	Secretary (signature) 
Date:	Date:	Date: 3rd October 2024
Please print full name 	Please print full name 	Please print full name 

SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:	APPLICATION DEADLINE:
Email: admin@angmering-pc.gov.uk Post: Katie Herr – Clerk Angmering Parish Council The Corner House The Square	The application form should be submitted on or before the 1 st Monday of every month

Angmering
West Sussex
BN16 4EA

Tele: 01903 772124

SECTION F: DATA PROTECTION

As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application and supporting documents for:

- Grant application
- Monitoring grants
- Evaluating the way our funding programmes work and the effect they have
- Reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

Please tick the box the box to confirm your understanding of Data Protection

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Control A/c	3,193
200	Current Bank A/c	46,510
210	Lloyds Business Account	237,670
215	Petty Cash	9
250	CCLA Public Sector Deposit	25,000
255	Hampshire Trust Bnk Deposit	70,000
267	Flagstone Investment	859,036
268	Charity of the Year	657
Total Current Assets		1,242,075
<u>Represented by :-</u>		
300	Current Year Fund	603,883
310	General Reserves	(158,337)
320	EMR - Play Park Refurbishment	1,597
321	EMR - Office Development	144,428
322	EMR - Asset Renewal Programme	3,033
323	EMR - NHP Grant - Locality	160
324	EMR - NHP Grant - ADC	715
325	EMR - Elections	12,212
327	EMR - NHP Review	40,000
328	EMR - BMX/Skatebowl Refurb	8,941
330	EMR - New Van	9,000
331	EMR - Safer Streets Funding	25,935
333	EMR - Festive Lights	3,000
334	EMR - Improvements to Mayflowe	165,939
335	EMR - Ongoing Tree Work	5,800
336	EMR - Community Centre Mainten	6,844
338	EMR - Palmer Road Rec	8,055
341	EMR - Rainbow Bench Maint	6,761
348	EMR - Community Awards	1,685
349	EMR - Angmering @Christmas	5,780
350	EMR - Speed Indicator Devices	10,000
351	EMR - Youth/Holiday Activities	7,715
354	EMR - CIL Receipts	262,998
355	EMR - Safer Arun Prtnshp Grant	354
357	EMR - S106	33,351
358	EMR - Defibrilators	2,226
359	EMR - Angmering Village Centre	30,000
Total Equity		1,242,075

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>								
1076 Precept	0	432,575	432,575	0			100.0%	
1080 Investment Income	2,591	249,815	20,000	(229,815)			1249.1%	
1090 Bank Interest	247	1,183	500	(683)			236.6%	
1095 Other Income	500	30,500	750	(29,750)			4066.7%	30,000
1096 2024 Calendar Sales	25	79	0	(79)			0.0%	
1097 Advertising Revenue	127	127	0	(127)			0.0%	
1105 Donations Received	500	500	0	(500)			0.0%	
1115 Community Infrastructure Levy	0	114,941	0	(114,941)			0.0%	114,941
	<u>3,989</u>	<u>829,719</u>	<u>453,825</u>	<u>(375,894)</u>			<u>182.8%</u>	<u>144,941</u>
Income :- Income								
	<u>3,989</u>	<u>829,719</u>	<u>453,825</u>	<u>(375,894)</u>				
Net Income								
6001 less Transfer to EMR	0	144,941						
Movement to/(from) Gen Reserve	<u>3,989</u>	<u>684,778</u>						
<u>120</u> <u>Office</u>								
4000 Salary - Clerk	4,210	29,115	51,500	22,385		22,385	56.5%	
4005 Salary - Office Staff	7,182	47,886	103,000	55,114		55,114	46.5%	
4025 Employer's NI	1,150	6,667	13,000	6,333		6,333	51.3%	
4035 Pension - LGPS	2,079	13,882	22,000	8,118		8,118	63.1%	
4055 Travel	21	91	200	109		109	45.3%	
4070 Training	203	452	2,000	1,548		1,548	22.6%	
4200 Electricity	233	1,429	4,500	3,071		3,071	31.8%	
4205 Gas	88	919	3,500	2,581		2,581	26.3%	
4210 Water/Sewage	0	600	750	150		150	80.0%	
4220 Office Cleaning	10	336	900	565		565	37.3%	
4225 Office Maintenance	0	320	1,000	680		680	32.0%	
4230 Office Improvements	2,640	5,335	2,000	(3,335)		(3,335)	266.8%	3,988
4235 Office Equipment	49	49	600	551		551	8.2%	
4240 Stationery & Consumables	376	1,939	3,000	1,061		1,061	64.6%	
4250 Telephones	164	1,053	2,000	947		947	52.6%	
4255 Broadband	0	382	780	398		398	49.0%	
4265 Photocopying/Printing	481	1,914	3,500	1,586		1,586	54.7%	
4275 Newsletter Production	254	1,689	3,120	1,431		1,431	54.1%	
4290 Subscriptions	49	2,408	3,500	1,092		1,092	68.8%	
4295 Land Registry	6	48	200	152		152	24.0%	
4315 Room Hire	95	755	1,200	445		445	62.9%	
4330 IT Support	0	2,860	3,000	140		140	95.3%	
4335 IT Software	41	1,139	2,172	1,033		1,033	52.5%	
4340 IT Equipment	0	0	1,000	1,000		1,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4345 Insurance	0	8,838	9,000	162		162	98.2%	
4350 Audit Fees	229	1,594	1,800	206		206	88.6%	
4360 Professional Expenses	5,618	9,119	7,696	(1,423)		(1,423)	118.5%	
4365 Legal Fees	0	1,295	2,000	705		705	64.8%	
4370 Election Costs	0	258	0	(258)		(258)	0.0%	258
4375 Community Grants	250	2,335	5,000	2,665		2,665	46.7%	
4685 Defibrilators	0	0	2,000	2,000		2,000	0.0%	
4696 Blue Plaques Scheme	0	0	5,000	5,000		5,000	0.0%	
Office :- Indirect Expenditure	<u>25,427</u>	<u>144,707</u>	<u>260,918</u>	<u>116,211</u>	<u>0</u>	<u>116,211</u>	<u>55.5%</u>	<u>4,246</u>
Net Expenditure	<u>(25,427)</u>	<u>(144,707)</u>	<u>(260,918)</u>	<u>(116,211)</u>				
6000 plus Transfer from EMR	2,640	4,246						
Movement to/(from) Gen Reserve	<u>(22,787)</u>	<u>(140,461)</u>						
<u>140 Councillors/Civic</u>								
4070 Training	0	273	1,000	727		727	27.3%	
4335 IT Software	0	0	100	100		100	0.0%	
4400 Councillor's Basic Allowance	0	1,755	3,828	2,073		2,073	45.8%	
4405 Chairman's Allowance	0	50	300	250		250	16.7%	
4410 Member's Travel Expenses	0	16	100	84		84	15.8%	
Councillors/Civic :- Indirect Expenditure	<u>0</u>	<u>2,093</u>	<u>5,328</u>	<u>3,235</u>	<u>0</u>	<u>3,235</u>	<u>39.3%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,093)</u>	<u>(5,328)</u>	<u>(3,235)</u>				
<u>200 Maintenance</u>								
4260 Mobile Telephones	16	108	200	92		92	53.8%	
4500 Protective Clothing	0	47	300	253		253	15.7%	
4505 Tools & Equipment	150	876	1,500	624		624	58.4%	
4570 Dog Fouling Bin Collections	0	0	600	600		600	0.0%	
4580 Green Waste Disposal	355	1,282	3,000	1,718		1,718	42.7%	
4630 Equipment Storage	500	3,500	6,000	2,500		2,500	58.3%	
4650 Play Area Inspections	0	438	400	(38)		(38)	109.4%	
4655 Play Area Maintenance	0	0	5,000	5,000		5,000	0.0%	
4656 Russet/Mayf Improvements	0	4,095	0	(4,095)		(4,095)	0.0%	4,095
4665 Contractor-General	0	179	5,000	4,821		4,821	3.6%	
4670 Contractor-Grass	1,254	6,897	13,000	6,103		6,103	53.1%	
4675 Contractor-Trees & Hedges	0	800	12,500	11,700		11,700	6.4%	
4680 Contractor-Flowers & Beds	1,672	6,051	10,000	3,949		3,949	60.5%	
Maintenance :- Indirect Expenditure	<u>3,946</u>	<u>24,271</u>	<u>57,500</u>	<u>33,229</u>	<u>0</u>	<u>33,229</u>	<u>42.2%</u>	<u>4,095</u>
Net Expenditure	<u>(3,946)</u>	<u>(24,271)</u>	<u>(57,500)</u>	<u>(33,229)</u>				
6000 plus Transfer from EMR	0	4,095						
Movement to/(from) Gen Reserve	<u>(3,946)</u>	<u>(20,176)</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Village Centre</u>								
4795 Cleaning Village Monument	0	965	965	0		0	100.0%	
Village Centre :- Indirect Expenditure	0	965	965	0	0	0	100.0%	0
Net Expenditure	0	(965)	(965)	0				
<u>220 Mowers/Strimmers</u>								
4605 Fuel	0	0	150	150		150	0.0%	
4610 Maintenance	51	51	1,500	1,449		1,449	3.4%	
Mowers/Strimmers :- Indirect Expenditure	51	51	1,650	1,599	0	1,599	3.1%	0
Net Expenditure	(51)	(51)	(1,650)	(1,599)				
<u>240 Vehicles</u>								
4345 Insurance	0	1,027	1,200	173		173	85.6%	
4600 Purchase	0	0	3,000	3,000		3,000	0.0%	
4605 Fuel	147	964	2,000	1,036		1,036	48.2%	
4610 Maintenance	128	1,105	2,000	895		895	55.3%	
4620 Road Tax	0	0	290	290		290	0.0%	
Vehicles :- Indirect Expenditure	275	3,097	8,490	5,393	0	5,393	36.5%	0
Net Expenditure	(275)	(3,097)	(8,490)	(5,393)				
<u>250 Street Lighting</u>								
4200 Electricity	0	4,520	6,000	1,480		1,480	75.3%	
4610 Maintenance	0	6,251	7,000	749		749	89.3%	
Street Lighting :- Indirect Expenditure	0	10,771	13,000	2,229	0	2,229	82.9%	0
Net Expenditure	0	(10,771)	(13,000)	(2,229)				
<u>260 Palmer Road Rec</u>								
4660 Palmer Road Pavillion	40	3,802	2,500	(1,302)		(1,302)	152.1%	3,750
4670 Contractor-Grass	0	0	3,000	3,000		3,000	0.0%	
Palmer Road Rec :- Indirect Expenditure	40	3,802	5,500	1,698	0	1,698	69.1%	3,750
Net Expenditure	(40)	(3,802)	(5,500)	(1,698)				
6000 plus Transfer from EMR	0	3,750						
Movement to/(from) Gen Reserve	(40)	(52)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>280 Community Centre</u>								
4450 CCTV Maintenance	545	940	1,500	560		560	62.7%	395
4455 Alarms ó	0	0	1,500	1,500		1,500	0.0%	
4530 Buildings - Routine Maint.	465	953	5,000	4,047		4,047	19.1%	
4585 Rubbish Collection Recycling	29	215	300	85		85	71.7%	
4590 Rubbish Collection Gen. Waste	112	839	1,500	662		662	55.9%	
Community Centre :- Indirect Expenditure	<u>1,150</u>	<u>2,947</u>	<u>9,800</u>	<u>6,853</u>	<u>0</u>	<u>6,853</u>	<u>30.1%</u>	<u>395</u>
Net Expenditure	<u>(1,150)</u>	<u>(2,947)</u>	<u>(9,800)</u>	<u>(6,853)</u>				
6000 plus Transfer from EMR	0	395						
Movement to/(from) Gen Reserve	<u>(1,150)</u>	<u>(2,552)</u>						
<u>290 Skate Bowl</u>								
4200 Electricity	201	881	1,500	619		619	58.7%	
4610 Maintenance	0	0	3,000	3,000		3,000	0.0%	
Skate Bowl :- Indirect Expenditure	<u>201</u>	<u>881</u>	<u>4,500</u>	<u>3,619</u>	<u>0</u>	<u>3,619</u>	<u>19.6%</u>	<u>0</u>
Net Expenditure	<u>(201)</u>	<u>(881)</u>	<u>(4,500)</u>	<u>(3,619)</u>				
<u>310 Angmering @ Christmas</u>								
4240 Stationery & Consumables	0	135	1,500	1,365		1,365	9.0%	
4325 Advertising	0	0	100	100		100	0.0%	
4755 Event Hire/Entertainment	168	168	6,000	5,832		5,832	2.8%	
4760 Event Staffing	0	0	1,200	1,200		1,200	0.0%	
Angmering @ Christmas :- Indirect Expenditure	<u>168</u>	<u>303</u>	<u>8,800</u>	<u>8,497</u>	<u>0</u>	<u>8,497</u>	<u>3.4%</u>	<u>0</u>
Net Expenditure	<u>(168)</u>	<u>(303)</u>	<u>(8,800)</u>	<u>(8,497)</u>				
<u>315 Christmas</u>								
4700 Village Christmas Trees	4,250	4,250	4,000	(250)		(250)	106.3%	
4705 Festive Lights	0	0	5,000	5,000		5,000	0.0%	
Christmas :- Indirect Expenditure	<u>4,250</u>	<u>4,250</u>	<u>9,000</u>	<u>4,750</u>	<u>0</u>	<u>4,750</u>	<u>47.2%</u>	<u>0</u>
Net Expenditure	<u>(4,250)</u>	<u>(4,250)</u>	<u>(9,000)</u>	<u>(4,750)</u>				
<u>325 Climate Action Plan</u>								
4240 Stationery & Consumables	0	0	250	250		250	0.0%	
4315 Room Hire	0	0	100	100		100	0.0%	
4505 Tools & Equipment	0	0	600	600		600	0.0%	
4825 Street Furniture Purchase	0	0	2,000	2,000		2,000	0.0%	
Climate Action Plan :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,950</u>	<u>2,950</u>	<u>0</u>	<u>2,950</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,950)</u>	<u>(2,950)</u>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>330 Flicks On The Pitch</u>								
4505 Tools & Equipment	0	6,000	6,000	0		0	100.0%	
Flicks On The Pitch :- Indirect Expenditure	0	6,000	6,000	0	0	0	100.0%	0
Net Expenditure	0	(6,000)	(6,000)	0				
<u>350 Community Sessions</u>								
4240 Stationery & Consumables	0	0	500	500		500	0.0%	
4315 Room Hire	0	117	250	133		133	46.8%	
4325 Advertising	0	59	50	(9)		(9)	118.4%	
Community Sessions :- Indirect Expenditure	0	176	800	624	0	624	22.0%	0
Net Expenditure	0	(176)	(800)	(624)				
<u>360 Mayflower/Mayflower Way</u>								
4365 Legal Fees	0	0	3,000	3,000		3,000	0.0%	
4665 Contractor-General	0	2,453	7,000	4,548		4,548	35.0%	
4775 Improvements	0	764	0	(764)		(764)	0.0%	
Mayflower/Mayflower Way :- Indirect Expenditure	0	3,217	10,000	6,783	0	6,783	32.2%	0
Net Expenditure	0	(3,217)	(10,000)	(6,783)				
<u>380 Volunteers</u>								
4505 Tools & Equipment	0	0	200	200		200	0.0%	
Volunteers :- Indirect Expenditure	0	0	200	200	0	200	0.0%	0
Net Expenditure	0	0	(200)	(200)				
<u>390 BMX Track</u>								
4610 Maintenance	0	0	2,000	2,000		2,000	0.0%	
BMX Track :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	0	(2,000)	(2,000)				
<u>410 Angmering Revealed</u>								
4240 Stationery & Consumables	30	30	100	70		70	30.0%	
4315 Room Hire	237	237	200	(37)		(37)	118.5%	
4325 Advertising	0	85	75	(10)		(10)	113.0%	
4505 Tools & Equipment	1,782	3,291	3,500	209		209	94.0%	
4755 Event Hire/Entertainment	1,388	1,583	1,500	(83)		(83)	105.6%	
Angmering Revealed :- Indirect Expenditure	3,437	5,226	5,375	149	0	149	97.2%	0
Net Expenditure	(3,437)	(5,226)	(5,375)	(149)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>420 Remembrance Day</u>								
4240 Stationery & Consumables	21	21	50	29		29	41.7%	
4505 Tools & Equipment	40	40	75	35		35	53.3%	
4796 Monument Flowers	0	400	700	300		300	57.1%	
Remembrance Day :- Indirect Expenditure	61	461	825	364	0	364	55.9%	0
Net Expenditure	(61)	(461)	(825)	(364)				
<u>500 Allotments</u>								
1000 Rent Received	0	0	900	900			0.0%	
Allotments :- Income	0	0	900	900			0.0%	0
4800 Rent Paid - Sommerset	0	0	825	825		825	0.0%	
4807 Improving Community Allotment	0	0	3,000	3,000		3,000	0.0%	
Allotments :- Indirect Expenditure	0	0	3,825	3,825	0	3,825	0.0%	0
Net Income over Expenditure	0	0	(2,925)	(2,925)				
<u>650 Corner House Flat</u>								
1000 Rent Received	808	5,657	8,000	2,343			70.7%	
Corner House Flat :- Income	808	5,657	8,000	2,343			70.7%	0
4380 Loan Charges	0	4,071	8,142	4,071		4,071	50.0%	
4530 Buildings - Routine Maint.	355	355	1,000	645		645	35.5%	
Corner House Flat :- Indirect Expenditure	355	4,426	9,142	4,716	0	4,716	48.4%	0
Net Income over Expenditure	453	1,231	(1,142)	(2,373)				
<u>680 Youth Sessions</u>								
4240 Stationery & Consumables	0	0	100	100		100	0.0%	
4325 Advertising	0	0	75	75		75	0.0%	
4710 Youth Outreach Workers	2,180	6,297	10,000	3,703		3,703	63.0%	
4720 Holiday Activities	65	1,665	3,000	1,335		1,335	55.5%	
Youth Sessions :- Indirect Expenditure	2,245	7,962	13,175	5,213	0	5,213	60.4%	0
Net Expenditure	(2,245)	(7,962)	(13,175)	(5,213)				
<u>690 Halloween Spectacular</u>								
4240 Stationery & Consumables	222	322	300	(22)		(22)	107.3%	
4315 Room Hire	0	0	100	100		100	0.0%	
4325 Advertising	38	38	16	(22)		(22)	236.6%	
4755 Event Hire/Entertainment	65	65	0	(65)		(65)	0.0%	
Halloween Spectacular :- Indirect Expenditure	324	425	416	(9)	0	(9)	102.1%	0
Net Expenditure	(324)	(425)	(416)	9				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>700 Skate Jam</u>								
4240 Stationery & Consumables	0	61	50	(11)		(11)	122.8%	
4325 Advertising	0	12	16	4		4	75.0%	
4755 Event Hire/Entertainment	0	500	1,000	500		500	50.0%	
4805 Leisure Providers	0	2,650	1,500	(1,150)		(1,150)	176.7%	404
Skate Jam :- Indirect Expenditure	0	3,223	2,566	(657)	0	(657)	125.6%	404
Net Expenditure	0	(3,223)	(2,566)	657				
6000 plus Transfer from EMR	0	404						
Movement to/(from) Gen Reserve	0	(2,819)						
<u>710 Kings Coronation 2023/D-Day 24</u>								
4821 D-Day Celebrations 2024	0	26	1,000	974		974	2.6%	
Kings Coronation 2023/D-Day 24 :- Indirect Expenditure	0	26	1,000	974	0	974	2.6%	0
Net Expenditure	0	(26)	(1,000)	(974)				
<u>730 Street Furniture</u>								
4610 Maintenance	0	0	2,000	2,000		2,000	0.0%	
4825 Street Furniture Purchase	0	0	15,000	15,000		15,000	0.0%	
Street Furniture :- Indirect Expenditure	0	0	17,000	17,000	0	17,000	0.0%	0
Net Expenditure	0	0	(17,000)	(17,000)				
<u>740 Fire Ride Event</u>								
4750 Event Organiser	1,750	1,750	0	(1,750)		(1,750)	0.0%	
Fire Ride Event :- Indirect Expenditure	1,750	1,750	0	(1,750)	0	(1,750)		0
Net Expenditure	(1,750)	(1,750)	0	1,750				
<u>900 Investment Expenditure</u>								
4311 Flagstone Charges	0	464	2,000	1,536		1,536	23.2%	
Investment Expenditure :- Indirect Expenditure	0	464	2,000	1,536	0	1,536	23.2%	0
Net Expenditure	0	(464)	(2,000)	(1,536)				

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	4,798	835,376	462,725	(372,651)			180.5%	
Expenditure	43,679	231,493	462,725	231,232	0	231,232	50.0%	
Net Income over Expenditure	<u>(38,881)</u>	<u>603,883</u>	<u>0</u>	<u>(603,883)</u>				
plus Transfer from EMR	2,640	12,889						
less Transfer to EMR	0	144,941						
Movement to/(from) Gen Reserve	<u>(36,241)</u>	<u>471,831</u>						

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	284,239.10					284,239.10	
FPI Banked:02/10/2024		102.64						
FPI CCLA Investment MA LA		102.64			1080	100	102.64	Inv Income Oct 2024
INT Banked:09/10/2024		247.19						
INT Lloyds Bank		247.19			1090	100	247.19	Bank Interest October 2024
FPI Banked:16/10/2024		808.20						
FPI Cooper Adams		808.20			1000	650	808.20	Flat Rent October 2024
FPI Banked:31/10/2024		2,272.65						
FPI CCLA Investment MA LA		2,272.65			1080	100	2,272.65	Inv Income October 2024
Total Receipts for Month		3,430.68	0.00	0.00			3,430.68	
Cashbook Totals		<u>287,669.78</u>	<u>0.00</u>	<u>0.00</u>			<u>287,669.78</u>	

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
21/10/2024	Lloyds Treasurers Account	Transfer	500.00			200		500.00	Transfer
22/10/2024	Lloyds Treasurers Account	Transfer	49,500.00			200		49,500.00	Transfer
Total Payments for Month			50,000.00	0.00	0.00			50,000.00	
Balance Carried Fwd			237,669.78						
Cashbook Totals			<u>287,669.78</u>	0.00	0.00			<u>287,669.78</u>	

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	104.03					104.03	
BGC Banked:02/10/2024		4.91						
BGC 2024 Calendar Sales		4.91			1096	100	4.91	2024 Calendar Sales
INT Banked:09/10/2024		0.06						
INT Lloyds Bank		0.06			1090	100	0.06	Bank Interest October 2024
BGC Banked:14/10/2024		19.65						
BGC 2024 Calendar Sales		19.65			1096	100	19.65	2024 Calendar Sales
FPI Banked:15/10/2024		112.00						
FPI Blue Billboard Ltd		112.00			1097	100	112.00	Revenue Sharing
FPI Banked:15/10/2024		500.00						
FPI Worthing Rugby Club		500.00			1105	100	500.00	Flick on the Pitch Donation
TFR Banked:22/10/2024		-49.00						
TFR Lloyds Bank		-49.00			4290	120	-49.00	Card machine
BGC Banked:23/10/2024		9.82						
BGC 2024 Calendar Sales		9.82			1097	100	9.82	2024 Calendar Sales
BGC Banked:25/10/2024		4.91						
BGC 2024 Calendar Sales		4.91			1097	100	4.91	2024 Calendar Sales
Total Receipts for Month		602.35	0.00	0.00			602.35	
Cashbook Totals		<u>706.38</u>	<u>0.00</u>	<u>0.00</u>			<u>706.38</u>	

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/10/2024	Lloyds Treasurers Account	Transfer	49.00			200		49.00	Transfer
Total Payments for Month			49.00	0.00	0.00			49.00	
Balance Carried Fwd			657.38						
Cashbook Totals			<u>706.38</u>	<u>0.00</u>	<u>0.00</u>			<u>706.38</u>	

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	858,820.43					858,820.43	
INT	Banked: 31/10/2024	215.66						
INT	Flagstone Investments	215.66			1080	100	215.66	Investment Income October 2024
Total Receipts for Month		215.66	0.00	0.00			215.66	
Cashbook Totals		<u>859,036.09</u>	<u>0.00</u>	<u>0.00</u>			<u>859,036.09</u>	

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		859,036.09						
	Cashbook Totals		859,036.09	0.00	0.00			859,036.09	

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	0.89					0.89	
	Banked: 01/10/2024	20.00						
Transfer	Lloyds Treasurers Account	20.00			200		20.00	Petty Cash
Total Receipts for Month		20.00	0.00	0.00			20.00	
Cashbook Totals		<u>20.89</u>	<u>0.00</u>	<u>0.00</u>			<u>20.89</u>	

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/10/2024	Co-op	2495	1.50			4240	120	1.50	Consumables
08/10/2024	Co-op	2496	1.50			4240	120	1.50	Consumables
10/10/2024	Post Office Ltd	2497	4.25			4240	120	4.25	Stamps
15/10/2024	Co-op	2498	1.50			4240	120	1.50	Consumables
16/10/2024	Post Office Ltd	2499	0.85			4240	120	0.85	Stamps
22/10/2024	Co-op	2500	1.50			4240	120	1.50	Consumables
31/10/2024	Co-op	2507	1.25			4240	120	1.25	Consumables
Total Payments for Month			12.35	0.00	0.00			12.35	
Balance Carried Fwd			8.54						
Cashbook Totals			20.89	0.00	0.00			20.89	

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	31,139.23					31,139.23	
BGC	Banked: 14/10/2024	11,652.44						
BGC	HMRC VTR	11,652.44			105		11,652.44	VAT Refund April - Sep 2024
	Banked: 21/10/2024	500.00						
Transfer	Lloyds Business Account	500.00			210		500.00	Transfer
BGC	Banked: 21/10/2024	500.00						
BGC	Redrow Southern Counties	500.00			1095	100	500.00	Sponsorship for Xmas Event
	Banked: 22/10/2024	49,500.00						
Transfer	Lloyds Business Account	49,500.00			210		49,500.00	Transfer
	Banked: 22/10/2024	49.00						
Transfer	Charity of the Year Account	49.00			268		49.00	Transfer
Total Receipts for Month		62,201.44	0.00	0.00			62,201.44	
Cashbook Totals		<u>93,340.67</u>	<u>0.00</u>	<u>0.00</u>			<u>93,340.67</u>	

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/10/2024	Petty Cash	Transfer	20.00			215		20.00	Petty Cash
02/10/2024	Amazon EU S a r l UK Branch	DD	11.98		2.00	4240	690	9.98	Halloween event items
02/10/2024	Screwfix	CARD	23.65		3.94	4505	200	19.71	Cable ties
02/10/2024	Amazon EU S a r l UK Branch	CARD	61.45			4240	690	61.45	Halloween event items
02/10/2024	Allstar Business Solutions Ltd	DD02	175.80	175.80		500			Van Fuel October 2024
03/10/2024	HMRC	TAX / NI	2,922.99			4000	120	826.69	Tax / NI September 2024 - KH
						4005	120	945.96	Tax / NI Sept 2024 - TL,RW,RS
						4025	120	1,150.34	Tax/ NI September 2024
03/10/2024	Ditch Brisket	BACS	30.00			4240	410	30.00	Consumables
04/10/2024	Amazon EU S a r l UK Branch	CARD	15.58			4240	690	15.58	Halloween event items
09/10/2024	All About Angmering	DD01	304.80	304.80		500			Newsletter November 2024
10/10/2024	Royal British Legion	CARD	25.00		4.17	4240	420	20.83	Wreath for 2024
11/10/2024	HM Land Registry	CARD	6.00			4295	120	6.00	Land Registry Charge
15/10/2024	Farrowfield Estate	SO	500.00			4630	200	500.00	Equipment Storage October 2024
15/10/2024	Adobe Systems Software Ireland	DD	-2.76		-0.46	4335	120	-2.30	Subscription change
15/10/2024	Adobe Systems Software Ireland	CARD	51.54		8.59	4335	120	42.95	IT October 2024
16/10/2024	SLCC For Local Council Profess	DD06	210.00	210.00		500			Training booked for office
18/10/2024	LGPS	PENSION	2,805.36			4000	120	286.23	Pension October 2024 - KH
						4005	120	440.56	Pension October 2024 - TL,RW,RS
						4035	120	2,078.57	Pension October 2024
18/10/2024	SALARIES	SALARIES	8,891.60			4000	120	3,096.61	Salary October 2024 - KH
						4005	120	2,421.23	Salary October 2024 - TL
						4005	120	1,932.47	Salary October 2024 - RS
						4005	120	1,441.29	Salary October 2024 - RW
18/10/2024	BNP PARIBAS LEASING SOLUTIONS	DD04	167.69	167.69		500			Photocopier Oct - Jan 2024/5
21/10/2024	Vodafone	DD	19.02		3.17	4260	200	15.85	Mobile October 2024
23/10/2024	Andersons Wholesale	CARD	26.51		4.42	4240	690	22.09	Halloween gift bags
23/10/2024	eventbrite	CARD	39.22		6.54	4070	120	32.68	Traing for the Clerk
23/10/2024	Lloyds Bank	CARD	49.00			4235	120	49.00	Card machine
23/10/2024	Hobbycraft	CARD	90.00			4240	690	90.00	Gift cards for Halloween
24/10/2024	Arun Counselling	BACS	250.00			4375	120	250.00	Grant payment
24/10/2024	Meta	CARD	17.00			4325	690	17.00	Boost for Halloween event
25/10/2024	Focus IT Services	DD05	197.16	197.16		500			Calls/Line Rental October 2024
28/10/2024	Apex Window Cleaning	CARD	10.00			4220	120	10.00	Window Cleaning October 2024
28/10/2024	The Works	CARD	4.00		0.67	4240	690	3.33	Pens for Halloween event
28/10/2024	Aldi Stores	CARD	19.17			4240	690	19.17	F&B for Halloween event
28/10/2024	Meta	CARD	2.85			4325	690	2.85	Boost for Halloween event
28/10/2024	Biffa Waste Services Ltd	DD03	168.55	168.55		500			Waste Collection Seot 2024
29/10/2024	SLCC For Local Council Profess	DD07	-18.00	-18.00		500			Reduction for training event
29/10/2024	SLCC For Local Council Profess	DD08	-42.00	-42.00		500			Refunf for training event
30/10/2024	Ace of Paints	202797	65.00	65.00		500			Face Painting - Halloween

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									2024
30/10/2024	Arun Church	202798	2,179.71	2,179.71		500			Youth Session October 2024
30/10/2024	Angmering (Honey Lane) Allotme	202799	50.00	50.00		500			Allotment Rent for 2025
30/10/2024	Angmering Community Centre Ass	202800	237.00	237.00		500			Angmering Revealed 2024 Room
30/10/2024	Angmering Village Hall	202801	95.00	95.00		500			Room Hire September 2024
30/10/2024	Baquus Construction & Property	202802	2,640.00	2,640.00		500			Angmering Community Hub 2024
30/10/2024	Nick Cook Entertainer	202803	250.00	250.00		500			Deposit for Christmas event
30/10/2024	David Bruford Property Mainten	202804	120.00	120.00		500			Gutter Repair - Flat 2024
30/10/2024	D&J Marquees	202805	1,782.00	1,782.00		500			Marquee Hire - Ang Rev 2024
30/10/2024	Delta Signs	202806	96.00	96.00		500			Road closure signage
30/10/2024	Ferring Nurseries	202807	2,006.14	2,006.14		500			Hanging Basket October 2024
30/10/2024	FESTIVE ILLUMINATIONS	202808	5,100.00	5,100.00		500			16ft Xmas Tree with lights
30/10/2024	Fire Ride Limited	202809	1,750.00	1,750.00		500			Event Deposit for 2 Aug 2025
30/10/2024	GACP Limited (Little Green Pap	202810	376.74	376.74		500			Greetings Cards 2024
30/10/2024	Grasstex Ltd	202811	1,504.80	1,504.80		500			Grass Cutting 13/14
30/10/2024	IPS Fire & Security	202812	654.00	654.00		500			Supply/Install Replacement DVR
30/10/2024	J Electrical Services & Instal	202813	282.00	282.00		500			EICR - Corner House Flat
30/10/2024	Littlehampton Town Council	202814	121.60	121.60		500			Barrier hire for Xmas event
30/10/2024	Mulberry & Co	202815	275.10	275.10		500			Internal Interin Audit 24/24
30/10/2024	Nuts About Magic - Nicky Lewis	202816	138.34	138.34		500			Balloon Cart Ang Rev 2024
30/10/2024	Newman Business Solutions Ltd	202817	409.40	409.40		500			Photocopier Oct 24 - Jan 2025
30/10/2024	Nic and Bens Entertainment	202818	900.00	900.00		500			Inflatables Ang Rev 2024
30/10/2024	Hillsons Ltd. T/A Roundstone V	202819	153.71	153.71		500			Battery for Van
30/10/2024	Source Heat Pumps	202820	557.98	557.98		500			Heat pump service & repair
30/10/2024	Steve Tilbury Consulting Ltd	202821	1,050.00	1,050.00		500			Bewley Road Comments
30/10/2024	Stubbs Copse Woodyard	202822	425.60	425.60		500			Greenwaste July 2024
30/10/2024	Sussex Payroll Services Ltd	202823	81.84	81.84		500			Payroll Sept 2024
30/10/2024	TM MOWERS LTD	202824	60.75	60.75		500			Equipment Repair
30/10/2024	Tom Walker	202825	150.00	150.00		500			Singer Ang Rev 2024
30/10/2024	Tracy Lees	202826	20.70	20.70		500			Travel - Playpark Event
30/10/2024	Travis Perkins Trading Company	202827	113.76	113.76		500			Glue
30/10/2024	Velocity Transport Planning Lt	202828	5,400.00	5,400.00		500			Blewley Rd Transport Review
30/10/2024	Viking	202829	42.12	42.12		500			Stationery
30/10/2024	Wizzi Print	202830	21.60	21.60		500			Halloween Poster
30/10/2024	WSALC Limited	202831	54.00	54.00		500			Training - KH
30/10/2024	Ashleigh Kirkaldin-Barnes	BACS	65.00			4755	690	65.00	Face Painter for Halloween
31/10/2024	Utility Warehouse	DD09	547.69	547.69		500			Utilities October 2024

Total Payments for Month	46,830.74	30,876.58	33.04	15,921.12
Balance Carried Fwd	46,509.93			
Cashbook Totals	<u>93,340.67</u>	<u>30,876.58</u>	<u>33.04</u>	<u>62,431.05</u>

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			3,192.93	
200	Current Bank A/c			46,509.93	
210	Lloyds Business Account			237,669.78	
215	Petty Cash			8.54	
250	CCLA Public Sector Deposit			25,000.00	
255	Hampshire Trust Bnk Deposit			70,000.00	
267	Flagstone Investment			859,036.09	
268	Charity of the Year			657.38	
310	General Reserves			26,285.17	
320	EMR - Play Park Refurbishment				1,596.60
321	EMR - Office Development				144,427.98
322	EMR - Asset Renewal Programme				3,033.28
323	EMR - NHP Grant - Locality				160.00
324	EMR - NHP Grant - ADC				715.00
325	EMR - Elections				12,212.11
327	EMR - NHP Review				40,000.00
328	EMR - BMX/Skatebowl Refurb				8,941.04
330	EMR - New Van				9,000.00
331	EMR - Safer Streets Funding				25,935.00
333	EMR - Festive Lights				3,000.00
334	EMR - Improvements to Mayflowe				165,939.04
335	EMR - Ongoing Tree Work				5,800.00
336	EMR - Community Centre Mainten				6,844.00
338	EMR - Palmer Road Rec				8,055.00
341	EMR - Rainbow Bench Maint				6,760.84
348	EMR - Community Awards				1,684.52
349	EMR - Angmering @Christmas				5,780.00
350	EMR - Speed Indicator Devices				10,000.00
351	EMR - Youth/Holiday Activities				7,715.00
354	EMR - CIL Receipts				262,998.04
355	EMR - Safer Arun Prtnshp Grant				354.31
357	EMR - S106				33,350.52
358	EMR - Defibrilators				2,226.18
359	EMR - Angmering Village Centre				30,000.00
1000	Rent Received	650	Corner House Flat		5,657.40
1076	Precept	100	Income		432,575.00
1080	Investment Income	100	Income		249,814.84
1090	Bank Interest	100	Income		1,182.81
1095	Other Income	100	Income		30,500.00
1096	2024 Calendar Sales	100	Income		78.59
1097	Advertising Revenue	100	Income		126.73
1105	Donations Received	100	Income		500.00

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
1115	Community Infrastructure Levy	100	Income		114,940.89
4000	Salary - Clerk	120	Office	29,115.29	
4005	Salary - Office Staff	120	Office	47,886.31	
4025	Employer's NI	120	Office	6,666.89	
4035	Pension - LGPS	120	Office	13,881.70	
4055	Travel	120	Office	90.60	
4070	Training	120	Office	451.68	
4070	Training	140	Councillors/Civic	272.68	
4200	Electricity	120	Office	1,429.30	
4200	Electricity	250	Street Lighting	4,520.07	
4200	Electricity	290	Skate Bowl	880.84	
4205	Gas	120	Office	919.41	
4210	Water/Sewage	120	Office	600.18	
4220	Office Cleaning	120	Office	335.50	
4225	Office Maintenance	120	Office	319.90	
4230	Office Improvements	120	Office	5,335.00	
4235	Office Equipment	120	Office	49.00	
4240	Stationery & Consumables	120	Office	1,938.53	
4240	Stationery & Consumables	310	Angmering @ Christmas	135.00	
4240	Stationery & Consumables	410	Angmering Revealed	30.00	
4240	Stationery & Consumables	420	Remembrance Day	20.83	
4240	Stationery & Consumables	690	Halloween Spectacular	321.86	
4240	Stationery & Consumables	700	Skate Jam	61.40	
4250	Telephones	120	Office	1,052.64	
4255	Broadband	120	Office	382.01	
4260	Mobile Telephones	200	Maintenance	107.57	
4265	Photocopying/Printing	120	Office	1,914.09	
4275	Newsletter Production	120	Office	1,688.57	
4290	Subscriptions	120	Office	2,408.21	
4295	Land Registry	120	Office	48.00	
4311	Flagstone Charges	900	Investment Expenditure	463.80	
4315	Room Hire	120	Office	755.00	
4315	Room Hire	350	Community Sessions	117.00	
4315	Room Hire	410	Angmering Revealed	237.00	
4325	Advertising	350	Community Sessions	59.21	
4325	Advertising	410	Angmering Revealed	84.77	
4325	Advertising	690	Halloween Spectacular	37.85	
4325	Advertising	700	Skate Jam	12.00	
4330	IT Support	120	Office	2,860.40	
4335	IT Software	120	Office	1,139.49	
4345	Insurance	120	Office	8,837.82	
4345	Insurance	240	Vehicles	1,027.24	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4350	Audit Fees	120	Office	1,594.25	
4360	Professional Expenses	120	Office	9,119.04	
4365	Legal Fees	120	Office	1,295.00	
4370	Election Costs	120	Office	258.00	
4375	Community Grants	120	Office	2,335.00	
4380	Loan Charges	650	Corner House Flat	4,071.02	
4400	Councillor's Basic Allowance	140	Councillors/Civic	1,755.01	
4405	Chairman's Allowance	140	Councillors/Civic	50.00	
4410	Member's Travel Expenses	140	Councillors/Civic	15.80	
4450	CCTV Maintenance	280	Community Centre	940.00	
4500	Protective Clothing	200	Maintenance	47.14	
4505	Tools & Equipment	200	Maintenance	875.67	
4505	Tools & Equipment	330	Flicks On The Pitch	6,000.00	
4505	Tools & Equipment	410	Angmering Revealed	3,291.00	
4505	Tools & Equipment	420	Remembrance Day	40.00	
4530	Buildings - Routine Maint.	280	Community Centre	953.32	
4530	Buildings - Routine Maint.	650	Corner House Flat	355.00	
4580	Green Waste Disposal	200	Maintenance	1,281.61	
4585	Rubbish Collection Recycling	280	Community Centre	214.95	
4590	Rubbish Collection Gen. Waste	280	Community Centre	838.50	
4605	Fuel	240	Vehicles	964.45	
4610	Maintenance	220	Mowers/Strimmers	50.62	
4610	Maintenance	240	Vehicles	1,105.02	
4610	Maintenance	250	Street Lighting	6,250.86	
4630	Equipment Storage	200	Maintenance	3,500.00	
4650	Play Area Inspections	200	Maintenance	437.50	
4656	Russet/Mayf Improvements	200	Maintenance	4,094.91	
4660	Palmer Road Pavilion	260	Palmer Road Rec	3,802.00	
4665	Contractor-General	200	Maintenance	178.59	
4665	Contractor-General	360	Mayflower/Mayflower Way	2,452.50	
4670	Contractor-Grass	200	Maintenance	6,897.00	
4675	Contractor-Trees & Hedges	200	Maintenance	800.00	
4680	Contractor-Flowers & Beds	200	Maintenance	6,051.23	
4700	Village Christmas Trees	315	Christmas	4,250.00	
4710	Youth Outreach Workers	680	Youth Sessions	6,296.94	
4720	Holiday Activities	680	Youth Sessions	1,665.00	
4750	Event Organiser	740	Fire Ride Event	1,750.00	
4755	Event Hire/Entertainment	310	Angmering @ Christmas	168.00	
4755	Event Hire/Entertainment	410	Angmering Revealed	1,583.34	
4755	Event Hire/Entertainment	690	Halloween Spectacular	65.00	
4755	Event Hire/Entertainment	700	Skate Jam	500.00	
4775	Improvements	360	Mayflower/Mayflower Way	764.18	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4795	Cleaning Village Monument	210	Village Centre	965.00	
4796	Monument Flowers	420	Remembrance Day	400.00	
4805	Leisure Providers	700	Skate Jam	2,650.00	
4821	D-Day Celebrations 2024	710	Kings Coronation 2023/D-Day 24	26.33	
6000	Transfer from EMR	120	Office		4,245.50
6000	Transfer from EMR	200	Maintenance		4,094.91
6000	Transfer from EMR	260	Palmer Road Rec		3,750.00
6000	Transfer from EMR	280	Community Centre		395.00
6000	Transfer from EMR	700	Skate Jam		404.00
6001	Transfer to EMR	100	Income	144,940.89	
Trial Balance Totals :				<u>1,644,794.13</u>	<u>1,644,794.13</u>
Difference				0.00	