



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 MEETING OF ANGMERING PARISH COUNCIL HELD IN ANGMERING VILLAGE HALL ON MONDAY 12 NOVEMBER 2018

Present: Councillors John Oldfield; Rhys Evans; Nikki Hamilton-Street; Lee Hamilton-Street; Mike Hill-Smith; Norma Harris; David Marsh

In Attendance: Katie Herr, Clerk; Tracy Lees, Committee Clerk; District Cllr. Andy Cooper; County Cllr. Deborah Urquhart; District Councillor Dudley Wensley and twelve Members of the Public

- | | | Action |
|---------------|--|---------------|
| 18/118 | APOLOGIES FOR ABSENCE Apologies for absence had been received from Cllr. Bicknell, Cllr. Phelon and Cllr. Mountain. | |
| 18/119 | DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS No | |
| 18/120 | APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8 OCTOBER 2018 The minutes of the Parish Council Meeting held on 8 October 2018 were agreed as a correct record and signed by the Chairman. | |
| 18/121 | THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA <ul style="list-style-type: none">a) The attached action list – the Clerk talked through the action list giving an update on each item It was confirmed that the budget for 2019/2020 would be discussed at the Governance Meeting to be held on 15 November 2018b) Any subsequent matters that have arisen since the agenda was set – There were no subsequent matters. | |
| 18/122 | 2018/2019 FINANCIAL REPORT <ul style="list-style-type: none">a) Statement of the Bank Account Balances and Loans Outstanding as at 31 October 2018.b) Income and Expenditure compared with the Revised Budget, for the period to 31 October 2018. | |

- c) Lists of cheques and other payments for October 2018 – Received

The Chairman informed all present that when last month's accounts are available, they will be circulated.

**Clerk/
Chairman**

No questions were asked.

18/123

CHAIRMAN'S REPORT

The Chairman informed all members present that he attended the Arun Coral Society concert in Arundel Cathedral which was a splendid evening

Last week he attended a meeting at Angmering School to see how they have been working with Unicef on a project to help get food for a local Food Bank. So far the school has collected 4 tonnes of food for the bank

On Sunday the Chairman had the honour of laying the wreath on the memorial in the middle of Angmering Square.

The Chairman adjourned the meeting for public consultation.

18/124

PUBLIC CONSULTATION

Several members of the public spoke on behalf of the residents from Honey Lane. A report was given on the state of the road, pot holes being of great concern and the lane braking up due to bad weather; the risk of flooding was also commented on. A lengthy discussion then took place and questions were asked re the possibility of funding to put the situation right and what the next steps are. County Cllr. Deborah Urquhart commented that she would look at following up everything that had been discussed.

The Chairman advised that Angmering Parish Council (APC) were waiting for specialist reports on the value of the allotments to come back and until these reports were received APC could not comment. APC would hope that they can report back at the next Parish Council meeting to be held on 10 December.

A second member of public then stood up to speak in relation to Water Lane, application number A/99/17/OUT

A report was received from this member of the public and a copy of the comments are available for inspection in the Parish office

A member of the public wanted to thank County Cllr. Deborah Urquhart for her support with the Community Speed Watch.

Cllr Lee Hamilton-Street paid tribute to the Community Speed watch Team and reported on their findings.

Special mention was given to Roger Miles for putting Angmering on the map and wanting to officially recognise him. Cllr. Marsh said we should consider an Outstanding Citizen Award and would bring this up at the next CLEW Committee meeting being held on 28 November 2018.

CF

The meeting reconvened.

18/125

REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

County Councillor Urquhart provided an update.

A report was received from County Councillor Urquhart: see appendix 1.

18/126

REPORT FROM THE ARUN DISTRICT COUNCILLOR

District Cllr. Cooper provided an update.

A report was received from District Councillor Cooper: see appendix 2.

District Cllr. Cooper said that, as always he was happy for the council and residents to contact him with any questions relating to District matters through the usual channels and if the council or residents would like to find out more, regular updates are provided at www.arun.gov.uk

District Cllr. Wensley had nothing to add.

18/127

ARUN COMMUNITY TRANSPORT

A request has been received from Littlehampton Town Council re a possible donation.

The Clerk reported back on what the donations would be used for.

After discussion, Cllr. Nikki Hamilton-Street questioned what the sustainability of the project was and that APC should consider this before deciding if a donation should be given. The question was asked re how many people use this service. It was requested that the Clerk investigate how many use this service and report back at the next meeting to be held on 10 December 2018.

Clerk

18/128

BUDGET & PRECEPT 2019/2020

The Clerk advised that working papers would be prepared for consideration at the next Governance Committee which will take place on 15 November 2018 in the Library.

Clerk

18/129

RESIGNATION

Claire Fullman has tendered her resignation. Her last working day will be 30 November 2018.

The Clerk advised that a report will be presented at the next Governance meeting on 15 November 2018 regarding the plan to replace this role.

Clerk

The Chairman wanted it minuted that the Council would like to thank Claire for her commitment and service over the past 7 years and gave special recognition for her work on the Black Ditch and the many community events over the years.

18/130

CO-OPTION OF NEW COUNCILLOR

The Chairman welcomed co-option candidate Alan Evans to the meeting.

The Chairman asked Mr Evans to explain why he wanted to become a councillor, which he did and he also confirmed that he is a local residence. He welcomed a chance to participate in local affairs with an aim to improve the village.

Mr Evans commented that if co-opted he would like to discuss how the agenda is run and it was discussed that informal meetings could be re-instated.

On a proposal by Councillor Harris, seconded by Councillor Marsh: That Alan Evans be co-opted as a Parish Councillor – unanimously **AGREED**.

Councillor Alan Evans was given the relevant papers to sign and asked to return to the Clerk and then took his seat among the councillors.

18/131

EXTERNAL AUDIT REPORT

The Clerk reported that the audit commented on the money spent on the judicial review and reported that the Internal Auditor thought that it was a little bit harsh but unfortunately there was nothing he could do about the comment made on the external audit.

18/132

ANGMERING COMMUNITY CENTRE – ADDITIONAL CAMERA

The Clerk made reference to supporting papers that had been circulated containing the quote for the additional camera.

The Chairman questioned if we have a liability to undertake this work. Cllr. N Hamilton-Street raised the point that we have had a lot of requests over the past few months and asked if we should be looking at a refurbishment plan rather than on an ad hoc basis.

A discussion then took place and it was agreed by all that a review should take place on all potential work that may be required over the next 3 years.

It was agreed by all that a letter should be written to Angmering Community Centre asking for an overview of all potential works/refurbishment plan needed over the next 3 years.

Clerk

18/133

COMMUNITY GRANT APPLICATIONS

Applications for grants have been received from Peggy's Walk for £500; Citizens Advice, Arun & Chichester for £250 and Angmering Village Hall for as much as the council feel is appropriate.

- a) The Community Grant Application for Peggy's Walk for the sum of £500.00 was regretfully denied by **ALL**. It was agreed that a letter should be written to explain why. As this is a public footway the Council do not feel they can contribute any further funding.
- b) The Community Grant Application for Citizens Advice, Arun & Chichester for the sum of £250.00 was discussed and was **AGREED** by **ALL** councillors present.
- c) The Community Grant Application for Angmering Village Hall was discussed and it was decided that more information was needed along with several quotes to replace the fencing. Cllr. Bicknell had mentioned prior to this meeting that he felt this worked needed to be done. Once all information is received this will be shared via email. The Chairman advised that approval via email would be acceptable. **AGREED** by **ALL** councillors present.

TL

Clerk

The 2018/2019 budget for Community Grants is £3,300. Payment of the approved grants detailed above would leave £1586.20 for the remainder of the year.

18/134

DRAGONS TEETH AND FENCING

The Clerk made reference to the three quotes that had been supplied in the supporting documents.

A discussion then followed and it was agreed by all councillors present that we should look at long terms options, possibly 20 to 30 years and review costs to replace all Dragons Teeth at once.

CF

18/135

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

The following was reported:

Nothing to report.

18/136

QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- a) The Housing, Transport & Planning Committee meeting held on 8 October 2018. - None
- b) CLEW Committee meeting held on 31 October 2018. - None
- c) Governance & Oversight Committee – None

18/137

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

The Clerk commented that she would email all councillors with the Chandlers site report and the Neighbourhood Plan. It was suggested that the working party should be reconvened to consider building design etc.

Clerk

It was suggested that a Community Action Group was formed to cover events such as the Traders Evening and National Littering Picking Day. This will be finalised at the CLEW Meeting on 19 December 2018.

It was suggested the APC Office open on the Traders evening, which takes on 5 December 2018.

CF/TL

The Chairman mentioned the possibility of a Parish Assembly taking place in 2019 in lieu of the Parish General Meeting.

TL

18/138

DATE OF NEXT MEETING

The next meeting of the Parish Council would be held on 10 December 2018.

The meeting finished at **21.10**.

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

Katie Herr

From: [REDACTED]
Sent: 19 November 2018 13:02
To: Katie Herr
Subject: RE: Community Centre Plan

Hi Katie

Firstly – I didn't ask IPS to contact you about the extra camera! They did it because the contract for the CCTV is with the Parish Council. They were in doing a service because a camera had gone off on the monitor – something to do with a power unit I believe.

I asked what it would cost to add the extra camera because having just paid out £2,691.84 (inc. VAT) for the new gates (which should have been a payment by the Parish Council which we picked up because of complaints from people round the Centre when the PC refused) – as we had a channel free on the CCTV Monitor which we put in when we added the internal cameras at a total cost for monitor and cameras of £1,314 + VAT to ACCA.

It seemed sensible to protect the gates – but at what cost?

Another £457.00 +VAT.

I asked them what the range was of the camera and likely definition from the building to the gate – have not had a response.

I cannot give you a 3 Year maintenance plan for costs to the Parish Council – most of the things are down to us.

1. With the Heating just replaced and solar panels checked out hopefully there will not be big bills like this in the next 10 years – but, something else came up when the new heating was having problems which Source tracked back to the geo thermals on the field outside, This was not part of the job quoted for by them but they didn't make a charge although they had to return twice. It was all down to a washer on the manifold a meter down in the ground on the field.

Apparently the manifolds now do not have these silly cardboard washers. So I have asked them to let me know the cost to change the manifold to the new style one to cut out future trouble and these problems with air locks and pressure dropping. Waiting for them to come back to me on this. Will let you know.

2. Otherwise you have **annual contracts** which someone in the Office should be able to look up:
 - A new one for Source Heatpumps - £200.00 to service the Ground Source system annually . We also have a 7 year warranty from Vaillant on the pump.
 - IPS Contract for Intruder Alarm service
 - IPS for CCTV
 - Sovereign Alarms for Fire Alarm
 - **Two Automatic Entrance Doors** – the Council didn't want to take out a contract – would rather pay out high call out charges. "Global" Doors were put in – not a good buy and we have over the years had lots of trouble with them.
2013 New Global Unit £664.00; 2014 New control and Drive Unit; June 2016 Replacement of complete door operation (no longer Global) Cost £2,815.00. Pat Byrne at "Dormation" is a trusted treasure to call upon. I do not know whether he would do a contract but I could ask.
3. Owen Electrical do our electrical repairs – and I also had to point out to the Council that as our Landlords they have a duty to have a full electrical inspection every 5 years – which they finally agreed to in April 2017. It cost **£973.33** But we are now legal. **Next one due in April 2022**. Will have gone up by then!
4. The Acoustic Panels are the responsibility of the Council. We take as much care of them as we can – not allowing people to put things up on them and telling them not to lean against them. But if they get damaged or need cleaning we shall have to let you know.
5. Otherwise – I cannot say when things will fail and need a repair – examples being the motors that operate the Hall windows or lights in the Car Park. The Community Centre sign on the wall outside has been

vandalized and I am waiting to know what the cost of replacing that will be – apparently it cannot be repaired.

I hope this has been of use to you.

Still waiting for you to visit us!

Kind Regards

Val

From: Katie Herr <katie.herr@angmering-pc.gov.uk>

Sent: 15 November 2018 16:29

To: [REDACTED]

Subject: Community Centre Plan

Hi Val,

Hope you are well.

Your request for a new camera at the Community Centre was bought before the committee on 12th November.

Councillors were keen to have a more information regarding all repairs and improvements that maybe on the cards before we confirm funding for the camera.

As you are aware we always look to budget for known expenditure and we are keen to keep abreast of all the requirements for all locations we are responsible for.

Please could you advise if you are in a position to provide us with a 3 year maintenance plan for the Community Centre Building.

We are aware that some costs cannot be preempted and we do not expect the report to cover every single item that may come up in the next 3 years. It is just to give us an idea of what costs maybe round the corner.

If you would like to come in for clarification then please do.

Kind Regards

Katie

Katie Herr
Clerk to Angmering Parish Council
01903 772124
admin@angmering-pc.gov.uk
www.angmeringparishcouncil.gov.uk



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Established 1894

Angmering Parish Council

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Telephone: 01903 772124

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Website: www.angmeringparishcouncil.gov.uk

APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2018 - 2019

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

| | |
|-----------------------------|------------------------|
| NAME OF ORGANISATION | ANGMERING VILLAGE HALL |
|-----------------------------|------------------------|

Section A

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

Section B

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

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

Section C

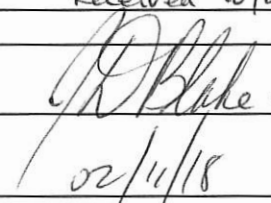
| | <u>Supporting information required</u> | Tick relevant box(es) |
|----|---|--|
| C1 | The last year's certified accounts or, for new organisations, the current business plan, or equivalent. | ✓ |
| C2 | Information on the membership, or proposed membership of your organisation. How many current members, in total, and how many live in the village. | No membership but 24 organisations use the hall regularly for activities or social. 50 children's parties booked for 2018. |
| C3 | A project plan, if applicable, showing total costs and other sources of income already secured. | no other sources of income secured. |
| C4 | Charity Number, if applicable | 271149 |

Section D

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

Section E

| | |
|------------------------------------|--------------------|
| Name of contact for grant purposes | Mrs Jennifer Blake |
|------------------------------------|--------------------|

| | |
|---|---|
| Position of contact | TREASURER |
| Full contact postal address, including postcode. | 42 MILL ROAD AVENUE ANGMERING BN16 4HS |
| Email address and website (if applicable) | [REDACTED] |
| Telephone number of contact | [REDACTED] |
| Total Project Cost | £4,150.00 |
| Amount of grant applied for | As much as A.P.C. feel appropriate to grant |
| Where is the remainder to be financed from? | Funds held from rents received and Christmas Market fundraising event. |
| Cheque to be made payable to | ANGMERING VILLAGE HALL |
| Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary) | REPLACEMENT OF PERIMETER FENCE SURROUNDING GRASS AND PLAY AREA AT REAR OF HALL. |
| How many Angmering residents in organisation? | HALL AVAILABLE TO ALL ANGMERING RESIDENTS FOR ACTIVITY GROUPS, PARTIES AND OTHER COMMUNITY EVENTS |
| How many Angmering residents will benefit from the grant? | All the Pre-school children and Familyhivers will benefit from the safe and secure area provided. |
| If you received a grant from the Parish Council during 2017-2018 please outline how the grant was spent | Last grant received was £750 towards radiator covers for main hall required by Pre-school. Received 10/01/17. |
| Signature |  |
| Date | 02/11/18 |

ANGMERING VILLAGE HALL

Station Road, Angmering BN16 4HL

Reg. Charity no. 271149

Treasurer: Mrs Jennifer Blake

Littlehampton, West Sussex

Phone

e-mail

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

2 November 2018

Dear Chairman of the Parish Council

Please find enclosed an application from Angmering Village Hall Trustees for a grant from Angmering Parish Council.

The back fence at the hall, which runs parallel to Black Ditch, is in an increasingly dangerous state as the wooden fence posts are rotting and the security of that perimeter fence is getting to be a health and safety risk as there is a steep bank to running water the other side. Repairs have been made in various places but with the Pre-school and children's parties using the outside space the Trustees of the Hall will need to have a new fence erected next year.

We are awaiting additional quotes but the quote enclosed is for the fencing surrounding the back area of the hall on all four sides with two gates that have to be secured with bolts and padlocks for Pre-School purposes. The Trustees would wish to replace the fence on all sides at the same time, rather than just the back length, as all sections have had repairs made. We understand that to just replace the back fence (West perimeter) would be £2,076 with concrete posts and gravel boards.

Our expenditure for the period to 30 September 2018 has already exceeded the total amount for the previous full year as we strive to maintain and improve the facilities at the hall. The reserves in our notice accounts are the very minimum the Charity Commissioners recommend maintaining for serious emergencies.

I enclose a copy of the certified accounts for the year to 31 December 2017, the quarterly accounts as at 30 September 2018, and the quote from John Tomlinson for the replacement of all of the back fencing.

I do hope that this application will be considered sympathetically as the hall is a well-used community asset and the Management Committee are striving to maintain it to the very highest of standards.

Yours sincerely



Jenny Blake
Angmering Village Hall Treasurer

**ANGMERING VILLAGE HALL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2017**

ANGMERING VILLAGE HALL

**BALANCE SHEET
AS AT 31st DECEMBER 2017**

| | <u>Note</u> | 2017 | | 2016 | |
|--------------------------------------|-------------|---------------|----------------------|---------------|----------------------|
| | | £ | £ | £ | £ |
| FIXED ASSETS | 7 | | 1,024 | | 1,471 |
| CURRENT ASSETS | | | | | |
| Debtors and prepayments | | - | | 2,321 | |
| Cash at bank - CAF Cash | | 7,714 | | 4,702 | |
| - CAF Gold | | 5,160 | | 1,157 | |
| - United Trust Bank Deposits | | 54,268 | | 53,345 | |
| Cash in hand | | 60 | | 80 | |
| | | <u>67,202</u> | | <u>61,605</u> | |
| CURRENT LIABILITIES | | | | | |
| Accruals | | <u>500</u> | | <u>2,342</u> | |
| | | | 66,702 | | 59,263 |
| NET ASSETS | | | <u><u>67,726</u></u> | | <u><u>60,734</u></u> |
| Represented by: | | | | | |
| INCOME FUNDS | | | | | |
| General Purpose Fund | | | 30,305 | | 23,313 |
| Restricted Property improvement fund | | | 37,421 | | 37,421 |
| | | | <u><u>67,726</u></u> | | <u><u>60,734</u></u> |

ANGMERING VILLAGE HALL

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2017**

4. INCOME FROM INVESTMENTS

| | 2017 | 2016 |
|---------------|-------------|--------------|
| | £ | £ |
| Bank interest | <u>925</u> | <u>1,042</u> |

5. DIRECT CHARITABLE EXPENDITURE

| | 2017 | 2016 |
|--------------------------------------|---------------|---------------|
| | £ | £ |
| <u>Restricted Funds</u> | | |
| Repairs, renewals and enhancements | <u>0</u> | <u>2,232</u> |
| <u>Unrestricted Funds</u> | | |
| | 2017 | 2016 |
| | £ | £ |
| Repairs and renewals | 10,878 | 20,648 |
| Depreciation | 446 | 612 |
| Cleaning | 6,473 | 6,614 |
| Consumables | 538 | 539 |
| Insurance | 1,638 | 78 |
| Independent examiners fee | 0 | 195 |
| Water rates | 1,213 | 782 |
| Light and heat | 2,512 | 2,779 |
| Subscriptions | 671 | 434 |
| Advertising | 408 | 389 |
| Non-domestic rates | 198 | 114 |
| Administration | 479 | 686 |
| | <u>25,454</u> | <u>33,870</u> |

Angmering Village Hall

QUARTERLY ACCOUNTS

| | 3 months to 31/03/18 | 3 months to 30/06/18 | 3 months to 30/09/18 | Total 01/01/18 to 30/09/18 | 2018 BUDGET | 12 months to 31/12/17 |
|--------------------------------------|-------------------------|-------------------------|-------------------------|----------------------------------|----------------|--------------------------|
| INCOME | | | | | | |
| Donations/Grants | 0.00 | 2,642.50 | 0.00 | 2,642.50 | 2,000 | 2,222 |
| Lettings | 7,297.50 | 7,577.50 | 7,406.25 | 22,281.25 | 30,500 | 27,813 |
| Christmas Market | 0.00 | 0.00 | 0.00 | 0.00 | 1,500 | 1,532 |
| Investment Income | 0.62 | 0.48 | 0.58 | 1.68 | 900 | 925 |
| | <u>7,298.12</u> | <u>10,220.48</u> | <u>7,406.83</u> | <u>24,925.43</u> | <u>34,900</u> | <u>32,492</u> |
| Deposits held at end of quarter | 300.00 | 548.00 | 1,000.00 | | | 500 |
| EXPENDITURE | | | | | | |
| Direct Charitable Expenditure | | | | | | |
| Repairs and Maintenance | 2,152.63 | 1,765.69 | 1,294.00 | 5,212.32 | 8,000 | 6,438 |
| Cleaning | 3,131.00 | 2,352.00 | 1,840.00 | 7,323.00 | 9,500 | 6,773 |
| Consumables | 81.47 | 202.65 | 52.98 | 337.10 | 550 | 538 |
| Equipment | 98.40 | 72.97 | 0.00 | 171.37 | 300 | 1,456 |
| Stage spotlights | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 693 |
| Main Hall floor sealing | 2,194.20 | 0.00 | 0.00 | 2,194.20 | 2,150 | 2,183 |
| Main Hall fans | 0.00 | 0.00 | 681.48 | 681.48 | | |
| King Suite lights | 536.09 | 490.70 | 0.00 | 1,026.79 | 300 | 0 |
| King Suite chairs | 32.32 | 1,583.48 | 0.00 | 1,615.80 | 2,475 | 0 |
| RAF Plaque for raised bed | 0.00 | 45.60 | 0.00 | 45.60 | | |
| King Suite garden | 0.00 | 5,799.79 | 220.14 | 6,019.93 | 5,675 | 0 |
| Management expenses | | | | | | |
| Insurance | 265.89 | 265.89 | 177.26 | 709.04 | 950 | 931 |
| Independent examiner fee | 195.00 | 0.00 | 0.00 | 195.00 | 200 | 195 |
| Water Rates | 88.90 | 0.00 | 15.10 | 104.00 | 235 | 1,213 |
| Light and Heat | 601.49 | 956.08 | 775.25 | 2,332.82 | 2,600 | 2,512 |
| Subs PRS, AiRS, Hallmaster | 360.42 | 144.00 | 0.00 | 504.42 | 600 | 543 |
| Advertising | 0.00 | 208.80 | 0.00 | 208.80 | 420 | 408 |
| Non Domestic Rates | 0.00 | 165.15 | 0.00 | 165.15 | 175 | 160 |
| Administration | 35.78 | 53.71 | 0.00 | 89.49 | 350 | 343 |
| Other fees | 0.00 | 35.00 | 0.00 | 35.00 | 0 | 90 |
| Bank fees | 15.00 | 15.00 | 15.00 | 45.00 | 60 | 70 |
| | <u>9,788.59</u> | <u>14,156.51</u> | <u>5,071.21</u> | <u>29,016.31</u> | <u>34,540</u> | <u>24,548</u> |
| Excess income over outgoings | (2,490.47) | (3,936.03) | 2,335.62 | (4,090.88) | 360 | 7,943 |
| Monies held at: | | | | | | |
| | <u>31/03/18</u> | <u>30/06/18</u> | <u>30/09/18</u> | | | <u>31/12/17</u> |
| CAF cash account 00008326 | 4,844.38 | 2,844.88 | 1,931.92 | | | 8,297.73 |
| CAF gold account 00084663 | 5,160.48 | 3,660.96 | 7,161.54 | | | 5,159.86 |
| United Trust 1 year 10015512 | 43,438.89 | 43,438.89 | 43,438.89 | | | 43,438.89 |
| United Trust 60 day 10014592 | 10,829.38 | 10,829.38 | 10,829.38 | | | 10,829.38 |
| Cash/cheques not yet banked | 0.00 | 0.00 | 298.00 | | | 0.00 |
| Petty Cash | 100.00 | 100.00 | 100.00 | | | 60.00 |
| Total funds at q/e | 64,373.13 | 60,874.11 | 63,759.73 | | | 67,785.86 |
| uncleared cheques at q/e | 0.00 | 0.00 | 0.00 | | | (628.75) |
| uncleared credit at q/e | 133.40 | 0.00 | 0.00 | | | 45.50 |
| Adjusted funds at q/e | <u>64,506.53</u> | <u>60,874.11</u> | <u>63,759.73</u> | | | <u>67,202.61</u> |

ANGMERING VILLAGE HALL

Station Road, Angmering BN16 4HL

Reg. Charity no. 271149

Treasurer: Mrs Jennifer Blake

Littlehampton, West Sussex BN16 4HS

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

26 November 2018

Dear Katie Herr

Further to your email of 15 November, please find enclosed two further quotes, from South Coast Fencing and R J Meaker Fencing, for the replacement of the back fencing at Angmering Village Hall. Neither of these quotes include all of the fencing we want replaced but I have noted on the quotes my estimated calculations of the additional fencing at their rates to give better comparison. I also enclose a copy of the first page of the New Place Fencing quote enclosed with the grant form with a similar summary of the costs for each part of the fencing.

There was some concern expressed by the Village Hall Management Committee at our meeting in October that if the trees along the bank of Black Ditch on the cemetery side were going to be felled then perhaps we should defer replacing the fence until the tree work had been completed. However, we subsequently found out that this tree felling work will not now be done until August 2019 by which time the fence could be in a serious state and in need of replacement well before then. The Management Committee have their next meeting on 15 January 2019 when the funding and timing of the work will be discussed as this will probably have to be done during the Pre-School term breaks.

Please do contact me if you need any further information.

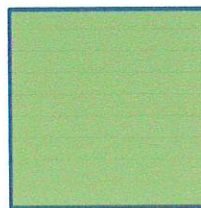
Yours sincerely



Jenny Blake
Angmering Village Hall Treasurer

ANGMERING VILLAGES HALL

| | | |
|--|---|--|
| <p>wooden posts</p> <p>2,180 1,090 440 270 <hr/>3,190 410 <hr/>4,190</p> | <p>concrete posts</p> <p>West / back 2,340 South / left 1,170 North / right { 480 { 270 <hr/>4,260 750 <hr/>5,010</p> <p>+ gravel / board</p> | |
|--|---|--|



South Coast Fencing

Quote

Customer

Quote/Project Description

New fencing

| Description | Line Total |
|--|--------------|
| To supply and fit 10 sections of closeboard fencing (at the main bit along the tree line across the back) at a height of 4ft using wooden posts and gravel boards. | £2180 |
| Same as above but using concrete posts and gravel boards | £2340 |
| Left hand side: To supply and fit 5 sections of closeboard fencing at a height of 4ft using wooden posts and gravel boards | £1090 |
| Same as above but using concrete posts and gravel boards | £1170 |
| Right hand side: To supply and fit 2 sections of closeboard fencing using wooden posts and gravel boards | £440 |
| Same as above but using concrete posts and gravel boards | £480 |
| To supply and fit a new standard closeboard gate | £270 |
| This quote includes the dismantling and removal of the old fencing, if any, materials and labour. | |

██████████
Angmering Village Hall, Station Rd, Angmering, Littlehampton BN16 4HL

If you have any questions concerning this quote, please contact South Coast Fencing on ██████████ email at ██████████



Alison Reigate
 Station Road
 Village Hall
 Angmering
 West Sussex
 BN16 4HL

wooden posts

1637.54
 211.68
 697.12
 72.57

*West/back
 capping a rail
 South/left
 capping*

2618.91
 769.69
 3388.60

*{ North/right
 East/front
 + extra
 for 2 gates }*

concrete posts & gravelboards

1,823.54
 211.68
 358.60
 773.01
 72.57
 145.75
 3385.15
 991.33
 4376.48

REF: J 24/102 BM
 23rd November 2018

Dear Sir/Madam

Further to your recent enquiry and site visit please see below our estimate for the works involved. If you are aware of any underground services in the area of work being carried out these must be marked out by yourself before work commences. If there are any damages to services not marked, we accept no liability

R J MEAKER FENCING LTD – PROPOSED WORK

1/ Our price is for the rear boundary complete of a 98' run overall in 4' high tanalised softwood closeboard fitted to 6' long 5" x 4" class four pressure treated tanalised softwood posts each one dipped in bitumen to help against ground rot and sunk and concreted in the ground 2'6" deep mortised two times to accept two arris rails. Allowing for a 6" x 1" gravel board below and paled up with 4" wide featheredge pales nailed together with a 1/4" overlap. This price includes the taking down and removal of the old fence and carting away

For The Sum Of£1,364.62 Plus £272.92 VAT Total = £1,637.54

2/ Secondly we price for the same specification again but this time fixed onto 4" x 4" reinforced concrete mortised posts for extra strength and durability. All other specification remains the same

For The Sum Of£1,519.62 Plus £303.92 VAT Total = £1,823.54

3/ Our third price is an optional extra to upgrade the gravel boards to a 6" x 2" reinforced concrete gravel board for option 2 above only. This would then eliminate any future potential ground rot

For The Sum Of£298.84 Plus £59.76 VAT Total = £358.60

4/ Our fourth price is for an optional extra again to add a counter rail and capping to the fence for either option 1 or 2 above

For The Sum Of£176.40 Plus £35.28 VAT Total = £211.68

5/ Our fifth price is for the left hand side boundary of a 38' run again in the same specification as option 1 above the 4' high tanalised softwood closeboard with timber posts

For The Sum Of£580.94 Plus £116.18 VAT Total = £697.12

6/ Our sixth price is for the left hand side again but this time fixed to the 4" x 4" reinforced concrete posts the same specification as option 2 above

For The Sum Of£644.18 Plus £128.83 VAT Total = £773.01

7/ Our seventh price is an optional extra to upgrade the gravel board to a 6" x 2" reinforced concrete gravel board for option 6 above

page 1 of original quote submitted with grant form. email 15/10/18

[Redacted]
[Redacted]
[Redacted]

3' posts 0.9.164 -
mains

Alison Reigate,
Re: Angmering Village Hall.
Angmering.
West Sussex.

| | | | wood | posts | concrete |
|-------|-------|-----|----------------|-------|----------------|
| back | West | 30m | 1924.00 | 10 | 2076.00 |
| left | South | 12m | 815.80 | 4 | 932.50 |
| front | East | 6m | 674.00 | 2 | 712.00 |
| right | North | 6m | 674.00 | 2 | 712.00 |
| | | | <u>4087.80</u> | | <u>4432.50</u> |

Dear Madam.

Thank you for your recent request for fencing
I now have pleasure in submitting the following estimate.

ALL prices include for the taking down and removal of existing fencing.

Price A: West Boundary:

To supply and erect 30 metres of 1.20m high Closeboard fencing
On 100 x 100mm posts let into the ground and concreted in.
To comprise of two lines of Arris rails, a 150mm gravelboard,
2 Ex. 100 x 22mm featheredge, complete with counterail and capping.

All Pressure Treated Softwood: For the sum of £ 1924.00 (Inc. 20% V.A.T.)
Concrete Posts & Gravelboards: For the sum of £ 2076.00 (Inc. 20% V.A.T.)

All sizes Nominal and all lengths approximate.

I hope this estimate proves of interest to you and I look forward to hearing from you in the near future. If you have any queries relating to this estimate please do not hesitate in contacting me.

Yours faithfully

[Redacted Signature]

[Redacted Address]



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone: 01903 772124

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

APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2018-2019

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

| | |
|-----------------------------|-------------------------------------|
| NAME OF ORGANISATION | Victim Support (Sussex Area) |
|-----------------------------|-------------------------------------|

Section A

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

Section B

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

| | |
|----|---|
| D5 | Awards will not be given retrospectively. |
| D6 | Upon completion of the project, evidence must be provided that the award was used appropriately |

Section E

| | |
|---|---|
| Name of contact for grant purposes | Mrs Sue Bartlett |
| Position of contact | Volunteer fundraiser/Admin assistant |
| Full contact postal address, including postcode. | Victim Support. Unit 11 Riverside Business Centre Brighton Road SHOREHAM BY SEA BN43 6RE |
| Email address and website (if applicable) | [REDACTED] |
| Telephone number of contact | [REDACTED] |
| Total Project Cost | Approx £700 per new volunteer for first year, which includes 4 days core training, specialised training in Hate Crime, Sexual Violence, Domestic violence etc plus supervision |
| Amount of grant applied for | £150 (or what you feel appropriate) |
| Where is the remainder to be financed from? | Grants from Parish councils, local fundraising and contacting local supermarkets for their charity funding |
| Cheque to be made payable to | Victim Support |
| Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary) | Recruit and train new volunteers to support victims and witnesses of crime in Sussex. Volunteers are allocated areas so Angmering would have volunteers to support your Parish. Support can be on long or short term depending on their needs and any age, ethnic group etc |
| How many Angmering residents in organisation? | Sorry I am unable to access this information but see above |
| How many Angmering residents will benefit from the grant? | <u>Any</u> resident affected by crime would be eligible if they wanted our service |
| If you received a grant from the Parish Council during 2017-2018 please outline how the grant was spent | Recruiting and training. See list attached |



RECEIVED 22 NOV 2018

Ms Katie Herr
Clerk to Angmering Parish Council
Corner House
The Square
ANGMERING
West Sussex
BN16 4EA

Victim Support
Unit 11 Riverside Business Centre
Brighton Road
Shoreham By Sea
West Sussex
BN43 6RE

20 November 2018

Dear Ms Herr

Supporting people in Sussex affected by crime

Once again, I am writing to ask if Angmering would consider making a contribution towards our essential work in supporting people in Sussex who have been affected by crime.

The impact of crime

The impact of crime can be far reaching, not only to the victim but also their family, friends and the wider community. For example a Hate Crime can divide a local community and increase the fear of crime, making people feel unsafe where they live. The impact on a victim and their family can be huge affecting them financially, emotionally, physically and psychologically.

Victim Support - What we do

- We offer a free and confidential service to victims of crime, their family, friends and anyone else affected.
- We support people from all communities, whatever crime they have suffered, whenever it happened, even when they have felt unable to report it to the police.
- We give information, emotional support and practical help for as long as it takes for the victim(s) to find the strength to move on with their lives.
- We operate the Young Witness Service in Sussex. Without this service many offenders would not be brought to justice because the young witnesses would not feel able to give evidence without our support.

The Benefits for Local Communities

- Our diverse volunteer workforce, live and work locally.

www.victimsupport.org.uk Supportline: 08 08 16 89 111  VictimSupport  @VictimSupport



COPING WITH THE
EFFECTS OF CRIME
TOGETHER



Building
disability-smart
organisations



Registered office: Victim Support, 1 Bridge Street, Derby DE1 3HZ. T: 020 7268 0200 Next Generation Text: 18001 020 7268 0200

Victim Support is a registered charity (no. 298028) and a company limited by guarantee (no. 2158780) registered in England. President: HRH The Princess Royal.



Grant Application

I have enclosed my letter about the work of Victim Support in Sussex. There are currently approximately 170 volunteers in Sussex and if none live in your Parish, there will be members allocated to visit the Parish residents if required.

As you are probably aware, Victim Support is now a national charity divided into areas throughout the country. Sussex and Surrey have merged for Administration purposes but *each area is responsible for its own fundraising budget and all funds raised are allocated to individual areas.*

In order to minimise accountancy costs, one set of accounts is now produced for all areas nationally and not individual areas, although our budgets and fundraising targets are based on individual areas. I have enclosed a list of donations from Parish councils which has been circulated, together with a breakdown of Sussex costs. To access the National accounts follow the link
<https://surf.victimsupport.org.uk/aboutus/factfigs/Pages/Corporate%20materials.aspx>.

Although Victim Support has become a national charity we are very much committed to the support of victims and witnesses of crimes at a local level and have local offices and training for Sussex to ensure this takes place.

Yours sincerely

Mrs Sue Bartlett
Volunteer Fundraising
Victim Support Sussex

January 2018



VICTIM SUPPORT - Sussex and Surrey

Summary of income and expenditure for year-ending 31/3/18

| | £ | £ |
|---|---------|---------------|
| Income (contracts for services; grant funding; fundraising/donations) | | -1306466 |
| Payroll costs | 1030348 | |
| Indirect staff costs | 64442 | |
| Volunteer costs | 45788 | |
| Premise costs | 28087 | |
| Office costs | 81472 | |
| Client costs | 5396 | |
| Other costs | 1723 | |
| Support costs (including management, IT, HR, finance etc) | 359535 | |
| Total expenditure | | 1616790 |
| Total balance | | 310324 |

PLEASE NOTE: Sussex and Surrey have been merged for Administration purposes but both counties are still responsible for their own fund raising targets.

Parish Council Donations 2017-18 (April to March)

| | |
|--------------------------------|----------|
| Aldwick | £200.00 |
| Angmering | £150.00 |
| Bersted | £100.00 |
| Berwick | |
| Billingshurst | £ 50.00 |
| Bosham | £100.00 |
| Brightling | £ 55.00 |
| Broadbridge Heath | £ |
| Cuckfield | £ |
| Donnington | £ 50.00 |
| East Preston | £200.00 |
| Ebernoe | |
| Ewehurst | £ 50.00 |
| Fairlight | £ 50.00 |
| Felpham | £ 50.00 |
| Forest Row | £100.00 |
| Funtington | £ 50.00 |
| Hassocks | £100.00 |
| Heathfield & Waldron | £200.00 |
| Herstmonceux | £100.00 |
| Hurst Green | £ 50.00 |
| Hurstpierpoint & Sayers Common | £150.00 |
| Lancing | £ |
| Lindfield | £100.00 |
| Maresfield | £150.00 |
| Normandy, Surrey | £ |
| North Horsham | £500.00 |
| Peasmarsh | £ 50.00 |
| Petworth | £100.00 |
| Pevensey | £100.00 |
| Pulborough | £150.00 |
| Ringmer | £150.00 |
| Sompting | £ |
| Storrington & Sullington | £ |
| Southwater | £ |
| Ticehurst | £200.00 |
| Upper Beeding | £ 50.00 |
| Westfield | £ 50.00 |
| Willington & Jevington | £200.00 |
| TOTAL | £3265.00 |

TRAINING PLAN 2017 – 2018

| | | | | | | | | | | | | | |
|---------|---|--------|--|---------|--|---------|------------------------|--------|--|---------|--|--------|-------------------------|
| Sept 17 | Core Training pt1 Core Training pt2 Domestic Violence | Oct 17 | Working with Autism, Aspergers & Mental Health | Nov 17 | Core Training pt1 Core Training pt2 Working with Young victims | Dec 17 | Young Witness Training | Jan 18 | Homicide Domestic Violence | Feb 18 | Core Training pt1 Core Training pt2 Hate Crime | Mar 18 | Children & Young people |
| Apr 18 | Core Training pt1 Core Training pt2 Domestic Violence | May 18 | Domestic Violence Children & Young People | June 18 | Core Training pt1 Core Training pt2 | July 18 | Homicide | Aug 18 | Hate Crime Working with Autism, Aspergers & Mental Health | Sept 18 | Core Training pt1 Core Training pt2 | Oct 18 | Domestic Violence |



Prepared by: Katie Herr
Subject: RBS – Asset Inventory
Date: 4th December 2018

During a recent online demonstration of the new accounts package – we were also shown the Asset Inventory.

1. The online demonstration showed that it was quick to update and create reports from.
2. These reports include assets by group, assets by location, assets by supplier, original costs, current value, insurance value and acquired/disposed of report.
3. A major plus would be that they can input our current excel spreadsheet direct into the suite.
4. Cost – Initial costs would be £414, then £119 per annum for a single user or £165 for 5 user licenses.
5. Training would cost £70 for online training.
6. 3 year minimum contract

If we move forward with the accounts package, it makes sense to implement this improvement also.

I believe it will aid us to keep track of our assets and also make amendments quickly and easily.



Asset Inventory

Ensures that councils keep track of all their assets however small.

Key Features

This information is relevant for all assets no matter the size of the organisation. It supplies all the information to satisfy both internal and external auditors and enable the creation of an inventory to keep records of all your assets.

- Unique identification number
- Asset description
- Asset serial number
- Original cost
- Current Value
- Insurance Value
- Details of who supplied the asset
- Where the asset is located
- Photo of asset
- The date the asset was acquired /disposed of
- Asset Grouping-identifying the type of asset, eg: vehicles, land, street furniture

Reporting Features

- Assets by group
- Assets by location
- Assets by supplier
- Original Cost
- Current Value
- Insurance Value
- Acquired / disposed of report

Demonstrations, Training and Support

At RBS, we are happy to provide on-line demonstrations of our products on a no-obligation, no-cost basis. Post-sales, we are able to provide full installation and support for any of the software packages we provide. For further information or to arrange a product demonstration please contact us.

Rialtas Business Solutions

Unit 5 Uffcott Enterprise Park, Uffcott, Swindon, SN4 9NB

Tel: 01793 731296, Fax: 01793 731938



Setting the standard for local council financial software

Software should be intuitive and user friendly, yet powerful and fully compliant with legislative requirements. At Rialtas we have years of experience at providing software and services to meet your needs.

Our Product Guide:

- *Omega and Alpha Financial*
- *Facilities Bookings Management*
- *Cemetery and Memorial Management*
- *Allotment Management*
- *Planning*
- *Asset Inventory*

About Us:

RBS Software Solutions is the trading name of Rialtas Business Solutions Limited.

RBS Software Solutions has a nationwide network of Town and Parish Councils using our Financial and Administration software systems, and because of our business objective to provide a quality service we have been in the market since 1996.

Today our team comprises talented software programmers, experienced and knowledgeable trainers, skilled administrators and Accounting and I.T. Specialists. With extensive knowledge of Local Government and Commercial Accounting and Administration practice, we are able to advise and instruct on some of the more complicated accounting aspects.

We also understand the importance of knowledgeable software support. Our support technicians are second to none and will hold your hand in those early days and only take a back seat when you feel confident to go it alone. Of course, we are then ready to help and offer advice when you need us.

We pride ourselves on being able to offer the right package whatever the size of the Town or Parish Council, whether you require financial or administration software. We are always pleased to give demonstrations of our software and we attend the Regional Society of Local Council Clerks conferences.

We also offer extensive training for all of our packages for which we are an approved SLCC/NALC trainer and our courses carry CPD points for the Institute of Local Council Management (ILCM)

Sometown Town Council
ASSET LIST BY GROUP NAME

| Asset Code | Description | Original Cost | Current Value | Insurance Value |
|--|-----------------------|---------------|---------------|-----------------|
| Community | | | | |
| CR002 | Mace | 9,432.00 | 9,432.00 | 18,000.00 |
| CR001 | Ceremonial Chain | 15,000.00 | 15,000.00 | 30,000.00 |
| TOTAL FOR Community | | 24,432.00 | 24,432.00 | 48,000.00 |
| IT Equipment | | | | |
| DB001 | Dog Bin | 150.00 | 150.00 | 150.00 |
| IT001 | Computer (Clerk) | 350.00 | 350.00 | 0.00 |
| TOTAL FOR IT Equipment | | 500.00 | 500.00 | 150.00 |
| Infrastructure | | | | |
| LB002 | Littler Bin | 175.00 | 175.00 | 200.00 |
| DB002 | Dog Bin | 150.00 | 150.00 | 150.00 |
| LB001 | Litter Bin | 175.00 | 175.00 | 0.00 |
| TOTAL FOR Infrastructure | | 500.00 | 500.00 | 350.00 |
| Land & Buildings | | | | |
| B002 | Pavilion | 18,000.00 | 18,000.00 | 35,000.00 |
| B001 | Town Hall | 1.00 | 1.00 | 1,000,000.00 |
| TOTAL FOR Land & Buildings | | 18,001.00 | 18,001.00 | 1,035,000.00 |
| Office Equipment | | | | |
| K001 | Kettle | 25.00 | 20.00 | 0.00 |
| K002 | Kettle | 25.00 | 25.00 | 0.00 |
| TOTAL FOR Office Equipment | | 50.00 | 45.00 | 0.00 |
| Vehicle & Equipment | | | | |
| TR002 | Ride on Tractor Mower | 10,000.00 | 10,000.00 | 10,000.00 |
| TR001 | Tractor John Deere | 35,000.00 | 35,000.00 | 35,000.00 |
| TOTAL FOR Vehicle & Equipment | | 45,000.00 | 45,000.00 | 45,000.00 |
| TOTAL | | 88,483.00 | 88,478.00 | 1,128,500.00 |

Sometown Town Council
SUMMARY OF ASSETS BY GROUP NAME

| <u>Group</u> | <u>Original Cost</u> | <u>Current Value</u> | <u>Insurance Value</u> |
|---------------------|----------------------|----------------------|------------------------|
| Community | 24,432.00 | 24,432.00 | 48,000.00 |
| IT Equipment | 500.00 | 500.00 | 150.00 |
| Infrastructure | 500.00 | 500.00 | 350.00 |
| Land & Buildings | 18,001.00 | 18,001.00 | 1,035,000.00 |
| Office Equipment | 50.00 | 45.00 | 0.00 |
| Vehicle & Equipment | 45,000.00 | 45,000.00 | 45,000.00 |
| TOTAL | 88,483.00 | 88,478.00 | 1,128,500.00 |

Sometown Town Council
ASSET LIST BY LOCATION

| <u>Asset Code</u> | <u>Description</u> | <u>Original Cost</u> | <u>Current Value</u> | <u>Insurance Value</u> |
|-------------------------------------|-----------------------|----------------------|----------------------|------------------------|
| King Charles Field | | | | |
| DB001 | Dog Bin | 150.00 | 150.00 | 150.00 |
| LB002 | Littler Bin | 175.00 | 175.00 | 200.00 |
| B002 | Pavilion | 18,000.00 | 18,000.00 | 35,000.00 |
| TOTAL FOR King Charles Field | | 18,325.00 | 18,325.00 | 35,350.00 |
| St Marys Park | | | | |
| DB002 | Dog Bin | 150.00 | 150.00 | 150.00 |
| LB001 | Litter Bin | 175.00 | 175.00 | 0.00 |
| TOTAL FOR St Marys Park | | 325.00 | 325.00 | 150.00 |
| Town Hall | | | | |
| IT001 | Computer (Clerk) | 350.00 | 350.00 | 0.00 |
| K001 | Kettle | 25.00 | 20.00 | 0.00 |
| K002 | Kettle | 25.00 | 25.00 | 0.00 |
| B001 | Town Hall | 1.00 | 1.00 | 1,000,000.00 |
| CR002 | Mace | 9,432.00 | 9,432.00 | 18,000.00 |
| CR001 | Ceremonial Chain | 15,000.00 | 15,000.00 | 30,000.00 |
| TOTAL FOR Town Hall | | 24,833.00 | 24,828.00 | 1,048,000.00 |
| Workshop | | | | |
| TR002 | Ride on Tractor Mower | 10,000.00 | 10,000.00 | 10,000.00 |
| TR001 | Tractor John Deere | 35,000.00 | 35,000.00 | 35,000.00 |
| TOTAL FOR Workshop | | 45,000.00 | 45,000.00 | 45,000.00 |
| TOTAL | | 88,483.00 | 88,478.00 | 1,128,500.00 |



Prepared by: Katie Herr
Subject: Flat purchase update
Date: 6th December 2018

Update

1. Solicitors in place and contract signed as per minute 18/106 Purchase of flat above Parish Office.
2. Application for borrowing approval completed and sent off as per minute 18/106 Purchase of flat above Parish Office.
3. Confirmation received for borrowing. Application made to PWLB for £150,000. Payable in 1-2 weeks.
4. Email received from solicitors advising that seller wants to exchange before Christmas. They have only just received the contract papers so this looks unlikely.
5. Rent on the property will be in the region of £825 pcm. This would cover the repayments. If this was used as office space – this income would not be generated and it would cost us money each month. This would obviously be less any letting agent fees.

Actions to be completed

1. Confirm loan payment received.
2. Complete purchase of the flat.
3. Investigate and instruct a letting agent to deal with the renting of the flat on our behalf.
4. Compare all quotes for the renovation work to the office.

Values relating to office and flat.

Flat value, current state - £210,000

Office value, current state - £260,000

Office value, with renovations to back office - £285,000

Flat and office, current state - £380,000

Flat and office, with renovations to back office - £450,000

Renovations approximate cost - £12,000 (1 quote received, 3 pending)

Decision needed

Confirm that the flat is to be rented out once purchased.

Letting agency prices will be bought to the January 2019 Parish Council Meeting for approval before any letting commences.

ANGMERING PARISH COUNCIL

Balances Outstanding as at: 30-Nov-18

| | £ | £ |
|--|------------|------------|
| Long Term Investments | | |
| Consolidated Stock | | 96.00 |
| Bank Accounts | | |
| Lloyds Bank Business Account | 130,327.68 | |
| Lloyds Bank Current Account | 30,493.43 | |
| CCLA Local Authorities' Property Fund | 200,000.00 | |
| CCLA Public Sector Deposit Account | 25,000.00 | |
| Hampshire Trust Bank | 70,000.00 | |
| United Trust Bank | 80,000.00 | |
| | 535,821.11 | |
| Petty Cash Imprest Account | 5.22 | |
| TOTAL BANK BALANCES AVAILABLE | | 535,826.33 |
| Public Works Loan Board | | |
| Outstanding Debt - Office | | - |

2018/2019 Budget Monitor

AGENDA ITEM 5B

| Nominal | | 30 November 2018 | | Total | | Actual to Date | | Known Commitment | | Proportion of Total | |
|---------|--|------------------|------------------|-------|------------------|----------------|---|------------------|---|---------------------|--|
| Income | £ | £ | £ | £ | £ | £ | £ | £ | £ | % | % |
| 4001 | Precept | | (335,500) | | (335,500) | | | | | 100% | |
| 4100 | Grants Received - General | | - | | - | | | | | 0% | |
| 4101 | Grants Received - Lottery | | - | | - | | | | | 0% | |
| 4102 | Grants Received - Arun DC | | - | | - | | | | | 0% | |
| 4103 | Grants Received - WSCC | | - | | (12,390) | | | | | 0% | Flooding Works to be done - invoice due in December. |
| 4104 | Grants Received - Government | | - | | - | | | | | 0% | |
| 4200 | Donations Received | | - | | (12,009) | | | | | 0% | ACC Heating & Zoning |
| 4201 | Fundraising | | - | | - | | | | | 0% | |
| 4500 | Section 106 Income | | - | | - | | | | | 0% | |
| 4501 | Community Infrastructure Levy Income | | - | | - | | | | | 0% | |
| 4800 | Interest Received | | (1,800) | | (114) | | | | | 6% | |
| 4801 | Investment Income | | (8,800) | | (6,259) | | | | | 71% | |
| 4900 | Allotment Rent Received | | (900) | | (900) | | | | | 100% | |
| 4901 | Insurance Claims | | - | | - | | | | | 0% | |
| 4902 | Ground Rent & Insurance Contribution from Flat | | (430) | | (440) | | | | | 102% | |
| 4903 | Other Income | | - | | - | | | | | 0% | |
| | Total Income | | (347,430) | | (367,612) | | | | | 106% | |
| | Expenditure | | | | | | | | | | |
| | Employees Direct | | | | | | | | | | |
| 5000 | Salary - Clerk | | 41,400 | | 23,936 | | | | | 58% | |
| 5001 | Salary - Assistant Clerk | | 68,800 | | 49,268 | | | | | 72% | |
| 5002 | Salary - Groundstaff | | 29,600 | | 13,590 | | | | | 46% | |
| 5005 | Employer's National insurance | | 12,700 | | 8,101 | | | | | 64% | |
| 5007 | Pension - LGPS | | 30,400 | | 18,834 | | | | | 62% | |
| 5008 | Pension - Other | | - | | - | | | | | 0% | |
| | Employees Indirect | | | | | | | | | | |
| 5012 | Travel | | 300 | | 80 | | | | | 27% | |

2018/2019 Budget Monitor

AGENDA ITEM 5B

| Nominal | 30 November 2018 | | Total | Actual to Date | | Known Commitment | Proportion of Total |
|---------|--------------------------------|-------|-------|----------------|---|------------------|---------------------|
| | £ | £ | | £ | £ | | |
| 5015 | Subsistence | - | - | - | - | - | 0% |
| 5020 | Staff Training | 1,000 | 1,000 | 1,233 | - | - | 123% |
| | Supplies & Services | | | | | | |
| 5100 | Electricity | 1,100 | 1,100 | 564 | - | - | 51% |
| 5101 | Gas | 750 | 750 | (110) | - | - | -15% |
| 5102 | Water/Sewage | 420 | 420 | 436 | - | - | 104% |
| 5103 | Business Rates | - | - | - | - | - | 0% |
| 5110 | Office Cleaning | 700 | 700 | 13 | - | - | 2% |
| 5111 | Office Maintenance | 550 | 550 | 449 | - | - | 82% |
| 5112 | Office Improvements | - | - | 400 | - | - | 0% |
| 5113 | Office Equipment | 500 | 500 | 1,562 | - | - | 312% |
| 5200 | Stationery & Consumables | 2,000 | 2,000 | 1,488 | - | - | 74% |
| 5201 | Postage | 120 | 120 | 1 | - | - | 1% |
| 5202 | Telephones | 1,000 | 1,000 | 907 | - | - | 91% |
| 5203 | Broadband | 1,200 | 1,200 | 599 | - | - | 50% |
| 5204 | Mobile Telephones | 550 | 550 | 409 | - | - | 74% |
| 5205 | Photocopying | 3,000 | 3,000 | 2,002 | - | - | 67% |
| 5206 | Printing | 350 | 350 | - | - | - | 0% |
| 5207 | Newsletter Production | 3,000 | 3,000 | 141 | - | - | 5% |
| 5208 | Newsletter Delivery | 2,000 | 2,000 | - | - | - | 0% |
| 5210 | Books & Publications | 200 | 200 | - | - | - | 0% |
| 5211 | Professional Subscriptions | 2,600 | 2,600 | 2,162 | - | - | 83% |
| 5212 | Other Subscriptions | 150 | 150 | 142 | - | - | 95% |
| 52121 | Land Registry | 150 | 150 | 129 | - | - | 86% |
| 5213 | Protective Clothing | 500 | 500 | 229 | - | - | 46% |
| 5214 | Tools & Equipment | 700 | 700 | 442 | - | - | 63% |
| 5215 | Bank Charges | 20 | 20 | 8 | - | - | 38% |
| 5216 | Room Hire | 900 | 900 | 765 | - | - | 85% |
| 5217 | Entertainers/Stallholders | 4,500 | 4,500 | 6,145 | - | - | 137% |
| 5220 | Advertising | 25 | 25 | 270 | - | - | 1080% |

2018/2019 Budget Monitor

AGENDA ITEM 5B

| Nominal | | 30 November 2018 | | Total | | Actual to Date | | Known Commitment | | Proportion of Total | |
|------------------------------|----------------------------------|------------------|--------|-------|--------|----------------|---|------------------|---|---------------------|--|
| | | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| 5250 | IT Support | | 3,300 | | 2,458 | | | | | | 74% |
| 5251 | IT Software | | 1,500 | | 1,397 | | | | | | 93% |
| 5252 | IT Equipment | | 300 | | 318 | | | | | | 106% |
| 5300 | Insurance - Parish Policy | | 11,400 | | 13,010 | | | | | | 114% |
| 5301 | Insurance - Vehicles & Equipment | | 1,500 | | 1,400 | | | | | | 93% |
| 5400 | Internal Audit Fees | | 800 | | 1,612 | | | | | | 201% |
| 5401 | External Audit Fees | | 1,000 | | - | | | | | | 0% |
| 5402 | Professional Expenses | | - | | 12,798 | | | | | | 0% Cathy Kelly |
| 5403 | Legal Fees | | 1,000 | | 3,242 | | | | | | 324% Defamation advice plus ongoing matters |
| Councillors | | | | | | | | | | | |
| 5500 | Councillor's Basic Allowance | | 3,600 | | 1,290 | | | | | | 36% |
| 55001 | Chairman's Allowance | | 300 | | 300 | | | | | | 100% |
| 5501 | Member's Travel Expenses | | 500 | | 130 | | | | | | 26% |
| 5502 | Official Hospitality | | 700 | | - | | | | | | 0% |
| 5503 | Courses/Conferences | | 1,000 | | 240 | | | | | | 24% |
| Other Expenditure | | | | | | | | | | | |
| 5600 | Election Costs | | - | | - | | | | | | 0% |
| 5700 | Community Grants | | 3,300 | | 1,614 | | | | | | 49% |
| 5701 | ACLT Match Funding | | - | | 5,000 | | | | | | 0% |
| 5800 | Allotment Rent Paid | | 825 | | - | | | | | | 0% |
| | Christmas Day Event | | - | | - | | | | | | 0% |
| Maintenance Committee | | | | | | | | | | | |
| 6300 | Play Area Inspections | | 900 | | 350 | | | | | | 39% |
| 6301 | Play Area Maintenance | | 6,000 | | 1,978 | | | | | | 33% |
| 6302 | Play Amenities Maintenance | | - | | - | | | | | | 0% |
| 7000 | Buildings - Routine Maintenance | | 5,000 | | 29,717 | | | | | | 594% Ground Source Heating Repairs |
| 7001 | Buildings - Insurance Work | | 500 | | - | | | | | | 0% |
| 7002 | Buildings - Improvements | | - | | - | | | | | | 0% |
| 7050 | Christmas Tree | | 500 | | 11 | | | | | | 2% |

2018/2019 Budget Monitor

AGENDA ITEM 5B

| Nominal | 30 November 2018 | | Total | Actual to Date | | Known Commitment | Proportion of Total | |
|---------------------------------------|---|--------|-----------------|------------------|-----------------|------------------|---------------------|--|
| | £ | £ | | £ | £ | | £ | £ |
| 7051 | Festive Lights | - | - | 4,485 | | | 0% | |
| 7100 | Street Lighting - New Columns | - | - | - | | | 0% | |
| 7101 | Street Lighting - Electricity | 1,500 | 1,500 | 222 | 1,400 | | 15% | |
| 7102 | Street Lighting - Maintenance | 4,500 | 4,500 | 32 | 4,500 | | 1% | |
| 7200 | Dog Fouling Bin Collections | 500 | 500 | - | | | 0% | |
| 7201 | New Dog or Waste bins | - | - | - | | | 0% | |
| 7202 | Maintenance - Direct Labour | - | - | - | | | 0% | |
| 7203 | Maintenance - Contractor - General | 4,000 | 4,000 | 5,761 | 12,390 | | 144% | Flooding Works grant paid for |
| 7204 | Maintenance - Contractor - Grass | 800 | 800 | 11,469 | | | 1434% | Football Pitch Works |
| 7205 | Maintenance - Contractor - Trees & Hedges | 3,000 | 3,000 | 1,270 | | | 42% | |
| 7206 | Maintenance - Contractor - Flowers & Beds | 8,500 | 8,500 | 1,348 | | | 16% | |
| 7207 | Rubbish Collection Green Waste | 1,800 | 1,800 | 1,290 | | | 72% | |
| 7208 | Rubbish Collection Recycling | 300 | 300 | 233 | | | 78% | |
| 7209 | Rubbish Collection General Waste | 1,500 | 1,500 | 822 | | | 55% | |
| 8000 | Mowers/Strimmers - Purchase | - | - | 873 | | | 0% | |
| 8001 | Mowers/Strimmers - Fuel | 600 | 600 | 314 | | | 52% | |
| 8002 | Mowers/Strimmers - Maintenance | 1,500 | 1,500 | 615 | | | 41% | |
| 8003 | Mowers/Strimmers - Movements | - | - | - | | | 0% | |
| 8050 | Vehicles - Purchase | - | - | - | | | 0% | |
| 8051 | Vehicles - Fuel | 1,000 | 1,000 | 650 | | | 65% | |
| 8052 | Vehicles - Licence | 250 | 250 | - | | | 0% | |
| 8053 | Vehicles - Maintenance | 700 | 700 | 622 | | | 89% | |
| 8054 | Equipment Storage | - | - | 500 | | | 0% | |
| 9000 | Loan Charges | - | - | - | | | 0% | |
| 9500 | Transfers to Reserves | 49,570 | 49,570 | - | (30,040) | | 0% | Ground Source Heating Repairs & Football Pitch Repairs |
| 9900 | Capital Improvements | - | - | - | | | 0% | |
| Total Expenditure | | | 335,130 | 241,568 | (11,750) | | 72% | |
| Total Net Expenditure/(Income) | | | (12,300) | (126,044) | (11,750) | | | |

RECEIPTS AND PAYMENTS SCHEDULE

Nov-18

Receipts

| Date | Payee Name | Reference | Total £ | VAT £ | Net £ |
|----------------|--------------|------------------|-----------|-------|---------------------------------|
| 05/11/2018 | JENKS | JENKS OVERPAYMEN | 5000.00 | | 5,000.00 Overpayment of invoice |
| 05/11/2018 | UNITED TRUST | BGC | 1046.58 | | 1,046.58 Interest |
| 05/11/2018 | VAT REFUND | BGC | 4249.94 | | 4,249.94 VAT Refund |
| 19/11/2018 | SSALC LTD | REFUND | 72.00 | | 72.00 Interest |
| TOTAL RECEIPTS | | | 10,368.52 | - | 10,368.52 |

Nov-18

Payments

| Date | Payee Name | Reference | Total £ | VAT £ | Net £ |
|------------|--------------------------------|-----------|-----------|----------|----------------------------|
| 01/11/2018 | DE LAGE LANDEN LEASING | DD0801 | 502.52 | 83.75 | 418.77 Photocopier |
| 02/11/2018 | 4 SIGHT VISION SUPPORT | CHQ5965 | 400.00 | 0.00 | 400.00 Grant |
| 01/11/2018 | ASRA | CHQ5966 | 1063.80 | 0.00 | 1063.80 Grant |
| 02/11/2018 | CLARANET | OL021118 | 124.20 | 20.70 | 103.50 Website |
| 02/11/2018 | VIKING | OL021118 | 60.48 | 10.08 | 50.40 Office supplies |
| 02/11/2018 | VIKING | OL021118 | 1.78 | 0.30 | 1.48 Office supplies |
| 02/11/2018 | GRASSTEX | OL021118 | 780.00 | 130.00 | 650.00 Grass Cutting |
| 02/11/2018 | MULHOLLAND TREES | OL021118 | 530.00 | 0.00 | 530.00 Tree work |
| 02/11/2018 | VIKING | OL021118 | 8.96 | 1.49 | 7.47 Office supplies |
| 02/11/2018 | VIKING | OL021118 | 0.46 | 0.08 | 0.38 Office supplies |
| 02/11/2018 | SSALC | OL021118 | 192.00 | 32.00 | 160.00 Staff Training |
| 02/11/2018 | CC SOLAR | OL021118 | 1080.00 | 180.00 | 900.00 ACC Damaged Panels |
| 02/11/2018 | BIFFA | OL021118 | 133.74 | 22.29 | 111.45 Waste Removal |
| 02/11/2018 | BIFFA | OL021118 | 70.09 | 11.68 | 58.41 Waste Removal |
| 02/11/2018 | CXS | DD0802 | 42.00 | 7.00 | 35.00 Website |
| 07/11/2018 | OUR LADY STAR - LUNCH DONATION | OL071118 | 150.00 | 0.00 | 150.00 Grant |
| 07/11/2018 | LAND REGISTRY SEARCH | DC0801 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 13/11/2018 | SAGE | DD0803 | 35.06 | 5.84 | 29.22 Accounts |
| 14/11/2018 | ALLSTAR | DD0804 | 67.27 | 11.21 | 56.06 Fuel |
| 14/11/2018 | ALLSTAR | DD0804 | 4.80 | 0.80 | 4.00 Fuel |
| 14/11/2018 | VIKING | OL141118 | 238.32 | 39.72 | 198.60 Office supplies |
| 14/11/2018 | VIKING | OL141118 | 3.55 | 0.59 | 2.96 Office supplies |
| 14/11/2018 | TRAVIS PERKINS | OL141118 | 10.82 | 1.80 | 9.02 Padlock |
| 14/11/2018 | BIFFA | OL141118 | 120.84 | 20.14 | 100.70 Waste Removal |
| 14/11/2018 | ANGMERING VILLAGE HALL | OL141118 | 52.50 | 0.00 | 52.50 Room Booking |
| 14/11/2018 | STUBBS COPSE WOODYARD | OL141118 | 33.20 | 5.54 | 27.66 Green Waste |
| 14/11/2018 | BOXX DIRECT | OL141118 | 73.02 | 12.17 | 60.85 Memory Tree Tags |
| 14/11/2018 | IPS FIRE & SECURITY | OL141118 | 183.60 | 30.60 | 153.00 ACC Security |
| 14/11/2018 | WIZZI PRINT | OL141118 | 82.80 | 13.80 | 69.00 Business Cards |
| 14/11/2018 | PROTAK EVENT SERVICES | OL141118 | 341.45 | 0.00 | 341.45 First Aid - BMX Day |
| 14/11/2018 | ROB MARTIN | OL141118 | 675.00 | 0.00 | 675.00 Training |
| 14/11/2018 | HAVEN MEMORIALS | OL141118 | 169.00 | 28.17 | 140.83 Cleaning |
| 15/11/2018 | BT | DD0805 | 454.56 | 75.76 | 378.80 Telephone |
| 16/11/2018 | SAGE | DD0806 | 71.40 | 11.90 | 59.50 Accounts |
| 19/11/2018 | MIKE ROSE STORAGE | OL191118 | 500.00 | 0.00 | 500.00 Storage |
| 20/11/2018 | PENSION CONTRIBUTIONS | OL201118 | 3020.32 | 0.00 | 3020.32 Pension |
| 20/11/2018 | TAX AND NATIONAL INSURANCE | OL201118 | 2916.44 | 0.00 | 2916.44 Tax and NI |
| 20/11/2018 | SALARY | OL201118 | 8214.08 | 0.00 | 8214.08 Salary |
| 21/11/2018 | ROYAL BRITISH LEGION | CHQ5967 | 18.50 | 0.00 | 18.50 Wreath |
| 21/11/2018 | ALLSTAR | DD0807 | 41.88 | 6.98 | 34.90 Fuel |
| 21/11/2018 | ALLSTAR | DD0807 | 2.40 | 0.40 | 2.00 Fuel |
| 21/11/2018 | VODAFONE | DD0808 | 62.67 | 10.44 | 52.23 Telephone |
| 21/11/2018 | WSCC | CHQ5968 | 90.00 | 0.00 | 90.00 Room Booking |
| 22/11/2018 | SCS | DD0809 | 117.68 | 19.61 | 98.07 Line Rental |
| 23/11/2018 | FOCUS IT | DD0810 | 354.83 | 59.14 | 295.69 IT Support |
| 23/11/2018 | ARUNDEL ROAD GARAGE | DC0802 | 341.62 | 56.94 | 284.68 MOT and repairs |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803-1 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803-2 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803-3 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803-4 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803-5 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803-6 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803-7 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803-8 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803-9 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803-10 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803-11 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803-12 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 23/11/2018 | LAND REGISTRY SEARCH | DC0803-13 | 6.00 | 0.00 | 6.00 Land Reg Search |
| 26/11/2018 | GIFGAFF | DD0811 | 10.00 | 1.66 | 8.34 Emergency Phone |
| 27/11/2018 | FOCUS IT | DD0812 | 120.00 | 20.00 | 100.00 IT Support |
| 27/11/2018 | FOCUS IT | DD0812 | 706.80 | 117.80 | 589.00 Laptop |
| 30/11/2018 | UTILILTY WAREHOUSE | DD0813 | 41.85 | 2.00 | 39.85 Energy |
| 30/11/2018 | UTILILTY WAREHOUSE | DD0813 | 58.61 | 2.79 | 55.82 Energy |
| 30/11/2018 | UTILILTY WAREHOUSE | DD0813 | 2.40 | 0.40 | 2.00 Energy |
| 30/11/2018 | UTILILTY WAREHOUSE | DD0813 | 55.87 | 2.66 | 53.21 Energy |
| | | | 24,523.17 | 1,058.23 | 23,464.94 |

| Meeting Date | Title | Action Required | Action to be taken | Comments & Next steps | Delegated | Completed |
|--------------|--|---|---|---|-----------|-----------|
| 10-Sep | Urgent repairs and improvements to the parish council front office | Window installation | Builders appointed Framework and plastering now completed | Fully completed | Tracy | 16-Nov |
| 10-Sep | Chandlers Site Redevelopment | Confirm layout of parish office | Successful meeting with Landspeed Drawings received | New drawings received 27/11/18. Moved toilets out of building. Exchanged conditional contracts 5th December 2018. Working group to be set up for hub design. | Katie | |
| 10-Sep | Chandlers Site Redevelopment | Confirm solicitors and contract supplied | Solicitors approached Initial contract received | HoT's with Solicitors. Waiting for update 26/11/18 | Katie | |
| 08-Oct | Purchase of flat above Parish office | Appoint Solicitors Green, Wright, Chalton and Annis | Completed paper work and returned to solicitors | Fully completed | Katie | 24-Oct |
| 08-Oct | Purchase of flat above Parish office | Complete and send off application for borrowing to NALC | Paperwork completed and sent | Application for borrowing approved. Application sent to PWLB for loan. 04/12/18 | Katie | |
| 08-Oct | Payroll | Outsource payroll function to WSCC | Completed registration paperwork to commence the build of the programme | Change of provider from Capita to Sussex Payroll Services happened w/c 26-11 - Payroll should be ready for Decembers pay run. £4,000 saving from previous supplier. | Tracy | |

| | | | | | | |
|--------|---|--|--|---|-------|--------|
| 08-Oct | Accountancy & Bookkeeping | Outsource end of year accounts | Investigate possible accountants Talk to other parishes | Trevor Leggo looking into it for us 04/12/18 | Katie | |
| 08-Oct | Budget & Precept 2019/2020 | Bring 2019/2020 budget and precept papers to next Governance | Meeting set for 9th November between KH & JO | Draft budget shown to Governannce 15/11/18. Precept numbers in. 04/12/18. Final budget and precept to be advised during Janury 2019 meeting. | Katie | |
| 08-Oct | Garage storage for maintenance staff | Go ahead with lease on a monthly basis | Lease to be signed. Items moved in on an agreed date | Lease agreed and signed - Roy has completed the move The untis we have vacated have been let out - no rent payable to us but both on one months notice should we need to take them back - all notes in the Storage Unit folder in the Outlook under Office | Tracy | 15-Nov |
| 12-Nov | Arun Community Transport | Ask for more information regarding stainability and useage by Angmering residents | Email sent back to Rosie at LTC with copy of grant form 27/11/18 | Sent grant application letter - await response 03/12/18 | Katie | |
| 12-Nov | Angmering Community Centre - Extra Camera | Request a 3 year plan of potential works/refurbishment needs. | Email sent to Val @ ACC to request information. | Meeting with Val 27/11/18 with Tracy to discuss. Present letter on 10th Dec PC Meeting. | Katie | |
| 12-Nov | Dragons teeth and fencing | Look at long term options for replacements. Obtain quotes for several different materials and report back. | Quotes being obtained. | Collate quotes and present to next CLEW meeting. This action will now move over to CLEW. | Danni | |