

Clerks Report – Agenda item 5 (Together with Action List)

- 1) Parish Assembly – thank you to both staff and councillors for your help and attendance at our Parish Assembly. Feedback has been very positive and we look forward to improving on this year's event in May 2020. Possibility of the event appearing in a newsletter from SSALC with a photo of Trevor Leggo with Sam and Tara.
- 2) Chandlers – the project was discussed with residents at the Parish Assembly and answers given to questions that were asked. We will continue to encourage Angmering residents to ask questions and give feedback.
- 3) Palmer Road – the proposed sports hub and housing was also shown at the Parish Assembly and will be uploaded onto our website and FB pages. It was generally well received and all concerns will be fed back to the relevant parties
- 4) Neighbourhood Plan – details were taken from residents that were keen to assist with the process during the Parish Assembly. I am currently waiting for answers to questions posed by the working group with regards to land supply and the Local Plan. Initial email was sent on 10th May 2019 and this was chased up on 5th June 2019.
- 5) RBS Accounts system is now in place and has been used to process this month's reports. I am still navigating round it after the initial training but reports are a lot easier to produce. Budget areas may be redefined but the bottom figure will remain the same. Any changes will be brought to full council to approve. Any questions please let me know.
- 6) GDPR training is this month – 12th June 2019 at 7pm in the library.
- 7) Extra Office Activity
 - a) Bramley Green sign well received.
 - b) Positive comments received from residents re the grass cutting on Bramley Green and other areas maintained by the Parish
 - c) A request for repair of the flooring in Russett Play Area. This was seen by Roy and fixed the same day.
 - d) Request received to fix the road in front of the shops where the cars park, several holes were notified to WSCC by Tara in the APC office. Within 1 week they had assessed and completed the work.
 - e) Uneven floor (brick) outside Eachways was reported to Tara in the office by Roy and a week later it was fixed.
 - f) Sam arranged for flags to be made by Made With Love (Parish Assembly attendees) for the respect and remember event.
 - g) Sponsors found for Fun Dog Show – Cooper Adams and Just Shutters. Spirit FM are also in talks to attend.
 - h) 4 paintings were gifted to APC when a resident left the area. They were all of Angmering properties and were painted by Patrick Galvani, a local artist who sadly passed away in 2013. One of these paintings was of the APC office and surrounding area. Permission to copy was sought from and received from his son to produce cards

with the painting on. These have now been produced and will accompany grant cheques/thankyou letters etc. A copy of the card has been sent to his son.

- i) Tara and Roy liaised with Ham Manor Golf Club maintenance team re one of their pathways that was reported to us. Immediate fix done by Roy, with them to carry on with.
- j) Notice boards are now up and displaying all the local information.
- k) Great response from Dementia Awareness Week with Sam and Roy attending local events to represent the Parish and learn more. Our "Blue" window was praised and lots of people were seen reading the posters which contained relevant information. Sam and Roy will continue to attend these events and promote awareness.

| Meeting Date | Agenda No: | Minute No: | Title | Action Required | Action to be taken | Comments & Next steps |
|--------------|------------|------------|------------------------------|---|--|--|
| 10/09/2018 | 11 | 18/088 | Chandlers Site Redevelopment | Confirm layout of parish office | Confirm layout with working group | Meeting on 10th June at ADC to discuss recent queries from The Conservation Officer at Arun (Martyn White) and the Conservation Area Advisory Committee |
| 10/09/2018 | 11 | 18/088 | Chandlers Site Redevelopment | Confirm solicitors and contract supplied | Solicitors approached Initial contract received | Draft conditional contract should be with our solicitor this by w/c 4th February 2019. Contracts being reviewed 02/04/19. Cheque written, waiting conf of chairman. 13/05/19 |
| 11/03/2019 | 13 | 18/207 | GDPR Update | To confirm we wish to go ahead and confirm the work to make us GDPR compliant | Report back to full council when the update has been completed | Training date set for 12th June 2019 |
| 11/03/2019 | 13 | 18/207 | GDPR Update | Obtain a Project Plan | | Updated version to be available after training |
| 11/03/2019 | 13 | 18/207 | GDPR Update | Obtain a quote for a new server | | Chaser email to be sent 13/05/19 Quote received back from JNR Computers and have asked them to come in and see us. Quote requested from Focus and have asked them to come in and see us.No quote from Focus - JNR on agenda for June 2019 |
| 08/04/2019 | | 18/225 | Fletchers Field Play Park | Who owns the land that the play park sits on | Contact the Church and investigate | Report back to the councillors. No update 05/06/19 |

| | | | | | | |
|------------|----|--------|-------------------------|---|-----------------------------------|---|
| 08/04/2019 | | 18/227 | Silent Soldier | Contact St Wilfred's School re the possibility of putting the Silent Soldier on their grounds | Contact St Wilfred's School | Report back to the councillors. Emailed TL with draft 17/04/19. Email sent 23/04/19 Chased 05/06/19 |
| 13.05.19 | 22 | 19/022 | SDNP Walks | Office to send SDNP information on the three walks we have information on | Send SDNP the information we hold | |
| 13.05.19 | 24 | 19/024 | Kingston Parish Council | Email to be sent to Kingston Parish Council | Clerk to draft email and send | Emailed to say it would be on June agenda. |
| 13.05.19 | 24 | 19/024 | Parish Maps | Send out maps of the parish to all Councillors | Email out Maps | |

| |
|----------------------------|
| Task has been started |
| Task to remain on the list |
| Completed |
| Task not yet started |

Completed Actions have been moved to another tab



Established 1894

Angmering Parish Council

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APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2019 - 2020

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 | St Barnabas House and Chestnut Tree House |
|-----------------------------|--|

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 | X |
| B2 | Starting up new activities and/or expanding existing services for residents of Angmering | |
| B3 | Organising community events and activities | |
| B4 | Bringing the community together | X |
| | Developing Services and supporting the local economy | |
| B5 | Organising one-off events to increase visitors to Angmering | |
| B6 | Activities aimed at developing skills for local unemployed | |

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


Section C

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

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 | Rik Child |
| Position of contact | Fundraising Development Manager |
| Full contact postal address, including postcode. | St Barnabas House Hospice Titnore Lane Worthing West Sussex BN12 6NZ |
| Email address and website (if applicable) | [REDACTED] |
| Telephone number of contact | [REDACTED] |
| Total Project Cost | £650 per visit, total cost of whole project is £50,000 |
| Amount of grant applied for | £300 |
| Where is the remainder to be financed from? | Other parish councils are being approached at present and there will be a trust fundraising campaign for wider hospice outreach. |
| Cheque to be made payable to | St Barnabas Hospices (Sussex) Ltd |
| Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary) | Funds are requested for the work of the Hospice Outreach Project (HOP) vehicle which visits Angmering once a month (Haskins Garden Centre) to speak to residents of all ages about the services offered. For full details please see the attached sheet. |
| How many Angmering residents in organisation? | 6% of people who have encountered hospice outreach initiatives live in Angmering and 40 Angmering residents received services/ care during 2018/19. |
| How many Angmering residents will benefit from the grant? | Whoever visits the HOP will benefit – circa 400 per annum. |
| If you received a grant from the Parish Council during 2017-2018 please outline how the grant was spent | Funding 2017/18: £250 Funding 2018/19: £nil Spent on hospice outreach. |
| Signature |  |
| Date | 3 rd May 2019 |

The St Barnabas Hospice Outreach Project

Information for Angmering Parish Council

St Barnabas House Hospice

St Barnabas House is an independent charitable hospice located in Worthing, West Sussex. The hospice provides end of life care services, both at the hospice and in the local community, to adults with advanced progressive life-limiting conditions. Since opening in 1973, the hospice has cared for over 41,000 patients and their families in the areas of Worthing, Adur, Arun and Henfield. 2-3% of the people we care for live(d) within the Angmering Parish Council administrative area.

Thank you; Our On-going Work

St Barnabas House Hospice Outreach Project (HOP) has continued successfully during 2018/19 and the hospice would like to thank Angmering Parish Council for its previous donation of £250. The project is out and about in the hospice area three days a week and Angmering residents are able to access this service in a number of locations especially at Haskins Garden Centre. We hope that councillors will be able to support the project again. Information is presented below to provide a clear explanation of how St Barnabas House is able to support Angmering residents.

The Hospice Outreach Project, Vehicle and its Staff

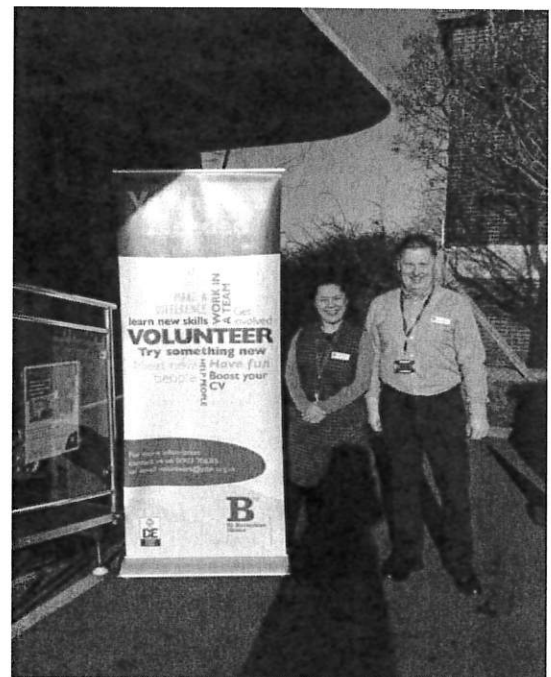
This project, initially funded by the Department of Health, aims to help ease the questions and worries that those affected by life-limiting illnesses may have. The Hospice Outreach Project (HOP) is a mobile vehicle unit which provides a flexible and accessible range of services right into the heart of the community.

It is staffed by a senior nurse, Marcelle, who is able to provide information and advice on all aspects of hospice care available at St Barnabas House and out in the locality. The Hospice Outreach Project also acts as an education resource for healthcare professionals and the wider community. The specialist staff work closely with community teams and local support networks to offer advice in areas of symptom management, emotional, spiritual, psychological and bereavement support for patients, their families and loved ones.

The vehicle and staff team visit Haskins Garden Centre monthly and East Preston and Worthing approximately 30 times a year.



40% of people we meet have no previous contact with the hospice. 90% are visiting the HOP for the first time.



Marcelle and Clint with the HOP vehicle

The HOP vehicle is a specially adapted van which unfolds and unpacks to provide both internal and external displays and a counselling room for people to come and speak to our trained staff.

Last year over 1,300 people received face to face support from our Hospice Outreach Team, to help them cope with physical or emotional issues affecting their daily life. At least 6% of these live within the Angmering Parish Council area and the project works with all ages though the hospice normally works with people over 65 (85% of users).

Information, Bereavement and *Dying Matters Week*

The aim of this project is to improve the way people access information and support related to ill health, end of life issues, life limiting illnesses and wellbeing.

Support with Ill Health

The HOP is designed to provide information about the hospice and services offered, increase awareness within the community about hospice care generally and also opens up challenging but important conversations with the public.

Frequently staff are approached by people concerned about their own diagnosed health conditions, or that of a loved one, so a full directory of local groups and services has been developed to ensure residents are signposted to the best source of help and mutual support.

Bereavement

Additionally, people approach staff to talk about loved ones who have died especially if their bereavement is still very current and the individual is looking for support. St Barnabas House is able to offer bereavement counselling for people who have lost a loved one who has been cared for by the hospice and signpost those who cannot access this service.

Speaking about Death and Dying

Every year St Barnabas House takes part in *Dying Matters Week* which gives us an unparalleled opportunity to place the importance of talking about dying, death and bereavement firmly on the local agenda. During the last year, we have encouraged visitors to the HOP to write messages to their departed loved ones if they feel there has been something left unsaid. Feedback has shown this to be both popular and helpful for those who have taken part.

- 38% of visitors were enquiries concerning death, bereavement and emotional support



- 11% of visitors offer to volunteer for the hospice

Making the Most of Life

As part of *Dying Matters Week*, the hospice has also developed a campaign that challenges people of all ages to think more about what they would like to do with their life in the time available as part of an innovative way of starting a conversation about death and dying and being prepared for it.



The campaign has proved extremely popular with people of all ages with the young happily adding their wishes for the future as well as allowing staff to conduct emotive conversations with the public.

- 24% of visitors signposted to support services
- 4% of visitors are referred to clinical services

The Hospice Outreach Project costs £650 a day for each visit to an external location. St Barnabas House hospices have set a deficit budget for 2019/20 and relies on fundraising for over 75% of costs. Funds will be derived from trusts, events, major donors, councils and legacies.

A short video showing the HOP team in action and explaining the project further can be found at this URL:

https://www.youtube.com/watch?v=Xo35jomt7tY&list=PLi_oLszb8eX8U6ajQeEr8mwpo056oEvaH&index=9&t=0s



REPORT TO COUNCIL

Date: 4 June 2019
Prepared by: Katie Herr
Subject: Email received from Kingston Parish Council

Introduction

The email below is from the Clerk of Kingston Parish Council, received on 12th May 2019

Hello Katie

Would some of your Members be willing to meet with the Chairman and Vice-Chairman of Kingston Parish Council (names to be confirmed after my Council meets on 16th May)?

We would like to discuss a proposal to extend the northern boundary of Kingston up to the A259 which would then be an easily identifiable break between our parishes.

Regards

Val

Decision

Decide on a response to the email and who will attend the meeting.



REPORT TO COUNCIL

Date: 5 June 2019
Prepared by: Katie Herr
Subject: Request for a meeting with CLT and Henry Adams.

Introduction

- 1)** A request for a meeting came in from Tony Cross from Angmering Community Land Trust. This is being held on 5th June 2019 to understand the scheme before any possible meeting with Henry Adams.
- 2)** To discuss the possibility of housing on land South of the A259, see below email received 16th May 2019.

ACLT are working with an Agent to develop a scheme on some land south of the A259, which you may be aware about.

In addition to the affordable housing element, our initial discussions have also suggested the possibility of a community meeting space / café, an office for ACLT and the need for allotments.

Henry Adams is the firm representing the owners' (Langmead) interests and following our meeting with them today, we would welcome an opportunity for us both to meet with the APC to discuss the merits of the draft scheme in broad terms.

They are aware that the NDP is to be revised and clearly are hoping, as are we, that APC sees merit in the scheme and will support it.

I also appreciate there are likely to be some changes in the planning committee of APC and would be grateful, once these are settled, if you could indicate some dates for a meeting where the above could be discussed.

Discuss

Decide if APC will send representation to a meeting with Henry Adams and the CLT.



| rev. | date | change description | status | issued by | | drawn by | Date | project title | project | originator | volume | level | type | note | number |
|------|------------|--------------------|--------|-----------|--|--|---|---|--|--|-------------------|---|---|------|--------|
| F01 | 10/05/2019 | Final Issue | S0 | | | RE-FORMAT <small>This drawing is the copyright of the format LLP and may not be copied, altered or reproduced in any way or passed on in any form without written authority. All dimensions subject to change during construction. Do not make for construction!</small> | <small>www.re-format.co.uk</small> <small>mail@re-format.co.uk</small> <small>+44 (0) 1753 778778</small> | <small>DF</small> <small>May 2019</small> <small>Scale at A3</small> <small>1:1250</small> | <small>Angmering, Worthing</small> <small>document title</small> <small>Site Context</small> | <small>19042 - RFT - 00 - 00 - DR - A - 0101</small> | <small>S0</small> | <small>availability description</small> <small>Information</small> | <small>revision</small> <small>F01</small> | | |



| Accommodation Schedule | |
|-----------------------------|--|
| Affordable (30%) 20 Units | |
| 04 x 2b flats | |
| 02 x 1b flats | |
| 08 x 2b houses | |
| 06 x 3b houses | |
| Market Sales (70%) 46 Units | |
| 06 x 2b houses | |
| 25 x 3b houses | |
| 15 x 4b houses | |
| Total 66 Units | |
| Car parking provision | |
| 1 space per 1 bed unit | |
| 2 spaces per 2/3 bed unit | |
| 4 spaces per 4 bed unit | |

| rev. | date | change description | status | issued by | | drawn by | Date | project title | project | originator | volume | level | type | note | number |
|------|------------|--------------------|--------|-----------|--|--|---|---|---|--|-------------------|---|---|------|--------|
| F02 | 13/05/2019 | General amendments | S0 | | | RE-FORMAT <small>This drawing is the copyright of the format LLP and may not be copied, altered or reproduced in any way or passed on in any form without written authority. All dimensions subject to change during construction. Do not make for construction!</small> | <small>mail@re-format.co.uk</small> <small>+44 (0) 1753 778778</small> | <small>DF</small> <small>May 2019</small> <small>Scale at A3</small> <small>1:1000</small> | <small>Angmering, Worthing</small> <small>document title</small> <small>Site Layout</small> | <small>19042 - RFT - 00 - 00 - DR - A - 0100</small> | <small>S0</small> | <small>availability description</small> <small>Information</small> | <small>revision</small> <small>F02</small> | | |



REPORT TO COUNCIL

Date: 5 June 2019
Prepared by: Katie Herr
Subject: **Meeting with Cooper Adams and CLT**

Introduction

- 1)** A request for a meeting came in from Cooper-Adams regarding the possibility of housing on land North of the A259.
- 2)** We suggested that we involve the CLT in this meeting and Cooper-Adams agreed.
- 3)** The meeting took place on 4th June 2019.

Meeting of the 11am 4th June 2019

Attended by:

Chris Stephens (Cooper Adams Land & New Homes Manager)
Katie Herr (Angmering Parish Clerk)
Steven Mountain (ACLT)
John Oldfield (Angmering Parish Chairman)
David Marsh (Chair of Planning)

Notes

Land in the main subject of discussion lies to the south of Mayflower Way, Angmering, and can be set out as West, Middle and East. The Middle and East offers a viable area for development with access apparent from the current Mayflower Way development (In effect a JV with Crayfern Homes), either through the development to the East (Ownership to be confirmed), or alternatively to the West of the development itself.

The West section presents as a stand-alone area with limited access, however, with the proposed land switched between WSSC and APC (Fields and skate park etc and school fields, releasing a further section of 'locked' land to the north), there is potential for this to be considered for additional development.

ACLT sees that the two main sections (East and Middle) offer the potential for residential development with the west section potentially being suited to light industrial development to cater for the loss of such areas around Dappers Lane/Roundstone Lane. The latter fits within HG Homes current set up for the development of such units.

It was discussed that a mix for the Middle and East sections would be preferred to mimic the current application by ACLT in Mayflower Way (1, 2 and 3 bedroom units) and it was

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suggested that this may be achieved as a rural exception site with ACLT taking ownership. Given the likely commercial want of HG Homes, however, it was also suggested that some leeway could be made to make way for a mix of ACLT housing and HG Homes residential sales properties by splitting the site.

It was noted that further improvement of community areas are a focus point of APC and ACLT in and around the surrounding area, making this more of an attractive and viable ongoing proposal.

Other matters discussed included the additional area of land owned by HG Homes and the want to potentially open this for future development (A matter for later discussion) and also the concept of a relief road to the north of Worthing Rugby Club, I will make additional inroads in regard to both matters.



Discuss

Discuss the ideas brought forward to feed back to CooperAdams.



Prepared by: Katie Herr
Subject: Update on Co-option and Co-option Policy
Date: 05/06/19

Update on current co-option situation

1. South Angmering has two vacancies for councillors since the elections in May 2019
2. Minute number 19/005 stated that the council would like to consider their options before coming to a decision on how to proceed with the future co-option of councillors.
3. It was decided at the last meeting to canvas South Angmering on two occasions for potential councillors.
4. The event resulted in 2 forms being sent out. A 3rd form was sent out as a result of the Parish Assembly.
5. The office has also received 2 completed forms from previous councillors.
6. I am still waiting for confirmation from Trevor Leggo regarding the proposed co-option policy and will bring this information to the meeting if it is received in time.

Information on Co-option Policy

7. We do not have an adopted co-option policy for APC.
8. It would be a great benefit for us to have a policy as we have had several different methods followed previously over the years.
9. A formalised policy will allow this to be consistent and fair for all future candidates.
10. It is believed that the attached process will not only introduce potential councillors to the meeting structure and what is involved in becoming a councillor but also allows for them to get across what they think they will be able to bring to the council.

Decisions

11. Decide to adopt the Co-option Policy.
12. Decide how to proceed with the co-option process.



CO-OPTION POLICY

1. Introduction

1.1. There are two circumstances under which the council may, if it so wishes, proceed to fill a casual vacancy by co-option:

- When a ward seat has been left vacant because no eligible candidate stood for election at the full elections for a new council (currently every four years)
- During the life of the council, a ward seat falls vacant but the required 10 electors of the ward have not called for a poll (by-election) within the legally specified time period following publication of the notice of vacancy

1.2. The council is not obliged to co-opt to fill any vacancy. Even if the council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

1.3. However, it is not desirable that electors in a particular ward be left partially or fully unrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the council if there are insufficient Members to share the workload equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty, given that some absence is unavoidable at times.

1.4. To ensure a fair and transparent process is undertaken, this policy outlines the procedure to be followed by the council when co-option is considered.

2. Application process

2.1. On receipt of written notice from the Chairman Of Angmering Parish Council that a casual vacancy may be filled by means of co-option:

- The Clerk will advertise the vacancy or vacancies to be filled by co-option within 21 days of receipt of the written notification
- The co-option advertisement will include the closing date for acceptance of requests for consideration (between 14 and 30 days after the date of the advertisement, this may be

extended by agreement at Full Council meeting) and the number of vacancies, and will be displayed on the council website, social media platforms and noticeboards

2.2.Members may point out the vacancies and the process to any qualifying candidate(s). Candidates found to be offering inducements of any kind will be disqualified.

2.3.Applicants for a vacancy will be asked to:

- Submit information about themselves by completing a short application form, including a description of their interest in becoming a councillor and specifying any skills or qualifications which may benefit the council
- Confirm their eligibility for the position of councillor within the statutory rules, a copy of which will be attached to the application form

2.4.The applicant will be requested to attend at least one meeting of each of the following committees before being asked to attend an informal discussion with 2 members of the council and the Clerk. Community,leisure,environment and wellbeing committee(CLEW), Housing, transport and planning (HTP), Full Council and will be informed they may, if they so wish speak for up to **5** minutes about their application.

2.5.The applicant will then make themselves available to meet with the co-option panel who will be made up of the Council chair, Chair of Governance and the Clerk to the Council for an informal discussion, where after a report will be written for consideration at the next Full Council meeting. If there is a conflict of interest between one of the panel and the candidate, a suitable replacement will be selected by the Clerk and other member from the pool of other Councillors.

2.6.Copies of the individual's application form and interview report will be circulated to all Members by the Clerk at least three clear working days prior to the Council meeting where the co-option will be considered. The application forms and any supporting documents will be treated by the Clerk and Members as strictly confidential.

2.7.Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment but the applicant will not be asked to be present at the meeting.

2.8.Any candidate who has been a councillor within the last two years and seeking co-option will not be required to meet the requirements in 2.4.

3. Voting procedure

3.1. At the full Council meeting where the co option is on the agenda, the Councillors will be voting on the information contained in the co-option report and from the 5 minute speech (if given).

3.2.Voting will be according to the agreed procedure in standing orders, namely:

'Where more than 2 persons have been recommended in their co-option reports for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.'

3.3. Voting will be conducted as per the agreed procedure in standing orders, namely:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. At the request of two Councillors, voting on any question shall be by a signed ballot.'

3.4. After the vote has been concluded, the chairman will declare the successful candidate(s) duly elected. A Member elected by co-option is a full member of the council, but is not eligible for the basic parish allowance.

4. Acceptance of office

4.1. The successful candidate(s) must sign their Declaration of Acceptance of Office before they can act as a councillor. The Register of Members Interests form must be completed within 28 days and the Clerk will forward a copy to the District Monitoring Officer.

4.2. At the first Full Council meeting the new Councillor will be required to state which committees they would like to sit on. Governance will not be available to be sat on for the first year unless the Chair of Governance is aware of a specific skill set the new Councillor holds that the committee is needing.



REPORT TO COUNCIL

Date: 3 June 2019
Prepared by: Tracy Lees
Subject: JNR Computer Services Quote

Computer System Upgrade - Rationale and Information

1. It has become apparent that the system we are presently running is no longer suitable for our needs due to slow running speeds and the need to be able to share information more easily. Therefore, we have consulted our colleagues in neighbouring Parishes to understand what systems they use and who their suppliers were.
2. After discussion we approached JNR Computer Services who supply their services to many of our neighbouring Parishes and understand what is needed in our workplace on a day to day basis. We invited them to come into the Angmering Parish Council Office to meet the team so they could understand our needs and requirements.
3. As an Office we feel that a 'Share Point' is the way forward which will allow the team to access all files, inboxes etc. from any location i.e. any computer in the office or remotely by using our Office laptop. Councillors will experience easier access when using their IPADS and will have a dedicated area allowing them to share folders, documents etc. in a secure and easy way.
4. JNR Computer Services will also be supplying a full support service to Office Staff and Councillors which will include unlimited telephone calls and if required on-site visits at no extra costs (our present supplier charges for on-site visits). Please see **Appendix 1** for information re their full service.

Optional Extras

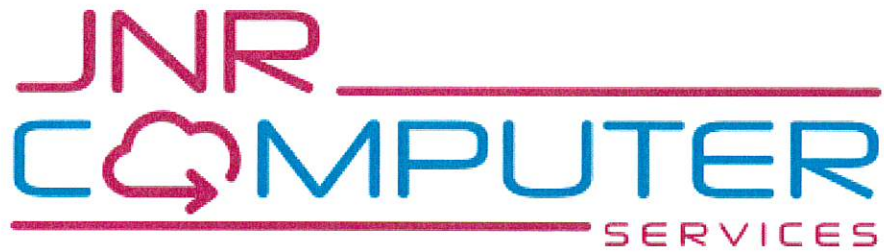
5. JNR Computer Services can host our website – costs detailed in **Appendix 2**. This will also come with full support should any issues occur.
6. There is also the possibility of JNR Computer Services supporting our Telephone system which we presently don't have any support provided. Costs to follow.

Costs

7. The current cost for our IT support is £3,614.16 per year, the proposed new cost with support as detailed above and in **Appendix 2** will be £2,843.04 per year. This equates to a saving of £771.12 per year.

Conclusion

8. On the basis of the information supplied we feel we would like to transfer from our current supplier to JNR Computer Services as soon as possible.
9. Councillor's thoughts are requested.



Harbour Offices Pier Road Littlehampton West Sussex BN17 5LR
Website: www.jnrcomputers.co.uk e-Mail: info@jnrcomputers.co.uk
Tel: (01903) 718188 Mobile: 07944 005941

Date: 5 May 2019

Quotation Ref: APC001

Page: 4 of 4

Service Level Agreement

Our responsibilities

Provide technical hardware and software support. We will endeavour to correct faults as they arise either remotely (if possible) or on-site. If we are unable to resolve the situation within an acceptable timeframe, we will liaise with the manufacturer, supplier or third party. This does not cover the cost of any parts or additional labour that may be incurred.

Manage the risk of a data breach within the IT infrastructure by regularly making sure that the most recent software patches have been applied. Monitor the Office 365 tenant, making sure that data held within the tenant is protected and provide guidance on how to strengthen any weaknesses identified that may be a cause of a data breach. Should a data breach occur, identify how the breach occurred, the breadth of the breach and provide remedial assistance to make sure that breach cannot occur again.

Provide an annual strategy identifying equipment that needs upgrading, replacement, market trends and suggested future provision with estimated costs of implementation.

Our staff will be courteous and understanding always and will undertake a willingness to resolve any IT issues relating to the Parish Council.

Issues that are deemed resolvable internally by one or more designated responsible personnel will be directed by a member of our staff the steps required to resolve any future reoccurrence.

Your responsibilities

To make sure that any member of our staff has immediate access to any IT related equipment requiring maintenance.

To be courteous and understanding to our staff always.

Response times and cover

JNR Computer Services will use their best endeavours to reply within 4 working hours of the request for assistance. This will apply Monday to Friday 8.00am to 6.00pm. We will agree an amicable appointment to resolve the issue either remotely or on-site as applicable.



QUOTE

Angmering Parish Council
Attention: Tracy Lees
Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex
BN16 4EA

Date
31 May 2019

Expiry
25 Jun 2019

Quote Number
QU-0020

VAT Number
777607583

JNR Computer Services
Harbour Office
Pier Road
Littlehampton
West Sussex
BN17 5LR

| Description | Quantity | Unit Price | VAT | Amount GBP |
|---|----------|------------|------------------|-----------------|
| Microsoft Office 365 Business Premium per staff member | 4.00 | 112.80 | 20% | 451.20 |
| Microsoft Exchange Plan 1 per iPad | 13.00 | 36.00 | 20% | 468.00 |
| Website Hosting including .gov.uk domain hosting | 1.00 | 250.00 | 20% | 250.00 |
| Annual IT Support | 1.00 | 1,200.00 | 20% | 1,200.00 |
| | | | Subtotal | 2,369.20 |
| | | | TOTAL VAT 20% | 473.84 |
| | | | TOTAL GBP | 2,843.04 |



REPORT TO COUNCIL

Date: 4 June 2019
Prepared by: Tracy Lees
Subject: Sale of the Shibaura HST SX 24 Mower

Proposed sale of the Shibaura Mower - Rationale and Information

1. It has become apparent that this piece of equipment is no longer used and therefore not needed by our Groundsman.
2. The mower is in good condition and is low on mileage so this would be a good time to consider selling this item to maximise the amount we could hope to achieve.
3. The mower was purchased for £12,730 (ex VAT) in 2016.
4. Angmering Parish Council Office has approached various suppliers to ascertain the present value and possible sale – here are the offers we have received:
 - a. Supplier A offered £2.5k
 - b. Supplier B offered £4.5k

More approaches will be made to get the best possible price. This is an ongoing process and any further information will be brought to this meeting.

Conclusion

5. On the basis of the information supplied we feel we should look to sell the mower as soon as possible to obtain the best possible price. The longer the mower sits idle the lower the value will be.
6. Councillor's thoughts are requested.



REPORT TO COUNCIL

Date: 4 June 2019
Prepared by: Tracy Lees
Subject: Proposed upgrade to the Angmering Parish Council Website

Proposed upgrade to the Website - Rationale and Information

1. It has become apparent over the last few months that the website is overloaded with information and not easily navigated. Our wish is to streamline the website and make it easier for visitors to find what they want quickly and make it accessible for all.
2. The Angmering Parish Council Office team met with our Website Designer and drew up a wish list of how we see the website looking in the future.
3. Following on from this meeting a full proposal from the Website Designer has been produced detailing our wish list and how this would look – please see **Appendix 1** for a full breakdown.
4. Breakdown of the costs involved:
 - a. Site Structure Updates £1,500 + vat
 - b. Accessibility Updates £320 + vat

Training

5. We would like to hold a training session for all office staff on how to use the website correctly so we can use it to its full potential. Since joining the Parish Council none of the office staff have had proper training, they have just found ways of making it work!
6. The Website Designer can provide this training at the following costs:
 - a. For one hour of training a fee of £160 will apply, will include a starter guide to keep
 - b. For each additional hour a fee of £80 will apply

Conclusion

7. On the basis of the information supplied we feel the upgrade and the training is needed, not just to make the website easier to navigate but also to conform to the new legislation being imposed around accessibility.
8. Councillor's thoughts are requested.

website PROPOSAL



Angmering Parish Council

www.angmeringparishcouncil.gov.uk

Date: Thursday 9th May 2019

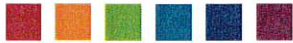
Ref: APC004

Prepared by: **ANDY GOODING**

Tel: 01243 276073

Mobile: 07812 826086

Email: andy@wilsondesign.uk.com



site structure updates

Overview

The APC site has become quite convoluted and no longer has a clear information hierarchy. The main aim of this update is to make it easier to find key information and reduce the number of sub-sections for easier maintenance.

The overall design is to remain the same but we will need to restyle the menus and a few other template tweaks to achieve this update.

We will provide visuals of the key changes for you to approve before we start any development work.

Navigation Menus

Primary Navigation

There are currently 10 tabs in the primary navigation menu. General advice is to keep this to a maximum of 6 top level tabs and allow users to drill-down. This way it means the user doesn't have to make so many choices to find the route to the page they want.

If you would like to keep the colour schemes we can do that, although this has also become a bit convoluted due to new sections being added so it may be better to just work with a small palette of colours to highlight menu items on hover or when active.

As such, the primary navigation is to be updated to include drop-down menus. We will need to tweak the design of the main tabs to handle this functionality. For sections, such as 'Your Parish Council', it would be worth grouping links under sub-headings in its menu to avoid long lists.

We also need to bear in mind accessibility when using these menus. To work efficiently, we need to use JavaScript for these to tailor their behaviour if a user is browsing on a desktop computer with a mouse or if they are using a touchscreen. This will cater for most users but if the user has deactivated JavaScript then the menus will not work. In this case, we can target if there is no JavaScript and if so the main tabs will need to link through to the title page for that section and provide the menu from there instead.

Primary navigation tabs to be:

- **Your Parish Council**
- **Meetings, Agendas & Minutes**
- **What's On**
- **Local Directory**
- **Report A Problem**
- **Contact Us**

Neighbourhood Plan and *Projects* tabs are to be removed. The *Neighbourhood Plan* page is to be moved to a sub-page under 'Your Parish Council'. *Projects* Page is to be deleted.

Secondary menu

In addition to the main menu, there are some other key pages that require top level links. To accommodate this and not clutter up the primary navigation, we will introduce a secondary menu. This menu will only have basic tabs that link through to their pages (without drop-down menus) and will include:

- Find a Planning Application
- Black Ditch Webcam
- Policies & Procedures



Site Pages & Sections

Home Page

The home page is to be simplified to only include the introductory text and image slideshow, removing the news and event feeds and other quick link panels.

The current slideshow has a lot of images – I think it is very unlikely that users browse through many of them. As we are simplifying this page down it may be worth updating the layout a bit so we can look at that too.

As a suggestion, we could just use a single, large image and perhaps you could change this seasonally, or to tie in with an event or anniversary etc.? This would also reduce the amount of information that needs to be loaded and therefore decrease load time. Or alternatively just keep the slideshow to a maximum of around 4 images.

Although we have the pop-up notice board panel, I do feel it would be worth having an area for you to add a notice to help signpost important information or upcoming events. This may seem a bit like doubling up but people do browse the web in different ways and some may just close the pop-up down without reading it, or wish to return to the information before the 24 hours is up.

Your Parish Council

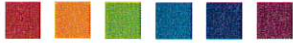
This section will be renamed and we discussed the title page being changed to display the councillors and staff rather than having these on a sub-page. It still needs to contain quite a lot of information. The menu also should be broken down under headings to make them easier to browse. As an example, a suggested structure could be:

- **Policies & Procedures**
 - *individual pages for each policy*
- **Finance**
 - Freedom of Information
 - Receipts and Payments
 - Financial Transparency
- **Committees**
 - Housing, Transport and Planning Committee
 - Community, Leisure, Environment and Well-being Committee
 - Governance and Oversight Committee
- **Other**
 - Find A Planning Application
 - Neighbourhood Plan*
 - Community Land Trust**
 - Job Vacancies

** The Neighbourhood Plan sounds like it will become topical again so I would suggest it has its own section and we just link under the YPC section for now. It's easy to reinstate the tab if needed in the future.*

*** I can't remember if you are keeping this page or not but I presume it will be moved to this section if you are.*

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A-Z Index

Currently there is an A-Z page which has been manually created. Firstly, I don't know why this is added under the Parish Council section as it is more of a site map or navigation aid. Secondly, if you change a URL, add or delete a page, this would need updating manually each time. I can see how this can be useful to a visitor on a large site so, if you want to have an index page, I would suggest it had a link in the secondary menu or the footer. We can dynamically create an A-Z index so it updates automatically if you change an entry anywhere on the site so it doesn't require additional management.

Meetings, Agendas & Minutes

This section will be moved to the top level, out of the Parish Council section, but will essentially remain as-is.

What's On

This section will combine the News and Events sections. The title page will display links to each section with the latest news entry or so and the next upcoming event(s).

There was some thought that the 'News' title isn't right and perhaps rename to something like 'Noticeboard' to take the urgency out of it.

Events will be combined as a single section rather than APC and Community events. This will list the upcoming events with the next event displayed first. There are only 6 or 7 events run a year currently with expectations to up that to around 12 so I would suggest these remained as a list rather than a calendar.

Report a Problem

This page will incorporate the current information and the 'Who to Contact' page. I would suggest some editing and, if there is a lot of information still we will need to look at a better layout for this to break it down.

Contact Us

This page will carry the same details as the current APC Contacts page. You can edit the key contacts if these need changing.

Sections To Be Removed

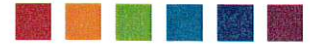
When the site was originally built it included sections for the public to register and take part in polls or report issues through the website. There is also a councillors area. Most of these have never been used so we will remove them from the system.

Channels to be removed:

- Community Board
- Community Events
- Poll Answers
- Poll Questions
- Account functionality
- Member Profile Templates

This will remove them from the front end as well as the control panel. There are also templates linked to these sections that will need updating or removing.

Please note that this process is destructive and will remove the channels along with any entries stored in those sections – they cannot be reinstated once removed without new development.



accessibility

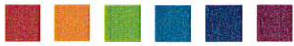
The current guidelines that I believe we need to try and meet are WCAG 2.0+. I've run some tests on the site to check if we need to address any issues to meet that standard and, in general, the site passes most tests for this, which is good news.

There are just a few things we need to update in the templates which I've listed here. There are instances where content is entered by APC staff though so you will need to make sure you complete all fields for links and images to make sure they comply with the regulations as well if you are trying to meet this standard.

Issues to be addressed by development:

- 1. html tag should include lang="en" attribute:**
We will update the main template to include this.
- 2. Add skip links to sections on the page:** This allows users to jump straight to parts of the page when using screen readers or they have disabled the stylesheets. These are not displayed for normal users but they should be included at the top of every page for these users to skip past common elements such as the header and navigation and jump to key sections of a page.
- 3. Anchor title attributes should be removed if the same as text body:** There are some instances where we have duplicate text in the code for links. The advice is to either have different text or remove this attribute. Most of these are included in the templates where it auto-generates them in some places from the text content but we can change this behaviour.
- 4. Some images have empty alt attributes:** Images on a website have an 'alt' tag which describes the image. If the image loads you don't normally see this but screen readers require it to describe the image – and search engines also read this tag for image search. We can auto-generate a certain amount for these titles so it uses either the image title or generates it from the file name, replacing any dashes and file extension but best practice is to add a title to every image when you upload it.
- 5. Anchor links with target="_blank" parameter requires more description:** This is a bit of code that tells the browser to open the link in a new browser window when clicked. We need to change the title attribute to say 'opens in new window' on these and/or append an icon to make this clearer. An icon would make it very clear and also still comply with these standards if the title attribute has been entered with different content.

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costs

Site Structure Updates

£1,500 + vat

Accessibility Updates

£320 + vat

Training

We can provide on-site training to help show you how to use the website. We will provide a basic starter guide (normally in PDF) as a reference and run through the key features of the control panel.

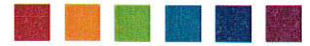
This can be provided for £160 for up to an hour with the starter guide and £80 + vat per additional hour.

For training on-site, we will require access to a PC or Mac with a screen large enough to train the group – we would suggest keeping groups to three to four people maximum.

It would be useful if you can confirm if there are any particular areas of the site you need to look at or whether it is a 'starter' lesson. We can then construct the training to suit your requirements so you can get the most out of the training session.

SSL

It seems the site is not running under an https connection. You should contact your hosting company (I think this was set up with CXS Host) and request an SSL certificate to be installed. Browsers will give 'not secure' errors otherwise as we have a search form which can put users off using the site.



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What We Do For You

Wilson Design Associates are a full service graphic and website design agency based in Chichester, West Sussex. We provide creative brand design solutions to printed and online corporate, marketing, product and promotional needs that really make a difference.

How We Work With You

We build great relationships and work closely with our clients so we can fully understand their business – from small start ups to national and international organisations – and reflect this in the material we produce.

For most of our clients we handle all of their promotional material from design of their logo and stationery to brochures, websites and email newsletters to large format display and exhibition graphics.

Find Out More

For more information on our design services and to view examples of our work, please see our website: **www.wilsondesign.uk.com**

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LOGOTYPE IDENTITY BROCHURE WEBSITE DISPLAY EXHIBITION



We like to think that our work speaks for us –
but more importantly we know it speaks for **you**.

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