



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN ST MARGARET'S CHURCH HALL ON MONDAY 8 OCTOBER 2018

Present: Councillors John Oldfield; Rhys Evans; Nikki Hamilton-Street; Lee Hamilton-Street; Mike Hill-Smith; Paul Bicknell; Norma Harris; Roger Phelon; Steven Mountain

In Attendance: Katie Herr, Clerk; Claire Fullman, Committee Clerk; District Cllr. Andy Cooper; County Cllr. Deborah Urquhart; Three Members of Public;

- | | | Action |
|---------------|---|---------------|
| 18/097 | APOLOGIES FOR ABSENCE
Apologies for absence had been received from District Councillor Dudley Wensley. Upon agreement of the Chairman, Cllr Paul Bicknell stepped into Vice Chair position.

The Chairman welcomed Katie Herr, the newly appointed Clerk. | |
| 18/098 | DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS
Cllr. Bicknell declared a non-pecuniary interest in agenda item 15, Garage Storage for Maintenance Staff, as the landowner is known to him. | |
| 18/099 | APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10 SEPTEMBER 2018
The minutes of the Parish Council Meeting held on 10 September 2018 were agreed as a correct record and signed by the Chairman. | |
| 18/100 | THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA <ol style="list-style-type: none">a) The attached action list – There was no action list provided.b) Any subsequent matters that have arisen since the agenda was set – There were no subsequent matters. | |
| 18/101 | 2018/2019 FINANCIAL REPORT <ol style="list-style-type: none">a) Statement of the Bank Account Balances and Loans Outstanding as at 31st August 2018. | |

- b) Income and Expenditure compared with the Revised Budget, for the period to 31st August 2018.
- c) Lists of cheques and other payments for August 2018. – Received

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

**Clerk/
Chairman**

18/102

CHAIRMAN'S REPORT

The Chairman informed all members present that he attended the AGM of the West Sussex Association of Local Councils, along with Rustington Councillor, Cllr. Alison Cooper. The Chairman said that it was an interesting meeting with how parish councils can help ex-service men in the village being one of the items covered. There are a number of websites available that can offer help to them and that County Council have set up a robust help system. Information will be sent to the parish council which will be put on the website. This assistance does not just apply to armed personnel who have just left the service but also to veterans and their families.

The Chairman also reported that he went to East Preston for a meeting, very much on the same subject and is a key topic for County Council at the moment. There are approximately 40,000 ex-servicemen in the West Sussex Area and therefore not an insignificant subject.

County Councillor Deborah Urquhart stated that there is also a number of Councillors were also veterans who have made a number of speeches of the issues they have been through and that there are lots of clubs and societies around to help ex-servicemen. The more we can publicise the better.

The Chairman added that the parish council would expect to receive a list of associations with their websites and contact information to be able to publicise.

The Chairman adjourned the meeting for public consultation.

18/103

PUBLIC CONSULTATION

A member of the public present said to Cllr. Bicknell that he was interested in the adoption arrangements for sewers in the area and asked if Cllr. Bicknell was able to comment on the likelihood of Southern Water adopting the sewers in the Mayflower Way and Bramley Green area given his knowledge of other sewers in the area collapsing in the past.

Cllr. Bicknell responded saying that he would like it noted that he no longer works for Southern Water and that he has some maps of sewers that he would share if they cover the area the member of public was interested in, as they may, or may not answer his questions. Cllr. Bicknell also explained that he was not part of the network team that dealt with the day to day issues. The member of public said that it was more, Cllr. Bicknell's knowledge of the sewers that were collapsing in the Angmering area.

The Chairman asked what particular ones the member of public had in mind. The response was the Bramley Green area and The Dell. Cllr. Bicknell added that all sewers were adopted by the water companies about 5 years ago, although the water companies did not want to adopt as they were built with a too small diameter pipe, however, the government insisted all sewers were to be adopted.

The Chairman asked if that was both foul and surface water. Cllr. Bicknell answered saying foul water but said that Southern Water, along with Arun District Council, did sort out the sewers issues on The Dell without forwarding any charge on The Dell residents.

The second question the member of public was a follow up of a previously asked question in connection with areas of land the parish council were responsible for, which was agreed at a previous meeting and wondered if the task had been handed over to the new clerk.

The Chairman responded saying that it was his understanding that the information was on various files and applications in the office and that to gather it all together would be complicated and time consuming. This request has been minuted previously and he, himself, had also requested it. He undertook to pursue the matter.

Chairman

The member of public's third question was in connection with Nursery Road in Bramley Green and other areas, stating that the verges and borders were overgrown, in a poor state and not the best advert for Bramley Green and Angmering. He stated that he recognises that finances are not available but said that Angmering in Bloom do fantastic work and wondered if they could spearhead a project or campaign, not only for Nursery Road, but other key areas, where a working group or volunteer group could be started to tackle these eyesores.

Cllr. Nikki Hamilton-Street said that this issue should be taken to the Community, Leisure, Environment and Wellbeing Committee (CLEWC).

Cllr. Phelon said that there were only 10 members of Angmering In Bloom and that the Chair attends the CLEWC meetings and so would be informed.

The Chairman explained that the grounds man was currently on light duties.

The member of public stated that it was beyond in house maintenance and would need experienced guidance. The Chairman agreed and confirmed it would be taken to the CLEWC.

CF

It was also mentioned that the parish council website references the Community Land Trust (CLT) and asked if references to the CLT could be removed and signposted to new website.

The meeting reconvened.

18/104

REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

County Councillor Urquhart provided an update.

West Sussex County Council are busy trying to balance its budgets where there is a black hole due to increase of social care costs and particularly children in care which has doubled in cost over the last 3 years.

In connection with Highways the High Court has granted the injunctions against the A27 proposals and may go to public hearing. It was asked if this was the Judicial Review, which was confirmed by County Cllr. Urquhart and was down to the consultation process.

County Cllr. Urquhart stated that she hasn't heard anything about the A259, Hopefully an update will be provided at the Highways Sub-committee which is coming up.

The Chairman asked if they were still talking about starting site clearance in the Autumn. County Cllr. Urquhart said that was the plan, to start the tree work so is ready to go and is the question of getting the compulsory purchase orders sorted out, without having to go to court and have the process slowed down. She said that she attended a meeting with the Cycling Forum, who were very much against the dual of the A259.

Cllr. Bicknell said to County Cllr. Urquhart that residents in Angmering are starting to feel safer to walk on roads and not pavements due to cyclists and asked if there was anything West Sussex County Council (WSSC) could help with, stating that some pavements are less than 1.2metre with cyclists on them and there seems to be a high number of secondary school pupils cycling on them. Cllr. Mountain asked where this was occurring. It was clarified from the Village Hall, south towards the Angmering School.

County Cllr. Urquhart suggested that the parish council speak with the Headteacher at the school and mentioned that WSSC do offer Bike Ability courses and the Public Health Grant, which may be cut in the near future.

Cllr. Mountain asked if County Cllr. Urquhart had received communication from a resident in Arundel Road in connection with traffic calming in Arundel Road. County Cllr. Urquhart stated she has heard something in connection with this but has not been contacted directly. Cllr. Mountain said that this item is being looked at at the Housing, Transport and Planning Committee (HTP) meeting being held on 9 October 2018, following a submission for humps, speed humps and speed restrictions and referring to the WSSC process for a TRO. Cllr. Mountain confirmed that it will be discussed at the HTP committee meeting and he will inform County Cllr. Urquhart of the discussions.

Cllr. Harris stated that an observation in connection with children cycling on footpaths could be because they need to travel at busy times and are safer. Cllr. Urquhart suggested that when going through the revised Neighbourhood Plan and looking at planning applications, cycle lanes and safe cycle routes must be considered.

18/105

REPORT FROM THE ARUN DISTRICT COUNCILLOR

District Cllr. Cooper welcomed the new Clerk, Katie Herr and that he would liaise with Katie direct in connection with some meetings.

District Cllr. Cooper informed all members present that Arun District Council (ADC) is promoting the Warm Home Discount; which is a Government scheme that provides eligible households with £140 rebate on their electricity bill, to help with higher energy costs over the winter period.

This discount is automatically given to pensioners on Pension Credit. Customers may also be eligible to receive the discount if they receive certain income related benefits or are on a low income. This discount is not automatic for these residents and it must be actively claimed.

District Cllr. Cooper also announced that ADC had taken a bold step with new public toilets on the promenade at Bognor Regis which were installed

on Tuesday 2 October 2018.

He also informed that ADC cabinet will be meeting on Monday 15 October 2018 and one item to be determined is the future operation of the Look and Sea Centre. This meeting will be held at the Civic Centre, Littlehampton at 5pm.

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

Cllr. Mountain said the new access to Next has now been installed and expressed thanks to be passed to Rustington Cllr. Alison Cooper for her work for the access.

District Cllr. Cooper also stated that in connection with the new initiative about dog fouling it will be rolled out to Angmering and if anyone has any specific areas of concern to contact the Cleansing Department at ADC, he welcomed contact directly to pass to the correct area and said that it was a great initiative, with hopefully a step in the right direction with a £1000.00 fine for offenders.

18/106

PURCHASE OF THE FLAT ABOVE PARISH OFFICE

The report was received.

After discussion, Cllr. Nikki Hamilton-Street said that the legal expenses do not reflect parts in the report, the stamp duty is not reflected in the overall financing of the project. She also asked if quotations had been sought for the remodelling. Cllr. Oldfield responded saying that quotations had not yet been sought and the expensive part would be the remodelling of the reception area. Cllr. Phelon asked how the £25,000 budget has been estimated. Cllr. Oldfield said that it was an estimate as no formal quotations had been received and the process needs to be moved on or the opportunity could be missed.

Cllr. Hamilton-Street stated that they are being asked to make decisions without the full information.

After further discussion in connection with solicitors and solicitor costs, it was **PROPOSED** by Cllr. Bicknell, **SECONDED** by Cllr. Hill-Smith, with 6 votes **AGREED** and 1 abstaining, to go ahead with the quotation from Green, Wright, Chalton, Annis Solicitors.

Clerk

It was **PROPOSED** by Cllr. Mountain, **SECONDED** by Cllr. Evans and **AGREED** by **ALL** to go ahead with the Application for Borrowing Approval for Town and Parish Councils for £150,000.

Clerk

18/107

PAYROLL

Cllr. Oldfield informed all that the County Council would agree to take on the payroll for an initial cost of £4,248.34 with ongoing costs of £2,065.00 per annum.

It was **PROPOSED** by Cllr. Oldfield, **SECONDED** by Cllr. Nikki Hamilton-Street and **AGREED** by **ALL** to go ahead with the outsourcing of the payroll to County Council.

Clerk

- 18/108 ACCOUNTACY & BOOKKEEPING**
 The previous Clerk, as a trained accountant, was able to undertake all the bookkeeping and accountancy matters in house. The new Clerk is looking into the possibility of out-sourcing the accounts whilst keeping bookkeeping in house. To be reported back to a future meeting. **Clerk**
- 18/109 BUDGET & PRECEPT 2019/2020**
 The Chairman said that working papers would be prepared for consideration by the next Governance Committee. The office to arrange another date for the Governance Committee meeting. It was clarified that membership to this committee was now all existing members with the addition of the Chairs to each committee. **Clerk**
- 18/110 MINUTE TAKING ASSISTANCE**
 The Chairman said that although it was previously decided to go ahead with that appointment, the office staff had "revisited" the idea. The purchase of a lap top had been authorised and staff are keen to trial taking typed minutes during the progress of the meetings. Voice recordings were also being taken at meetings.
 Cllr. Lee Hamilton-Street pointed out that one idea of the proposal was to ensure that there would be no need for staff to take time off from office duties because they had attended evening meetings. After discussion it was agreed to continue with the trial with a report back to a future meeting.
- 18/111 GARAGE STORAGE FOR MAINTENANCE STAFF**
 Due to a non-pecuniary interest, Cllr. Bicknell left the room for the vote.
 The Chairman informed all that the current storage was less than adequate, and the facility found would be ideal. The arrangement would be on a monthly basis and not committed for a length of time. With all equipment in one place and will be able to directly drive out with the mowers.
 Cllr. Mountain agreed if it is definitely on a rolling month basis and no commitment.
 Cllr. Lee Hamilton-Street said that for Health & Safety and risk assessment purposes it would be best to have the facility properly racked for storage.
 It was **PROPOSED** by Cllr. Nikki Hamilton-Street, **SECONDED** by Cllr. Lee Hamilton-Street and **AGREED** by **ALL** to go ahead with the garage storage for maintenance staff, including racking, on the confirmation that the agreement would be on a monthly basis. **TL**
- 18/112 PARISH COUNCIL INSURANCE POLICY**
 The information of the Parish Council insurance policy was confirmed by all present.
- 18/113 COMMUNITY GRANT APPLICATIONS**
 Applications for grant have been received from 4Sight Vision Support for £400; Peggy's Walk £500; Chatsmore High School for £300 and Angmering Sports & Leisure Association for £1,063.80

- a) The Community Grant Applications for 4Sight Vision in the sum of £400.00 was **AGREED** by **ALL** councillors present.
- b) The Community Grant Application for Peggy's Walk for the sum of £500.00 was discussed and it was requested that further information to be sought.
- c) The Community Grant Application for Chatsmore High School was discussed and was not agreed due to not satisfying the current grant criteria.
- d) The Community Grant Application for Angmering Sports Recreation Association for the sum of £1063.80 was **AGREED** by **ALL** councillors present.

The 2018/2019 budget for Community Grants is £3,300 and no grant applications have been received prior to this meeting. Payment of the approved grants detailed above would leave £1836.20 for the remainder of the year.

Clerk

18/114 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS

The following was reported:

JEAAC Highways and Transport meeting was due to be held on 17 October 2018.

Health Advisory meeting is due to be held in November, the Chairman mentioned the report which was circulated to all councillors.

ASRA meeting is due to be held on 11 October 2018.

18/115 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- a) The Housing, Transport & Planning Committee meeting held on 18 September 2018. - None
- b) CLEW Committee meeting held on 26 September 2018. - None
- c) Governance & Oversight Committee – None

18/116 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

None

18/117 DATE OF NEXT MEETING

The next meeting of the Parish Council would be held on 12 November 2018.

The meeting finished at 9pm.

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

DRAFT

ANGMERING PARISH COUNCIL MEETING ACTION LIST NOVEMBER 2018

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action Taken so far	Comments / Delegated to / Next step/ Completed date
08/10/18	10	18/106	Purchase of flat above Parish office	Appoint Solicitors Green, Wright, Chalton and Annis.	Completed paper work and returned to solicitors	Completed KH 24/10/18
08/10/18	10	18/106	Purchase of flat above Parish office	Complete and send off application for borrowing to NALC	Paperwork completed and sent	Completed KH 24/10/18
08/10/18	11	18/107	Payroll	Outsource payroll function to WSCC	Completed registration paperwork to commence the build of the programme.	TL – completion date Dec 2018/Jan 2019
08/10/18	12	18/108	Accountancy & Bookkeeping	Outsource end of year accounts	Investigate possible accountants. Talk to other parishes.	KH – will be on agenda for next meeting – 10/12/18
08/10/18	13	18/109	Budget & Precept 2019/2020	Bring 2019/2020 budget and precept papers to next Governance	Meeting set for 9 th November between KH & JO.	
08/10/18	15	18/111	Garage storage for maintenance staff	Go ahead with lease on a monthly basis.	Lease to be signed. Items moved in on an agreed date.	TL Lease due in next few days. Move in date 15 th November 2018
10/09/18	17	18/094	Urgent repairs and improvements to the parish council front office	Window installation.	Builders appointed. Framework and plastering now completed.	TL Finish by end of the week.
10/09/18	11	18/088	Chandlers Site Redevelopment	Confirm layout of parish office	Successful meeting with Landspeed. Drawings received.	Confirm and make changes if required. KH
10/09/18	11	18/088	Chandlers Site Redevelopment	Confirm solicitors and contract supplied.	Solicitors approached. Initial contract received.	

ANGMERING PARISH COUNCIL

Balances Outstanding as at: 31-Oct-18

	£	£
Long Term Investments		
Consolidated Stock		96.00
 Bank Accounts		
Lloyds Bank Business Account	130,305.74	
Lloyds Bank Current Account	44,898.08	
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	
	550,203.82	
 Petty Cash Imprest Account	38.89	
 TOTAL BANK BALANCES AVAILABLE		550,242.71
 Public Works Loan Board		
Outstanding Debt - Office		-

2017/2018 Budget Monitor

31 October 2018

Comments

	Revised Budget	Actual to Date	Known Commitments	Budget Left	Proportion of Total	Comments
	£	£	£	£	£	
Play Areas	6,900	2,319	-	4,581	34%	
Buildings	5,500	28,664	-	(23,164)	521%	
Christmas Tree & Lights	500	4,496	-	(3,996)	899%	
Street Lighting	6,000	255	5,900	(155)	4%	
Dog Fouling & Waste Bins	500	-	-	500	0%	
Village Maintenance	19,900	21,549	12,390	(14,039)	108%	
Vehicles & Equipment	4,050	2,698	-	1,352	67%	
Loan Charges	-	-	-	-	0%	
Transfers to Reserves	49,570	-	(30,040)	79,610	0%	Some of village maintenance costs (football pitch drainage work to be financed from reserves
Capital Improvements	-	-	-	-	0%	
Total Expenditure	335,130	224,093	(11,119)	122,156	67%	
Total Net Expenditure/(Income)	(12,300)	(142,472)	(11,119)	141,291	1158%	

General Reserve

Balance b/f	(92,492)	(92,492)				
Less: Net Expenditure/(Income)	(12,300)	(142,472)				
Balance c/f	(104,792)	(234,964)				

RECEIPTS AND PAYMENTS SCHEDULE

Oct-18

Receipts

Date	Payee Name	Reference	Total £	VAT £	Net £
02/10/2018	Lloyds	BGC	6.87	-	6.87 Interest
09/10/2018	CCLA	BGC	12.97	-	12.97 Interest
31/10/2018	Lamit Property	Lamit Property	2146.50	-	2146.50 Interest
TOTAL					
RECEIPTS			2,166.34	-	2,166.34

Oct-18

Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
18/10/2018	EARTH ANCHORS	OL181018	1236.60	206.10	1030.50 Lecturn in village centre
18/10/2018	KRYSTALS KITCHEN	OL181018	63.50	0.00	63.50 BMX Event
18/10/2018	TRAVIS PERKINS	OL181018	7.26	1.21	6.05 Equipment
18/10/2018	TRAVIS PERKINS	OL181018	2.29	0.38	1.91 Equipment
18/10/2018	TRAVIS PERKINS	OL181018	24.96	4.16	20.80 Equipment
18/10/2018	CATHERINE KELLY	OL181018	300.00	0.00	300.00 Press Release
18/10/2018	VIKING	OL181018	241.99	40.33	201.66 Office supplies
18/10/2018	SSALC	OL181018	54.00	9.00	45.00 Staff Training
18/10/2018	SSALC	OL181018	200.00	0.00	200.00 Staff Training
18/10/2018	GRASSTEX	OL181018	468.00	78.00	390.00 Grass cutting
18/10/2018	GRASSTEX	OL181018	840.00	140.00	700.00 Grass cutting
18/10/2018	BIFFA	OL181018	37.26	6.21	31.05 Waste Collection
18/10/2018	BIFFA	OL181018	116.82	19.47	97.35 Waste Collection
18/10/2018	BIFFA	OL181018	160.49	26.75	133.74 Waste Collection
18/10/2018	ANGMERING VILLAGE HALL	OL181018	35.00	0.00	35.00 Room Hire
18/10/2018	TRACY LEES	OL181018	29.70	0.00	29.70 Travel Expenses
18/10/2018	SOURCE HEATING	OL181018	12978.39	618.02	12360.37 Heating ACC
18/10/2018	SOURCE HEATING	OL181018	723.45	34.45	689.00 Heating ACC
18/10/2018	NEWMAN	OL181018	323.58	53.93	269.65 Photocopying
18/10/2018	SOVEREIGN ALARMS LTD	OL181018	1184.09	197.35	986.74 Alarm ACC
18/10/2018	MULHOLLAND TREES	OL181018	350.00	0.00	350.00 Tree work
18/10/2018	CLARANET	OL181018	36.00	6.00	30.00 Domain name
18/10/2018	ARUN MOWERS	OL181018	77.32	0.00	77.32 Rigger Boots
18/10/2018	ROB MARTIN CONSULTANCY	OL181018	3671.50	0.00	3671.50 Consultancy
18/10/2018	MOORE STEPHENS	OL181018	1333.86	222.31	1111.55 Auditors
02/10/2018	LITTLEHAMPTON TOWN COUNCIL	OL021018	309.16	51.53	257.63 Barriers BMX Event
02/10/2018	FUTURE MANAGEMENT	OL021018	108.00	18.00	90.00 Office Repair
02/10/2018	SLCC	OL021018	250.00	0.00	250.00 Cilca
02/10/2018	SLCC	OL021018	250.00	0.00	250.00 Cilca
02/10/2018	SSALC	OL021018	120.00	20.00	100.00 Staff Training
02/10/2018	SURREY HILLS SOLICITOR	OL021018	1214.40	202.40	1012.00 Work relating to CLT
02/10/2018	SURREY HILLS SOLICITOR	OL021018	6.00	0.00	6.00 Work relating to CLT
02/10/2018	T&J	OL021018	8960.00	1493.33	7466.67 BMX Track - error on payment £5,000 over paid
02/10/2018	TRACY LEES	OL021018	26.55	0.00	26.55 Travel Expenses
02/10/2018	VIKING	OL021018	142.62	23.77	118.85 Office supplies
02/10/2018	VIKING	OL021018	2.71	0.45	2.26 Office supplies
02/10/2018	SUSSEX TOILETS	OL021018	480.00	80.00	400.00 BMX Event
02/10/2018	ARUN MOWERS	OL021018	652.50	108.75	543.75 Mulching Mower
02/10/2018	ARUN MOWERS	OL021018	25.50	4.25	21.25 Mower Maintenance
02/10/2018	ARUN MOWERS	OL021018	304.07	50.68	253.39 Mower Repair
19/10/2018	TRACY LEES	OL191018	8302.56	0.00	8302.56 Salary
19/10/2018	PENSION CONTRIBUTIONS	OL191018	3058.82	0.00	3058.82 Pension
19/10/2018	TAX & NI	OL191018	2979.16	0.00	2979.16 Tax & NI
24/10/2018	FUTURE MANAGEMENT	OL241018	480.00	80.00	400.00 Deposit for window
24/10/2018	GIFFGAFF	DD0701	10.00	1.66	8.34 Mobile phone
31/10/2018	ALLSTAR	DD0702	45.54	7.59	37.95 Diesel
31/10/2018	UTILITY WAREHOUSE	DD0703	121.68	6.09	115.59 Energy
13/10/2018	SAGE	DD0704	35.06	5.84	29.22 Payroll
19/10/2018	VODAFONE	DD0705	54.50	9.08	45.42 Mobile phone
24/10/2018	FOCUS IT	DD0706	342.94	57.16	285.78 IT Support
22/10/2018	SCS	DD0707	115.58	19.26	96.32 Line rental/calls
02/10/2018	CXS	DD0708	42.00	7.00	35.00 Web hosting
16/10/2018	SAGE	DD0709	71.40	11.90	59.50 Accounts package
10/10/2018	ALLSTAR	DD0710	35.54	5.92	29.62 Diesel
10/10/2018	ALLSTAR	DD0710	2.40	0.40	2.00 Diesel
03/10/2018	ALLSTAR	DD0711	5.00	0.83	4.17 Diesel
03/10/2018	ALLSTAR	DD0711	42.07	7.01	35.06 Diesel
03/10/2018	ALLSTAR	DD0711	2.40	0.40	2.00 Diesel
31/10/2018	ALLSTAR	DD0702	2.40	0.40	2.00 Diesel
04/10/2018	WSSC LIBRARY	CHQ005962	40.00	0.00	40.00 Room Hire
31/10/2018	GREEN WRIGHT CHALTON ANNIS	CHQ 005964	500.00	0.00	500.00 Solicitors for flat purchase
			53,636.62	3,937.37	49,699.25



REPORT TO COUNCIL

Date: 12th November 2018
Prepared by: Katie Herr
Subject: Arun Community Transport

Arun Community Transport

1. We received communication from Littlehampton Town council regarding a donation towards the running of Arun Community Transport for people in Rustington, East Preston and Angmering.
2. Below is part of the email received on 22nd October 2018
3. "Arun Community Transport has been set up by volunteers and retired staff from the community transport service of old. Dove Lodge in Littlehampton has donated office space for three months. The service is taking bookings for medical appointments, trips to hairdressers, clubs and visiting they are also doing a few shopping trips although this is difficult as the group only has access to volunteers with cars. A minibus service may evolve in the long term but the group is not in a position to take this on at the moment. In order to keep things really simple for the new volunteers in the early days the service is only taking bookings from clients in the BN16/17 area so East Preston/Rustington/Littlehampton & Angmering. To date the group has not received any external grant funding and all the money that has been raised has come from public donations approximately £1300.00 so everything is very, very tight."
4. Below is a list of items they would like funding to help purchase.
 - 6 months' rent. £1500.00 (First payment due Jan as rent for Oct-Dec has been donated by Dove Lodge)
 - 6 months phone charges £73.50 (this includes calls)
 - Phone set up £30.63
 - Second class stamps £60.00
 - Computer x 2 £650.00 each
 - DBS checks

Decisions Needed

1. Would they need to follow the grants route
2. What value/item would we be prepared to offer

Claire Fullman

From: [REDACTED]
Sent: 22 October 2018 10:06
To: Rustington PC (Carole Ward); Simon Cross; Angmering Parish Council
Subject: Community Transport

Categories: Claire

Dear All

I am writing to update you with regard to Community Transport and ask for your Parish to consider offering some help now that a new community organisation has emerged. Arun Community Transport has been set up by volunteers and retired staff from the community transport service of old. Dove Lodge in Littlehampton has donated office space for three months and the office is open 09:00-13:00 Monday to Friday with a PAYG mobile 07950968734 or email act@dove-lodge.org.uk. The service is taking bookings for medical appointments, trips to hairdressers, clubs and visiting they are also doing a few shopping trips although this is difficult as the group only has access to volunteers with cars. A minibus service may evolve in the long term but the group is not in a position to take this on at the moment. In order to keep things really simple for the new volunteers in the early days the service is only taking bookings from clients in the BN16/17 area so East Preston/Rustington/Littlehampton & Angmering. To date the group has not received any external grant funding and all the money that has been raised has come from public donations approximately £1300.00 so everything is very, very tight.

I have asked the group for a "shopping list" to see how the Parishes may be able to help and this is the response:

Top of my shopping list is help with the rent at Dove Lodge and phone bills plus a few small things to really help.

Shopping list:

6 months rent. £1500.00 (First payment due Jan as rent for Oct-Dec has been donated by Dove Lodge)

6 months phone charges £73.50 (this includes calls)

Phone set up £30.63

Second class stamps £60.00

Computer x 2 £650.00 each

DBS checks

I hope that we can all rally together to try and provide some support as it is our Parishes in particular who have historically had such a large client base for the service. I am happy to liaise with the new group if you have any questions etc

Best wishes

Rosie

Rosie Costan MInstF(Cert)

Assistant Town Clerk

Littlehampton Town Council

Web: www.littlehampton-tc.gov.uk

Facebook: www.facebook.com/littlehamptontc

What's on: visitlittlehampton.co.uk

Sign up for the Visit Littlehampton [e-Newsletter](#)

Refer Agenda Item 13.



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

TO: ALL MEMBERS OF THE COUNCIL

YOU ARE SUMMONED TO ATTEND A MEETING OF

**ANGMERING PARISH COUNCIL
TO BE HELD IN THE KING SUITE, ANGMERING VILLAGE HALL
ON MONDAY 13 AUGUST 2018 AT 7.30 PM
FOR THE PURPOSES OF TRANSACTING THE FOLLOWING BUSINESS:**

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS**
- 3. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16 JULY 2018**
- 4. THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**
 - a) Update on matters not on the agenda.
 - b) Matters that have arisen since the agenda was set.
- 5. CHAIRMAN'S REPORT**

To hear the report of the activities of the Chairman since the last meeting.
- 6. PUBLIC CONSULTATION**

An opportunity for parishioners to seek information or question the Council and its members on any matter in respect of the Parish.
- 7. REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**
- 8. REPORTS FROM THE ARUN DISTRICT COUNCILLORS**
- 9. COMMUNITY CENTRE GROUND SOURCE HEATING REPAIRS**

To confirm that the necessary repairs should be done to the pumps to enable the system to work again, at an overall cost of £24,971.60, offset by a contribution of £10,000 to the reserve by the Community Centre Management Committee for future work.

10. STAFFING GROUP

To hear a report from the staffing group on the appointments of the Office Manager and new Parish Clerk and the arrangements for the transition.

11. COMMUNITY GRANT APPLICATIONS

No applications have been received since the last meeting.

No grant allocations have been made yet in the current year and the total available is still £3,300.

12. COMMUNITY LAND TRUST – FURTHER SUPPORT

The Community Land Trust is now setting up as a completely independent organisation. The question of finance needed to take it from the current position of likely to get planning permission to the start of building work is going to take some time and to require some funding, until such time as loan finance can be drawn down. There are a number of matters that need to be paid for in that time, but the CLT has no funds available for that. An application for Community Housing Fund support is being made, but this will take some time to come to fruition. There may be a need for up to £3,000 to cover this period and the CLT has requested support from the parish council to cover this.

13. SAMMY COMMUNITY TRANSPORT

It has been announced that the Arun Co-ordinated Community/Sammy Transport has ceased trading and Littlehampton Town Council was to host a meeting of potential stakeholders on Monday 6th August 2018, and the council would consider a report on the outcome of that meeting.

14. ANGMERING NEIGHBOURHOOD PLAN REWRITE

The new Clerk is going to have to convene a working party to start this, which is becoming more urgent. The working party will have to include interested members of the general public, but should also have a number of councillors on it. Members are requested to express interest in taking part.

15. NEW PRIMARY SCHOOL – POSITION REPORT

To hear a report on the progress of the proposal and the implications for the parish council.

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

- a) JEAAC; ADALC; ASRA; JEAAC H&T; Twinning Association; Angmering Village Hall Committees & Littlehampton Health Services Advisory Group (ADALC dates: 19 September; 12 December 2018)

17. QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

An opportunity to ask questions resulting from the attached minutes of the meetings of the following committees:-

- a) The Housing, Transport & Planning Committee meeting held on 17th July 2018.
- b) CLEW meeting on 25th July 2018.

18. 2017/2018 FINANCIAL REPORT

- a) Statements of the Bank Account Balances and Loans Outstanding as at 31st July 2018 (attached).

- b) Income and Expenditure compared with the Budget, for the period to 31st July 2018 (to follow).
- c) Lists of cheques and other payments for July 2018 (to follow).

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

20. DATE OF NEXT MEETING

The next meeting of the parish council is scheduled to take place on 10th September 2018.

RJM

.....
Rob Martin – Clerk to the Council

Date..... 3 / 8 / 18



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 THE KING SUITE OF THE ANGMERING VILLAGE HALL
ON MONDAY 13 AUGUST 2018**

Present: Councillors John Oldfield (Chairman); Rhys Evans; Lee Hamilton-Street; Mike Hill-Smith; Norma Harris; Steven Mountain, Nikki Hamilton-Street, Paul Bicknell; David Marsh

In Attendance: Rob Martin, Parish Clerk; David Hussey, Assistant Clerk; four members of the public

Action

- 18/058 APOLOGIES FOR ABSENCE**
Apologies for absence had been received from Councillors Roger Phelon, District Councillors Dudley Wensley and Andy Cooper; and County Councillor Deborah Urquhart.
- 18/059 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS**
- 18/060 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16 JULY 2018**
The minutes of the Parish Council Meeting held on 16 July 2018 were agreed as a correct record and signed by the Chairman.
- 18/061 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA**
There was nothing to report under this agenda item.

18/062

CHAIRMAN'S REPORT

The Chairman reported that he had been pleased to represent the Parish Council at the recent 'Silent Soldier' commemoration.

The Chairman adjourned the meeting for public consultation.

18/063

PUBLIC CONSULTATION

Cedar Trees – St Margaret's Church Grounds

Mr Pearn raised concerns over what species would replace the forty-five cedar trees due to be felled in the grounds of St Margaret's church. The arborist report had suggest replacement with English native species: nearly all of which would be deciduous. Such trees would create an annual leaf fall which would build up in the nearby ditch, negating the proposed works to re-profile the ditch and so increase the risk of flooding.

Mr Pearn felt that to minimise this problem it would be preferable to replace the evergreen cedars with evergreen species. Mr Pearn asked if the Parish Council could write to the church. He suggested spotted laurel, yew, or holly might be suitable. He also wondered what the opinions were of the Environment Agency and West Sussex County Council, and whether it was appropriate to have two tall hedges facing one another.

**Assistant
Clerk**

Parish Council Land

Mr Cross, followed up a previous request and requested that the land which the Parish Council is responsible for be listed on its website. The Clerk confirmed that it had taken two to three years of work with solicitors to verify land ownership. Clarification would be placed on the website as soon as possible, allowing for the current staffing reorganisation.

Community Centre

Ms Jerram raised concerns that illicit drug dealing activity may be taking place after dark in the car park of the Community Centre, and that she would like to have gates fitted, preferably by a local supplier. She requested that councillors give their views to the Clerk as soon as possible. Ms Jerram confirmed that she was not requesting funding from the Parish Council.

Councillor Lee Hamilton-Street said that residents must report such illegal activity to the police. Currently there was nothing showing on police reports to back up these claims. There was a discussion regarding the most appropriate gates, but no conclusion reached.

The meeting reconvened.

18/064

REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

County Councillor Urquhart was not present to give an update.

18/065

REPORT FROM THE ARUN DISTRICT COUNCILLOR

District Councillor Cooper was not present to give an update.

18/066

COMMUNITY CENTRE GROUND SOURCE HEATING REPAIRS

The Chairman confirmed that necessary repairs to the pumps should be carried out to enable the system to work again, at an overall cost of

£24,971.60, offset by a contribution of £10,000 to the reserve by the Community Centre Management Committee for future work.

18/067

STAFFING GROUP

The Clerk advised that the new Office Manager, Tracy Lees, would start in post on 20 August. The Parish Council was considering the viability of purchasing the flat above the current office in order to accommodate the planned additional staff. The accommodation seemed very well suited to current needs. The flat was currently vacant. We were expecting a formal valuation soon. The situation would be discussed further at the next meeting of the Governance and Oversight Committee.

The Chairman confirmed that the Clerk and Assistant Clerk would continue in their posts throughout September to provide as smooth a transition as possible for the new Clerk and Office Manager. The Clerk would be working on a consultancy basis and the Assistant Clerk would have his contract extended to 30 September.

The new Clerk would start in post on 1 October and the hope was that she would obtain the Certificate in Local Council Administration (CILCA) within a year. The Clerk mentioned that new projects could not be started without the qualification.

18/068

COMMUNITY GRANT APPLICATIONS

No applications have been received since the last meeting. No grant allocations have been made yet in the current year and the total available is still £3,300. The Clerk would draft a note to be published on the website.

Clerk

18/069

COMMUNITY LAND TRUST – FURTHER SUPPORT

The Chairman and Councillor Mountain declared a non-pecuniary interest in this item.

The Clerk advised that the Community Land Trust (CLT) is setting up as a completely independent organisation. Finance is needed to take it from the current position of likely to get planning permission to the start of building work is going to take time and require funding, until such time as loan finance can be drawn down. There are a number of matters that need to be paid for in that time, but the CLT has no funds available. An application for Community Housing Fund support is being made, but this will take time to come to fruition. There may be a need for up to £3,000 to cover this period and the CLT has requested support from the parish council to cover this.

There is a legal requirement for an audit of 2016/17 accounts. Quotes for doing this audit work had been received and were being considered. As financial activity is likely to increase going forward, there needed to be a discussion regarding future risks and what might be improved upon.

Councillor Lee Hamilton-Street felt that the parish council had a moral obligation to financially support the CLT. The Clerk stated that the parish

council had only limited capability to do this and suggested a sum of £5,000. Councillor Bicknell seconded this proposal to which all present agreed.

18/070

SAMMY COMMUNITY TRANSPORT

The Assistant Clerk gave an update following a meeting on 6 August regarding the winding down of the service:

Representatives from four local Parish Councils, Littlehampton Town, Arun District and the County Council met with the former Trustees of the SAMMY Community Transport to gain a greater understanding of the situation to date. All Councils are now exploring options to see if there is a way of bridging the gap which has been left by the closure of the service. Local Councils are also establishing the level of alternative provision which may already exist in order to provide a comprehensive list for those who need transport support. In the interim the community is encouraged to look out for their neighbours who may be affected by the closure of the community transport service. If there is concern for at risk/vulnerable residents then they should be referred to West Sussex County Council.

Arun District Council are taking the lead and considering a report on the outcome of this meeting. The Chairman suggested we speak to County Councillor Urquhart to see how West Sussex County Council might be able to help. We should keep the item on the agenda for the next meeting.

Clerk

18/071

ANGMERING NEIGHBOURHOOD PLAN REWRITE

The Clerk provided an update. A working group would need to be set up to take the work forward. It should be linked to the Local Plan. Arun District Council had been contacted a number of times by a consultant with an interest in the work. This consultant would, however, have no authority to write the plan; so there was a need for the parish council to formally start the work, to avoid the plan being written for us by others. The Clerk felt that the previous plan had focussed minds on projects such as the Chandlers site and the new school.

Councillor Mountain and the Clerk felt that the core of the plan remained accurate, so the new plan would, in effect, be an update. Councillor Nikki Hamilton-Street suggested May 2019 as a target date to issue the new plan.

Councillor Mountain mentioned that initial stages of drafting the first plan included asking fifty to sixty local residents to sign up in principle, in a public meeting. This was followed up with focus group work. The Clerk felt that future focus groups needed to be more focussed. Infrastructure needed to be focussed on and included in the new draft.

The Clerk and Chairman confirmed that £9,000 was available to fund the work. The Chairman wondered if we needed professional help with the drafting. He was aware of a planner with experience of writing Neighbourhood Plans. Councillor Mountain supported professional input. The Chairman proposed that the Clerk investigate appointing a professional. Councillor Lee Hamilton-Street seconded the proposal which was agreed by

all. The Clerk would investigate employing a professional writer and report back.

Clerk

18/072

NEW PRIMARY SCHOOL – POSITION REPORT

The Clerk reported that Arun District Council consider the deal to be in place. The developer would pay toward the cost of the BMX park on the preferred site. Councillor Mountain expressed frustration that West Sussex County Council seemed not to properly understand who owns and uses the land. We need confirmation that land belonging to West Sussex County Council can be transferred to the parish council.

18/073

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

The Chairman will circulate the briefing note from the most recent Health Services Advisory Group.

Chairman

Councillor Harris would be representing the parish council at the next meeting of the Twinning Association.

18/074

QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

Councillor Evans was in discussion with the Chair of the Traders Association; who had expressed an interest in taking responsibility for organising future St. Peter & St. Paul Fairs with effect from the end of November 2018.

18/075

2017/2018 FINANCIAL REPORT

The Clerk would circulate the report later this week and await comments. Councillor Marsh requested that this item be moved to item 4 or item 5 on future agendas, as it merited greater attention.

Clerk

18/076

TO CONSIDER ANY URGENT MATTERS ARISING SINCE THE PREPARATION OF THIS AGENDA

The Chairman recognised that this was the last meeting that the Clerk would be attending (in the capacity of Parish Clerk), and thanked him for the tremendous amount of work he had contributed over the last nine years. The Chairman wished him a very happy retirement.

The Clerk thanked the Chairman and felt that this was a very positive parish council in which he had enjoyed working. He hoped that staff and councillors would move forward positively with current and future projects.

18/077

DATE OF NEXT MEETING

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

The meeting concluded at 21:10.

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

Application for Co-option to Angmering Parish Council

Surname	EVANS	
Forenames	ALAN	
Postal Address	1, LUCKSFIELD WAY ANGMERING W. SUSSEX BN16 4GU	
Contact Telephone Number	[REDACTED]	
Mobile Telephone Number	[REDACTED]	
Email Address	[REDACTED]	
Please Confirm that on the day of Co-option		
You will not be disqualified from being a member of a local authority (please see extracts from the Local Government Act 1972 below) AND		✓
You are a qualifying Commonwealth citizen, citizen of the Irish Republic or citizen of the European Union AND		✓
You will be 18 years or over AND		✓
You are and will continue to be a local government elector for the parish OR		✓
You will have, during the whole of past 12 months occupied as owner or tenant land or other premises in the parish OR		✓
Your principal or only place of work within the last 12 months has been in the parish OR		✓
You have during the whole of the past 12 months resided in the parish or within 4.8 km of the parish.		✓
Give a brief CV		
<p>Nottingham University B.A.(Hons) P.G.C.E. M.Ed. Teaching and Management Roles in five schools over the last forty years generally specialising in pupil opportunities and development.</p>		

Why do you want to become a Parish Councillor?

- Develop philosophy and ethos of the village.
- Support local people and associations.
- Put something back into the community.
- Plan for the future.

If Co-opted, what do you think you can bring to the Parish Council?

- Ideas
- Creative thinking.
- Analysis and forward thinking.
- Thoughtfulness
- Communication and connectivity

Signature.....



Date.....

26/9/2018.

4/6/18

Saved in Vc

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

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

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		✓

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

ANGMERING PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

22/4/18

Name of person who carried out the internal audit

RACHEL HALL (FCA) AUDITOR

Signature of person who carried out the internal audit

Rachel Hall SIGNATURE REQUIRED

Date

22/4/18

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ANGMERING PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

18/014 (b) NCE
dated 14/05/18

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman *SIGATURE REQUIRED*
Clerk *SIGATURE REQUIRED*

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.angmeringparishcouncil.gov.uk *AUTHORITY WEBSITE ADDRESS*

Section 2 – Accounting Statements 2017/18 for

ANGMERING PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	27,357	41,785	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	272,290	316,800	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	225,920	165,279	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-168,730	-167,740	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-315,052	-140,230	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	41,785	215,894	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	44,257	230,571	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,008,758	1,858,758	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

RGT M. SEWIERD

Date

17/04/18

I confirm that these Accounting Statements were approved by this authority on this date:

14/05/18

and recorded as minute reference:

14/01/18 (c)

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **ANGMERING PARISH COUNCIL**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

The Internal Auditor has indicated that the expenditure on the general fund analysis of the income and expenditure account did not agree to the total expenditure in the year. The Accounts and Audit Regulations 2015 (regulation 3) require a Council to have an adequate system of internal control. The Internal Auditor has indicated that the matter has been corrected. However, it indicates a failure of internal controls to identify the error.

The Council gave one of its officers an open ended authority to pursue a legal action that had been authorised by the Council. We consider that this is a breach of the requirement for the Council to maintain an adequate system of control. We therefore disagree with the responses to the Annual Governance Statement assertions numbers 1,2 & 5.

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We ~~certify~~ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

MOORE STEPHENS

External Auditor Signature

Mark Ste...

Date

21/09/18

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Tracy Lees

From: [REDACTED]
Sent: 02 November 2018 14:14
To: [REDACTED]
Cc: David Brayfield
Subject: FW: Angmering community center

Hi,

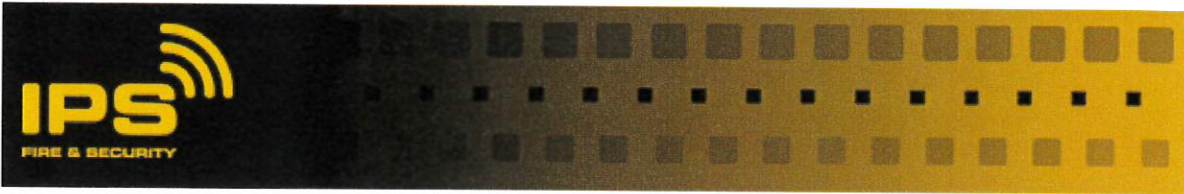
Following our recent engineer visit he has asked us to quote you for an additional camera as discussed with him.

The cable will be run as per the proposed route below, and the cost for this work will be £457.00 + VAT.

Please let me know if you wish to proceed.

Kind Regards

Dan



IPS Fire & Security
Telephone: 0333 444 5 999 / Fax: 0333 444 5 998
53 Rugby Road, Worthing, West Sussex, BN11 5NB
<http://www.ips-security.co.uk>



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From: Tony Giuri
Sent: 02 November 2018 11:34
To: Daniel Brayfield [REDACTED]
Subject: Angmering community center

Hi Dan

They req a extra camera at the far side of the building to point to the entrance of the drive area they have 1 spare connection on the back of there dvr it's a Bnc connection we will need a porox 30-40meters of round black protection conducts and cable to get to it as it is all going on the out side of the building







Prepared by: Katie Herr
Subject: Peggy's Walk
Date: 12th November 2018

Introduction

1. More information was requested during the Parish Council Meeting on 8th October 2018 with reference to a grant application submitted by Peggy's Walk on 18th September 2018. The sum requested was £500.
2. The grant form contained very little information on what the money would be spent on.
3. A grant was awarded to them in 2016 for £700. They received a donation of £1,000 from Peggy's family and this was used to purchase the benches for the area. £1,000 was also received from WSCC in May 2017.
4. Confirmation of current funds available £602.71

Information gathered

5. After a conversation with Mark Williams in the Parish Office on 9th October 2018 the below was given when he was asked for more information about what the £500 grant was for
6. Ongoing improvements of the whole area including the purchase of plants, bulbs, replacement tubs (4 in total) and teak staining for benches on site.
7. Money for petrol and mower maintenance. Use of resident's mower for all grass cutting needs.
8. No fund raising is currently done by the organisation.
9. They are looking into an official opening for the walk with money from the grant going towards cost involved with this.
10. Also suggested was the possibility for a small market to take place with local artists/craftsmen to sell their items.
11. Information also offered was that an initial £1,000 was received from the family of Peggy to buy the benches.

Agenda Item 16

Peggy's Walk before the work took place.



Peggy's Walk currently – 18/10/18





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	PEGGY'S WALK.
----------------------	---------------

Section A

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

Section B

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

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

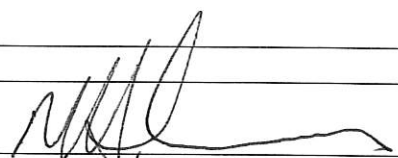
Section C

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

Section D

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

Section E

Name of contact for grant purposes	MARU WILLIAMS
Position of contact	FOUNDER.
Full contact postal address, including postcode.	[REDACTED]
Email address and website (if applicable)	[REDACTED]
Telephone number of contact	[REDACTED]
Total Project Cost	TO DATE APPROX 2K.
Amount of grant applied for	£300.00 £500.00
Where is the remainder to be financed from?	DONATIONS. PREVIOUS GRANTS.
Cheque to be made payable to	ANGMERING PARISH COUNCIL
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	TO IMPROVE PLANTING, TRUSSING. FINDING MORE PLANTING.
How many Angmering residents in organisation?	10.
How many Angmering residents will benefit from the grant?	ALL THOSE USING PEGGY'S WALK.
If you received a grant from the Parish Council during 2017-2018 please outline how the grant was spent	
Signature	
Date	18/9/18.



**Arun &
Chichester**

**14 - 16 Anchor Springs, Littlehampton
West Sussex, BN17 6BP**

Admin Tel: 01903 725960 **Fax:** 01903 733237

www.arunchichestercab.org.uk

Advice Line: 0344 477 1171

Mobile Advice Line: 03003 300650

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

24th October 2018

Dear Sirs,

RE: Grant request

Please find enclosed our completed grant request application and our 2017-2018 accounts up to 31st March 2018.

Yours faithfully

Luca Badioli
Chief Executive Officer



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone: 01903 772124

E-mail: info@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	
-----------------------------	--

Section A

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

Section B

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

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

Section C

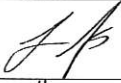
	<u>Supporting information required</u>	Tick relevant box(es)
C1	The last year's certified accounts or, for new organisations, the current business plan, or equivalent.	✓
C2	Information on the membership, or proposed membership of your organisation. How many current members, in total, and how many live in the village.	
C3	A project plan, if applicable, showing total costs and other sources of income already secured.	
C4	Charity Number, if applicable	1099640

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	Luca Badioli
Position of contact	Chief Executive Officer
Full contact postal address, including postcode.	14/16 Anchor Springs, Littlehampton, West Sussex, BN17 6BP
Email address and website (if applicable)	l.badioli@arunchichestercitizensadvice.org.uk www.arunchichestercab.org.uk
Telephone number of contact	01243 866233
Total Project Cost	£20,000
Amount of grant applied for	£250
Where is the remainder to be financed from?	Private donor and other Town and Parish Council grants
Cheque to be made payable to	Arun and Chichester Citizens Advice
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	<p>As a result of a private funder and local town and parish council funding we have been able to provide a home visiting service for a number of years. We provide home visits to vulnerable people in the local community who are unable to visit our centres due to mobility issues or a disability.</p> <p>Our home visiting adviser will assist with undertaking benefit entitlement checks, completing benefit applications, and also with more complex issues such as appeals.</p> <p>Leading on from this our advisor will look at other ancillary benefits such as a blue badge etc. As a result of this project many local clients, as a result of the service they have received from us see an improvement in their wellbeing and quality of life so it is vital that we continue to help these people in the community.</p>
How many Angmering residents in organisation?	
How many Angmering residents will benefit from the grant?	In 2017-2018 178 Angmering residents benefitted from the previous grant and we foresee, due to the roll out of Universal Credit, an increase in Angmering residents benefitting from this grant. We project helping more than 200 Angmering residents this year.
If you received a grant from the Parish Council during 2017-2018 please outline how the grant was spent	N/A

Signature	
Date	24 th October 2018

**ARUN AND CHICHESTER CITIZENS ADVICE
BUREAU**

(The Company is Limited by Guarantee)

OPERATING AS:-

ARUN AND CHICHESTER CITIZENS ADVICE

**TRUSTEES' REPORT AND AUDITED FINANCIAL
STATEMENTS**

YEAR ENDED 31 MARCH 2018

Company No. 04787378

Registered Charity No. 1099640

ARUN AND CHICHESTER CITIZENS ADVICE BUREAU

“The Company”

ANNUAL REPORT 2017/2018

Trustees’ Report

The Trustees present their report together with the audited financial statements for the year ended 31 March 2018. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) “Accounting and Reporting by Charities” (FRS102) in preparing the annual report and Financial Statements of the Company.

The Financial Statements have been prepared in accordance with accounting policies set out in the notes to the Financial Statements and comply with the Company’s governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 June 2014.

Status and Administration

The Company is a registered charity (charity number 1099640) and a company limited by guarantee (company number 04787378). The maximum liability of each member is limited to £1. At 31 March 2018 the Bureau had 9 members.

The Company is governed by its Memorandum and Articles of Association issued on incorporation on 4 June 2003 and as amended in 2009. The Directors of the Charitable Company are its Trustees for the purposes of Charity Law.

Decision Making

The Company is governed by its Board of Trustees who set the policy of the charity. Policies are implemented by passing resolutions at the Annual General Meeting. The Board consists of elected Trustees and appointed Trustees. Elected Trustees are elected at Annual General Meetings and appointed Trustees are appointed at Ordinary meetings of the Board. The Board meets at least 6 times a year.

Trustee training and Induction

Potential new Trustees are sent details of the charity and a short Charity Commission brochure explaining trustees’ responsibilities. New Trustees are provided with an induction pack which includes a fuller Charity Commission brochure and details of the charity. The Board looks to recruit Trustees who have particular skills helpful to the charity and offers training as required.

Review of Financial Position

At 31 March 2018, the Company held reserves of £200,199 (2017:£272,174) of which £200,199 (2017: £268,350) were unrestricted, representing the charity’s free reserves. Unrestricted funds are

funds raised, or grants awarded, to the charity with no restriction on use other than they must be used in furtherance of the charity’s objectives and comply with the charity’s normal financial management requirements.

Unrestricted Reserves Policy

The Trustees believe that the charity should hold financial reserves in order to ensure that the charity can continue to operate and meet the needs of clients in the event of unforeseen and potentially financially damaging circumstances arising.

The Trustees consider that it would be prudent to set aside an amount equivalent to four months’ operating expenditure.

Restricted reserves

The funds are restricted by the donor or funder and cannot be used for the general purposes of the charity. Their existence, and the sums of money therein, do not imply that there has been an underspend but may result from a variety of circumstances including timing differences between the charity’s financial year and the funding year of the project concerned.

The reserves policy is monitored and reviewed by the Trustees annually.

**ARUN AND CHICHESTER CITIZENS ADVICE
BUREAU**

ANNUAL REPORT 2017/2018

Risk Management

The Trustees assess the major risks to which the company may be exposed and include operational, financial, regulatory, external and governance risks. This involves identifying the types of risk and putting systems in place to ensure that significant risks are recorded for subsequent monitoring. The Trustees remain satisfied that all insurable risks have been identified and adequately dealt with and that the company's exposure to other risks is kept at a minimum by good working practice by the management team, paid staff and volunteers.

Public Benefit

The current activities of the Company are detailed in the annual report. The Trustees confirm that they have referred to the guidance contained in the Charity Commission guidance on public benefit when reviewing the charity's aims and objectives in planning future activities.

Trustees' Responsibilities

The Trustees, who are also the directors of the Company for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Salary Policy

The Company has an internal pay structure for the various roles with each salary calculation being based on a collection of pay grades per hour relating to the specific role and capabilities. The pay structure provides a transparent framework for managing employees' salary, pay increases and career progression, as well as ensuring equal pay. There is an annual pay review but this does not guarantee an annual salary increase. If appropriate, and funding is available, an annual pay award may be made, which can:

- prevent the gap developing between current pay rates and market rates;
- stay in line (or close to) inflation rates where possible; and
- reward staff in the event of an organisational change.

Disclosure of information to the auditor

In so far as the Trustees are aware;

- There is no relevant audit information of which the Charitable Company's auditor is unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The report of the Trustees has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and was approved by the board on

.....24/9/18.....

and signed on its behalf by:



Geoff Palmer - Chairman

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ARUN AND CHICHESTER CITIZENS ADVICE BUREAU

Opinion

We have audited the financial statements of Arun and Chichester Citizens Advice Bureau for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable Company's affairs as at 31 March 2018, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' annual report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the annual trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 2, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Kreston Reeves LLP
Statutory Auditor
A2 Yeoman Gate Yeoman Way Worthing West Sussex BN13 3QZ

Date: 26 September 2018

Kreston Reeves LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**ARUN AND CHICHESTER CITIZENS ADVICE BUREAU
STATEMENT OF FINANCIAL ACTIVITIES
(including income and expenditure account)**

FOR THE YEAR ENDED 31 MARCH 2018

	Note	Unrestricted Accumulated Fund £	Restricted Funds £	2017/18 Total £	2016/17 Total £
Income and endowments from:-					
	2				
Donations and legacies		3,051	-	3,051	3,808
Charitable activities		356,267	74,598	430,865	570,170
Investments		1,022	-	1,022	1,227
Other Trading Activities		21,132	-	21,132	4,961
Total Income		381,472	74,598	456,070	580,166
Expenditure on					
	3				
Charitable activities		445,157	82,888	528,045	611,126
Total Expenditure		445,157	82,888	528,045	611,126
Net Expenditure		(63,685)	(8,290)	(71,975)	(30,960)
Transfers between Funds	12	(4,466)	4,466	-	-
Net movement in funds		(68,151)	(3,824)	(71,975)	(30,960)
Reconciliation of funds:					
Fund Balances brought forward					
At 1 April 2017	10	268,350	3,824	272,174	303,134
Fund Balances carried forward					
At 31 March 2018	10	200,199	-	200,199	272,174

All income and expenditure derives from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised during the year.

ARUN AND CHICHESTER CITIZENS ADVICE BUREAU
 Company registration no. 04787378

BALANCE SHEET
AS AT 31 MARCH 2018

	Notes	2018 £	2017 £
Current assets			
Debtors and prepayments	8	11,799	12,027
Cash at bank and in hand		218,842	297,866
		<u>230,641</u>	<u>309,893</u>
Creditors: amounts falling due within one year			
	9	30,442	37,719
		<u>200,199</u>	<u>272,174</u>
Net current assets		<u>200,199</u>	<u>272,174</u>
Net assets		<u>200,199</u>	<u>272,174</u>
Funds			
Unrestricted accumulated fund			
General Fund		200,199	238,478
Designated Funds	15	-	29,872
		<u>200,199</u>	<u>268,350</u>
Total unrestricted funds		200,199	268,350
Restricted funds	12	-	3,824
		<u>200,199</u>	<u>272,174</u>

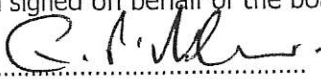
These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

For the year ending 31 March 2018 the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies but as this Company is a charity, a voluntary audit has been requested under the Companies Act 2006.

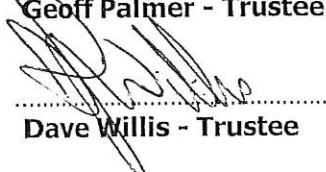
Directors' responsibilities:

- The members have not required the Company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements were approved by the board and authorised for issue on 24th September 2018 and signed on behalf of the board by:



Geoff Palmer - Trustee



Dave Willis - Trustee

ARUN AND CHICHESTER CITIZENS ADVICE BUREAU
 Company registration no. 04787378

**CASH FLOW STATEMENT
 AS AT 31 MARCH 2018**

	2018	2017
	£	£
Cash flows from Operating activities (note 1)		
Cash flows from financing activities:	(80,046)	(56,049)
Bank interest	1,022	1,227
Net cash provided by financing activities	<u>1,022</u>	<u>1,227</u>
Change in cash and cash equivalents in the year	(79,024)	(54,822)
Cash and cash equivalents at the beginning of the year	297,866	352,688
Cash and cash equivalents at the end of the year	<u><u>218,842</u></u>	<u><u>297,866</u></u>

Note 1 – reconciliation of net income to net cash flow from operating activities

	2018	2017
	£	£
Net income for the year (as per the Statement of Financial Activities)	(71,975)	(30,960)
Bank interest	(1,022)	(1,227)
Decrease in debtors	228	6,169
(Decrease)/increase in creditors	<u>(7,277)</u>	<u>(30,031)</u>
Net cash provided by operating activities	<u><u>(80,046)</u></u>	<u><u>(56,049)</u></u>

**ARUN AND CHICHESTER CITIZENS ADVICE BUREAU
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

1 Accounting Policies

Basis of accounting

The financial statements have been prepared on a going concern basis under the historical cost convention, and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRS102) the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it appears from 1 January 2015. The Financial Statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £. The significant accounting policies applied in the preparation of the Financial Statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income and endowment

All incoming funds are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy and it is probable that the income will be received. Grants are recognised in the year in which they are receivable.

Other trading activities include the provision of office accommodation at a reduced rent.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS102).

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to a category. All costs have been allocated on a basis consistent with the use of the resource.

Expenditure on equipment

Expenditure of £2,500 or less on any individual equipment is charged as an expense in the Statement of Financial Activities. Computer upgrades and furniture/equipment replacements are written off in the year of purchase.

Apportionment of expenses and support allocation

Expenditure has been apportioned to charitable expenditure on the basis of direct apportionment. Where allowed under the terms of the grant, volunteer costs are included as an expense apportioned on a percentage of full time equivalents. Support costs are allocated to each fund based on the full time equivalent of staff working on that fund. This percentage is applied to the cost incurred.

Pension contributions

The Company make pension contributions to one employee on a defined contribution basis and the Auto enrolment pension scheme (NEST) is provided for all other eligible employees and is charged to the Statement of Financial Activities for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid are shown as either accruals or prepayments at the year end.

Taxation

The Company is a registered charity and is exempt from taxation (except for Value Added Tax) on its income and capital gains applied for charitable purposes.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity. Restricted funds are used in accordance with specific restrictions imposed by the donors. The purpose of each restricted fund is set out in note 12.

Designated funds comprise of unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the note 15 to Financial Statements.

Leasing

Rentals applicable to operating leases where substantially all of the benefits and the risks of ownership remain with the lessor are reflected in the Statement of Financial Activities

**ARUN AND CHICHESTER CITIZENS ADVICE BUREAU
FOR THE YEAR ENDED 31 MARCH 2018**

1 Accounting Policies continued

Deferred Income

Deferred income represents the amounts receivable for the future periods, as specified by the donors or grant makers, and is related to incoming resources in the period for which it has been received.

Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from this impairment are recognised in expenditure.

Going concern

The Trustees are pleased to have secured funding for the 2018/19 financial year. However, as with many grant funded charities we are reliant on successful tendering for future periods. The Trustees are confident that they will be able to secure this funding.

2 Income	Unrestricted	Restricted	2017/18	2016/17
	£	£	Total	Total
			£	£
<u>Donations and legacies</u>	3,051	-	3,051	3,808
<u>Charitable activities</u>				
Grants and other funding:				
Grants:-				
Local Authorities and Councils:				
West Sussex County Council (WSSC)	113,772	-	113,772	113,772
WSSC LAN Project 1	-	23,000	23,000	20,388
WSSC LAN 2 Financial Capability	-	-	-	16,271
Arun District Council	117,020	-	117,020	110,120
Arun District Council (Warm Home Pilot)	-	174	174	-
Chichester District Council	67,100	-	67,100	74,000
Chichester District Council - Outreach	6,900	-	6,900	6,900
Wickbourne Outreach	4,209	-	4,209	3,562
City, Town and Parish	15,195	-	15,195	15,740
Notional Rents - Benefit in Kind	26,000	-	26,000	26,000
	350,196	23,174	373,370	386,753
Grants:-				
Other Grants	6,071	-	6,071	25,559
Restricted Funds and Grants:-				
Big Lottery	-	792	792	-
Energy Best Deal Extra/Big Energy Week	-	18,100	18,100	-
Healthwatch	-	-	-	10,656
Surrey and Sussex Probation Trust	-	-	-	5,970
Home visiting	-	20,000	20,000	17,750
Pension Delivery Service	-	3,824	3,824	101,424
M S Society	-	8,708	8,708	6,488
MASDAP	-	-	-	15,570
Total Charitable activities	356,267	74,598	430,865	570,170
<u>Investments</u>	1,022	-	1,022	1,227
<u>Other Trading Activities:</u>				
Healthwatch re VAT	17,903	-	17,903	-
Rent and room hire	-	-	-	225
Salary Secondment	3,229	-	3,229	4,736
	21,132	-	21,132	4,961
Total Income	381,472	74,598	456,070	580,166

Where appropriate, the rent and grant income figures include the value of free or subsidised accommodation. The only restricted income in 2017/18 is in respect of charitable activities and this totalled £74,598. In 2016/2017 the only restricted income related to charitable activities and totalled £194,517.

ARUN AND CHICHESTER CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

3 Expenditure on	Unrestricted £	Restricted £	2017/18 £	2016/17 £
<i>Charitable activities</i>				
Salaries, NI and Employer's Pension contribution	278,512	68,106	346,618	415,051
Staff and volunteer costs	27,067	-	27,067	36,226
Office plus premises expenses	104,909	14,782	119,691	129,562
Notional Rent	26,000	-	26,000	26,000
Governance costs (note 4)	8,669	-	8,669	4,287
	<u>445,157</u>	<u>82,888</u>	<u>528,045</u>	<u>611,126</u>

The only restricted expenditure in 2016/17 was in respect of charitable activities and this totalled £197,563.

4 Governance costs	2017/18 £	2016/17 £
Audit fees	6,255	3,005
Other	722	477
Bank Charges	246	242
Legal and Professional fees	1376	254
Trustee Expenses (detailed below)	70	309
Total	<u>8,669</u>	<u>4,287</u>

Trustees:-

Trustee – Travel £70 (2017: £309)

5 Staff Costs	2017/18 £	2016/17 £
Wages and salaries	321,709	384,479
Social security costs	21,581	26,530
Pension costs	3,328	4,042
	<u>346,618</u>	<u>415,051</u>

Staff costs include Salaries, Employers National Insurance Contributions and Employers Pension Contributions. The average monthly number of employees during the year.

	Full time equivalent		Total staff numbers	
	2017/18 Number	2016/17 Number	2017/18 Number	2016/17 Number
General /Admin Staff	9.11	9.11	19	19
Pensions Delivery	-	5.86	-	6
Healthwatch	-	0.94	-	1
Home Visiting	0.46	0.46	2	2
LAN 1 & 2	0.74	0.74	2	2
Probation	-	0.46	-	1
Digital Money Coach	-	1.31	-	1
Totals	10.31	18.88	23	32

No remuneration was paid, or other benefits received by any trustee or any person connected with any trustee.

The Trust considers its key management personnel comprise of the Chief Executive Officer, Finance Manager, Office Manager and two Service Managers. The total employment benefits including employer pension contributions of the key management personnel were £150,657 (2017 £146,543). No employees had employee benefits in excess of £60,000 (2017:none).

ARUN AND CHICHESTER CITIZENS ADVICE BUREAU

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018**

6	Net income/(expenditure) for the year	2017/18	2016/17
		£	£
	Auditor's remuneration:		
	Audit fees	6,255	3,005
	Bank interest	1,022	1,227
	Operating leases - equipment	22,681	19,667
		<u> </u>	<u> </u>

7 Pension Commitments

The Company make pension contributions to one employee on a defined contribution basis, and at the year-end nil was due to the scheme. An auto Enrolment Workplace Pension with NEST is provided for all other eligible employees. The pension cost shown in note 5 to the accounts for the period represents contributions payable by the company and amounts to £3,328 (2017 £4,042).

8	Debtors and prepayments	2017/18	2016/17
		£	£
	Debtors	8,151	5,232
	Prepayments	3,648	6,795
		<u> </u>	<u> </u>
		11,799	12,027
		<u> </u>	<u> </u>

9	Creditors: Amounts falling due within one year	2017/18	2016/17
		£	£
	Trade creditors	3,041	4,409
	Accruals	6,000	4,101
	Taxation and social security costs	5,299	7,098
	Deferred income	16,102	4,208
	Deferred income (Healthwatch VAT)	-	17,903
		<u> </u>	<u> </u>
		30,442	37,719
		<u> </u>	<u> </u>

Deferred Income

		£
	As at 1 April 2017	22,111
	Amounts released from previous years	(22,111)
	Resources deferred during the year	16,102
		<u> </u>
	At 31 March 2018	16,102
		<u> </u>

Deferred income relates to income received during the year that relates to projects to be carried out post year end.

10	Funds	Unrestricted Accumulated Funds £	Restricted Funds £
	As at 1 April 2017	268,350	3,824
	Net movement in funds	(68,151)	(3,824)
		<u> </u>	<u> </u>
	At 31 March 2018	200,199	-
		<u> </u>	<u> </u>

ARUN AND CHICHESTER CITIZENS ADVICE BUREAU

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018**

11 Analysis of net assets between funds

	Unrestricted £	Restricted £	Total £
Current assets	230,641	-	230,641
Creditors: amounts falling due within one year	(30,442)	-	(30,442)
	200,199	-	200,199
	200,199	-	200,199

Restricted fund assets are held in an appropriate form to enable each fund to be applied in accordance with the restrictions imposed. (See note 12)

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations held, to be applied for specific purposes:

<u>Movement in Funds</u>	<u>Balances 01.04.17</u>	<u>Incoming Funds</u>	<u>Expended Costs</u>	<u>Apportioned</u>	<u>Transfers between funds</u>	<u>Balances 31.3.18</u>
Home Visiting	-	20,000	(16,803)	(3,489)	292	-
LAN Project 1	1,782	23,000	(21,712)	(4,207)	1,137	-
Pension Delivery Service	2,042	3,824	(5,866)	-	-	-
MS Society	-	8,208	(8,042)	(350)	184	-
EBDX	-	17,100	(14,022)	(3,078)	-	-
Big Energy Savings Week	-	1,000	(925)	(75)	-	-
Other small restricted projects	-	1,466	(4,319)	-	2,853	-
TOTALS	3,824	74,598	(71,689)	(11,199)	4,466	-

Expended Costs

Costs where monies are paid out by or to other organisations or clients.

These include:-

Direct salaries and direct expenses against the projects.

Apportioned costs

Costs are based on allocating expenses for salaries, office/IT and premises costs on the ratio of employees directly managing each project compared to the total number of full-time employees.

Transfers between funds

These represent amounts transferred from unrestricted accumulated funds to finance any deficit on a restricted fund.

ARUN AND CHICHESTER CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

12 Restricted funds

The purpose of the restricted funds is as follows:

- **Home Visiting**
 - For the vulnerable and elderly in our rural areas who cannot access one of our centres.
- **The Local Assistance network (LAN) Project 1**
 - Working with other organisations to support clients since the cessation of the Crisis Loan.
- **Pension Delivery Service**
 - To provide guidance to clients over 50 years of age on the options available when taking a pension.
- **MS Society**
 - For those with Multiple Sclerosis who require benefits advice either in one of our centres or with a home visit.
- **Energy Best Deal Extra (EBDX)**
 - To assist clients in any energy related matters including, switching fuel providers, negotiating with existing providers, and assisting clients with fuel poverty.
- **Big Energy Savings Week**
 - To have two external events to provide consumers assistance on matters such as energy tariffs, benefits and support available, ways to minimise bills and maximise energy efficiency.
- **Other small restricted projects**
 - Includes small restricted projects (including Domestic Violence Outreach pilot funded by our reserves).

13 Constitution

The Company is limited by guarantee and has no share capital. Every member of the charity undertakes to contribute to the assets of the charity in the event of it being wound up while he is a member or within one year after he ceases to be a member, such amount as may be required not exceeding £1.

14 Commitments under operating leases

At 31 March 2018 the Company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings 2018	Other 2018
Expiry date:-	£	£
Within one year	30,959	4,766
Between two and five years	93,308	17,915
	<u>124,267</u>	<u>22,681</u>

15 Designated Funds

As at 1st April 2017 there were designated funds of £29,872 in respect of the Chichester premises move. This move took place in July 2017 and the unspent £13,496 amount was transferred back into unrestricted funds.

ANGMERING VILLAGE HALL

Station Road, Angmering BN16 4HL

Reg. Charity no. 271149

Treasurer: Mrs Jennifer Blake
42 Mill Road Avenue, Angmering,
Littlehampton, West Sussex BN16 4HS

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



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	ANGMERING VILLAGE HALL
-----------------------------	------------------------

Section A

	<u>What type of organisation are you?</u>	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

	<u>Which criteria will your application fulfil?</u>	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.	[REDACTED] ANGMERING [REDACTED]
Email address and website (if applicable)	[REDACTED] [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 { All the Pre-school children and Familyhires will benefit from the safe and secure area provided.
How many Angmering residents will benefit from the grant?	
If you received a grant from the Parish Council during 2017-2018 please outline how the grant was spent	Last grant received was £150 towards radiator covers for main hall required by Pre-school. Received 10/01/17.
Signature	[Signature]
Date	02/11/18

ANGMERING VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31st DECEMBER 2017

ANGMERING VILLAGE HALL

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

	Note	Unrestricted funds	Restricted funds	Total	2016
		£	£	£	£
INCOME FROM:					
Donations and legacies	2	2,222	-	2,222	25
Income from Charitable activities		27,767	-	27,767	30,035
Other trading activities	3	1,532	-	1,532	1,420
Income from Investments	4	925	-	925	1,042
Total Income		32,446	-	32,446	32,522
EXPENDITURE ON RAISING FUNDS					
Expenditure on Charitable activities	5	25,454	-	25,454	36,102
Total Expenditure		25,454	-	25,454	36,102
NET EXPENDITURE/ INCOME		6,992		6,992	-3,580
TRANSFER BETWEEN FUNDS					
		-	-	-	-
FUND BALANCES BROUGHT FORWARD		23,313	37,421	60,734	64,314
FUND BALANCES CARRIED FORWARD		30,305	37,421	67,726	60,734

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>67,726</u>		<u>60,734</u>
 Represented by:					
INCOME FUNDS					
General Purpose Fund			30,305		23,313
Restricted Property improvement fund			37,421		37,421
			<u>67,726</u>		<u>60,734</u>

ANGMERING VILLAGE HALL

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

1. ACCOUNTING POLICIES

Basis of Preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practise (SORP) FRS 102

Fund Accounting

Unrestricted funds are general funds which are available at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors and or Trustees.

Tangible Fixed Assets

These are comprised of fixtures and fittings which are stated at cost less depreciation. The depreciation is calculated to write down the cost of fixtures and fittings to their estimated residual values over the period of their estimated useful lives. The rate being 25% reducing balance.

2. DONATIONS AND LEGACIES

	2017	2016
	£	£
Donations	472	25
Grant -Angmering Parish Council	1,750	0
	<u>2,222</u>	<u>25</u>

3. OTHER TRADING ACTIVITIES

	2017	2016
	£	£
Christmas market	1,532	1,420
	<u>1,532</u>	<u>1,420</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>

Unrestricted Funds

	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

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

6. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
at 1st January 2017	20,242
Disposals	-1,039
Additions	-
at 31st December 2017	<u>19,203</u>
DEPRECIATION	
at 1st January 2017	18,771
Disposals	-960
Provided in year	368
at 31st December 2017	<u>18,179</u>
NET BOOK VALUE	
at 31st December 2017	<u>1,024</u>
at 31st December 2016	<u>1,471</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>

www.newplacefencing.co.uk e

J Tomlinson

JOHN TOMLINSON

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

email 15/10/18.
12:43:21

Dear Madam.

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

Price D: All Boundaries as one contract.

To supply and erect 54 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.

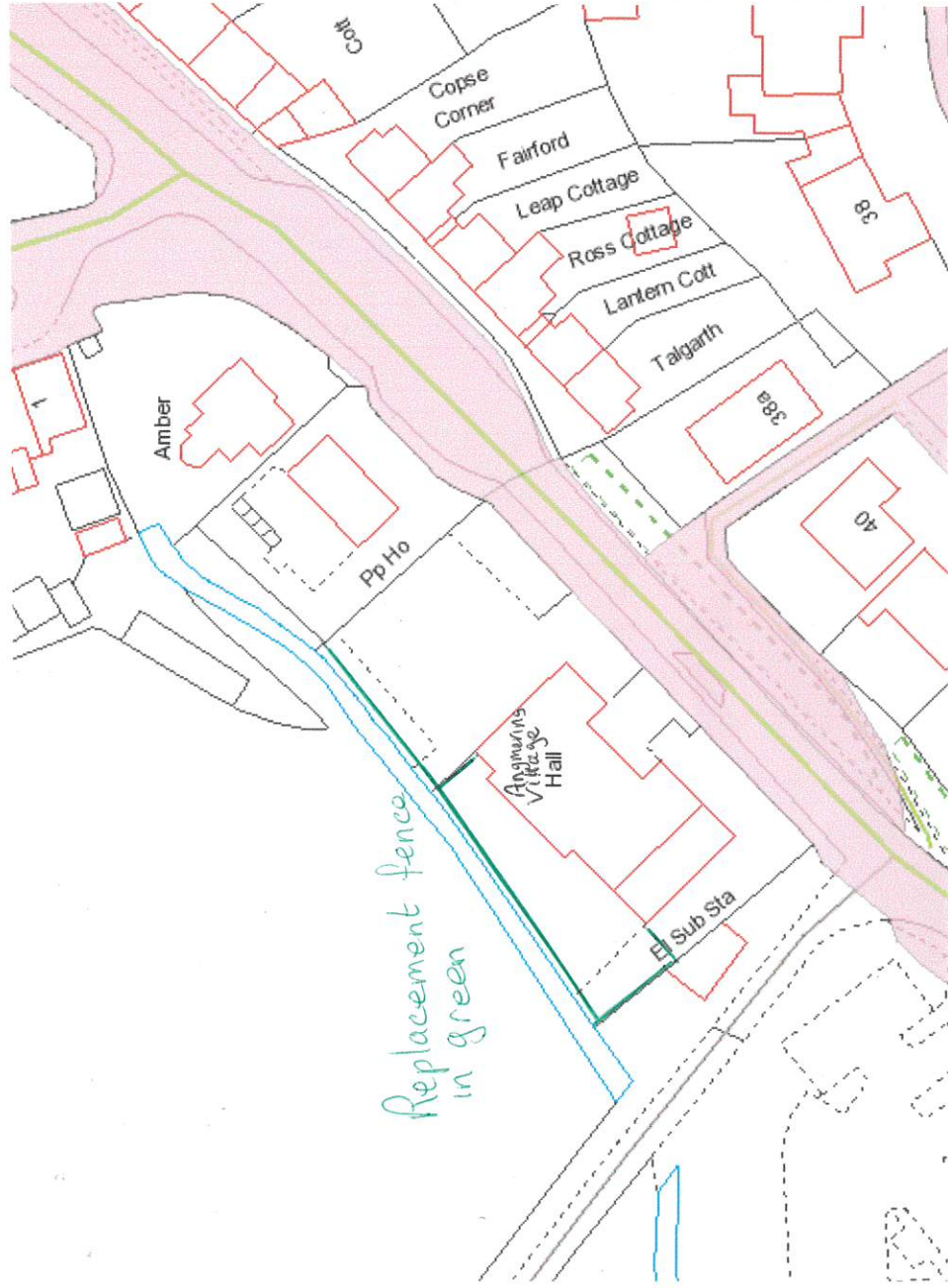
To supply and erect two matching gates complete with all necessary Galvanised fittings.

All Pressure Treated Softwood: For the sum of £ 3750.00 (Inc. 20% V.A.T.)

Concrete Posts & Gravelboards: For the sum of £ 4150.00 (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.



Replacement fence
in green



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

Angmering Parish Council Meeting Monday 12th November 2018

Agenda 17, Dragons Teeth and Fencing

17a Dragons Teeth

Three quotes have been collated for the removal and replacement of 75 damaged "Dragon's Teeth" around the Community Centre greenspace.

Quote 1 - £3131.00

Quote 2 - £2290.00

Quote 3 - £3165.00 (plus VAT)

All of these quotes are like for like.

This work in the past has been carried out by Roy however the number of teeth that need replacing has surpassed his capabilities. We have received a number of complaints from local residents who are concerned with the security of the site.

17b Fencing

Knee rail fencing on three different sites have become damaged – Beech way (Braeburn Park), Lucksfield Way (Blenheim Park) and Highdown Close. Three quotes have been received to replace the damaged posts and rails.

Quote 1 - £1510.74

Quote 2 - £1430.00

Quote 3 - £1120.00 (Plus VAT)

All these quotes are like for like. We have received multiple complaints from residents regarding the unsightly appearance of these damaged fences as well as security concerns and child safety whilst playing on these green spaces.

Danni Mariner
Administrator