

Angmering Parish Council

Agenda Item 15

2018/2019 Final Accounts

Income and Expenditure Account for Year-Ended 31st March 2019

31st March 2018		31st March 2019
£		£
	Income	
316,800.00	Precept Received	335,500.00
-	Precept Support Grant	-
117.65	Interest Received	169.36
160,172.55	Investment Income	8,555.48
-	Grants & Donations Received	24,399.00
900.00	Allotment Rent	900.00
4,088.51	Insurance & Other Income	230,440.00
<u>482,078.71</u>	Total Income	<u>599,963.84</u>
	Expenditure	
6,905.80	Grants	8,418.80
<u>6,905.80</u>	Sub Total	<u>8,418.80</u>
	Running Costs	
199,152.65	Administration	250,042.40
-	Loan Repayment	-
101,911.41	Parish Maintenance	115,332.68
-	Capital Expenditure	
-	BMX Track/Skatebowl	-
-	Other Capital Expenditure	-
-	Investment Purchase	220,000.00
<u>307,969.86</u>	Total Expenditure	<u>593,793.88</u>
	General Fund Analysis	
133,252.07	Opening Balance	114,694.14
<u>482,078.71</u>	Plus: Income for year	<u>599,963.84</u>
615,330.78		714,657.98
<u>(307,969.86)</u>	Less: Expenditure for year	<u>(593,793.88)</u>
307,360.92		120,864.10
-	Transfers (To)/From Earmarked Reserves	-
(56,322.00)	Adjustment	
(150,000.00)	Contributions to Earmarked	
13,655.22	Investment Reduction	
	Funded from Earmarked	
<u>114,694.14</u>	Closing Balance	<u>120,864.10</u>

Angmering Parish Council

2018/2019 Final Accounts

Balance Sheet at as 31st March 2019

31st March 2018 £			31st March 2019 £
	Long Term Assets		
200,000.00	CCLA Property Fund	120,000.00	120,000.00
	Current Assets		
2,146.00	Debtors		
5,659.00	Prepayments		
3,433.29	VAT Due		
55,546.63	Lloyds Current/Business	28,652.13	
25,000.00	CCLA Public Sector Deposit	25,000.00	
150,000.00	Other Deposit Accounts	150,000.00	
24.74	Petty Cash	18.03	
	Total Bank & Cash Balances	203,670.16	
241,809.66	Total Current Assets		203,670.16
<u>441,809.66</u>	Total Assets		<u>323,670.16</u>
	Current Liabilities		
<u>25,915.85</u>	Creditors & Accruals	<u>18,394.00</u>	
<u>25,915.85</u>	Total Current Liabilities		<u>18,394.00</u>
<u>415,893.81</u>	Total Net Assets		<u>305,276.16</u>
	Represented By:		
114,694.14	General Fund		120,864.10
	Earmarked Funds		
	Capital Reserves		
26,243.32	Community Centre Improvements	-	26,243.32
71,923.07	Palmer Road Project	-	71,923.07
-	Office Improvements	-	
	Renewals Reserves		
-	Grounds Maintenance Equipment	-	
203,033.28	Asset Renewal	-	123,033.28
-	Festive Lights	-	
	Revenue Reserves		
-	Flooding	-	
<u>415,893.81</u>			<u>342,063.77</u>

The above statement represents fairly the financial position of the Authority as at 31 March 2019 and reflects its Income and Expenditure during the year.

Signed:

Chairman: _____ Date: _____

RFO: _____ Date: _____

Section 1 – Annual Governance Statement 2018/19

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 2019, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

WWW.angmeringparishcouncil.gov.uk

Section 2 – Accounting Statements 2018/19 for

ANGMERING PARISH COUNCIL
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	41,785	215,894	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	316,800	335,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	165,279	264,464	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	-167,279	-164,529	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	-140,230	-429,265	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	215,894	222,064	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	230,571	203,670	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	1,858,758	1,997,288	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	150,000	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, as a body corporate, 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.
		<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Matthew
SIGNED REQUIRED

Date *09/05/19*
SIGNED REQUIRED

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Agenda Item 18.



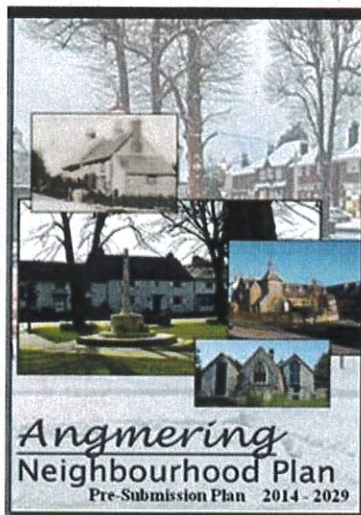
Prepared by: Katie Herr
Subject: Neighbourhood Plan
Date: 10/05/19

Update

A Meeting was held on 25th April 2019 with Kevin Owen and Donna Moles from ADC regarding the need to update the neighbourhood plan.

They explained the reasons why it needed to be updated and gave some useful information on how to achieve this.

The Parish Council are reviewing the Angmering Neighbourhood Plan to assess its compliance with the updated policies and changes in the adopted Arun Local Plan 2011-2031. The review will also look at other material changes in Angmering that have taken place since the Plan was **made** in March 2015.



At that point, the Plan was in compliance with the draft 2014 Arun Local Plan, which was submitted to examination in January 2015. However, the Arun Plan was challenged at examination by developers, who argued that it would not provide enough homes to meet the need for ever increasing housing numbers.

That, along with Arun's lack of a 3-5-year housing supply, meant that the Angmering Neighbourhood Plan and its housing policies were also declared "out of date" 18 months later.

Arun now has a Local Plan in place, which allocates 800+ more strategic homes and an employment site to Angmering. In addition, it requires Angmering to find land for an additional 117+ dwellings to help meet Arun's projected housing need.

The Neighbourhood Plan working group then met on 10th May 2019 to discuss the below:

Parish Assembly – opportunity to talk with parishioners about the need to update the plan and direct them to our website for more information. Ask if anyone would like to volunteer to join one of the working parties.

Agenda Item 18.

Working Group Request – there are 3 main areas of the plan that need updating. Each Councillor will be present on a working party that will cover a section that will be included in the below headings (initial draft of areas, maybe subject to change)

Community, Leisure, Environment and Wellbeing

Housing

Transport

Previous Plan – looking back on the previous plan it shows that AIRS (Action In Rural Sussex) were responsible for providing guidance and skills to assist with the process. The Clerk is instructed to contact AIRS.

Grants – the Clerk will look into grants for funding the process.

Initial Funding – it has been suggested that an initial budget of £2,000 to be agreed to be spent on starting the process instead of waiting for grant funding to come in.

Next Steps

A meeting will be called to discuss the working parties, answer any questions and advise the current time line.

Decision

Councillors need to confirm a £2,000 budget in order to start the process of re-writing the neighbourhood plan.

Agenda Item 19.



Prepared by: Katie Herr
Subject: Chandlers Development and Loan Requirement
Date: 10/05/19

For Information

The loan application has been made using supporting reports and financial information left by the previous clerk. He suggested asking initially for the whole sum required as we were unsure on the timing of the capital receipts.

Ultimately we would only borrow the actual sum required. The previous Clerks report to Council on 11th June 2018 he had calculated this to be £950,000.

Unfortunately this report was put to Council as confidential and the Councillors approval to making an application for the loan was not in the published minutes of the meeting. Clearly this was a wrong decision. There have been a number of financial changes since the June report which I will include in my report below

- Our original intention on purchasing the flat above was to use it as an extension to our office. After the departure of the previous clerk we decided against this and instead made adjustments to our existing office layout. We have drawn down the £150,000 loan and the flat is now let. The rent received will cover the loan repayments.
- By the above purchase the sale value of our premises will increase as we now own the whole building. This sale will take place on completion of our office/business centre on the Chandlers site. After repaying the loan we anticipate the contribution to the funding of the project will be £300,000
- The Capital receipt for granting an easement over Mayflower Way is increased to £250,000
- The Clerk is currently looking into early repayment charges with PWLB and is waiting for up to date information to come through. This will be advised as soon as it is received.

Agenda Item 19.

Share of Original Project Cost	£1,000,000
Contribution to abnormals (up to)	£400,000
Business Centre/Office fitting out	£100,000
Total Maximum Capital Funding	£1,500,000

Total Maximum Capital Funding £1,500,000

Funded by:

Capital Receipt from Mayflower Way	£250,000
Sale of Corner House Office and Flat	£300,000
Use of Reserves	£50,000

Maximum Total Loan £900,000

Loan Repayment Proposals

The proposal would be funded from the Public Works Loan Board over 25 years. The ultimate loan requirement would be between £500,000 and £900,000 (depending of the final abnormal build costs)

Based on £900,000 the annual mortgage payment at the current interest rate of 2.38 % would amount £47,973.48.

The annual payments would be met from:-

Hire of facilities to Business and other Organizations £9,000

The Council would also benefit from not having to pay for room hire for meetings etc.

Increase in Housing Numbers and Reserves £39,000

The increase in housing numbers generate £100 per extra band D property. The current rate of build is around 100 per annum, making an annual ongoing increase to our budget of £10000. A further 1050 strategic houses are planned and the rate of build should increase to 150 - 200 per annum resulting in an increase of between £15,000 and £20,000 per annum over the next 10 years or so. This would very quickly generate sufficient income to fund the balance of the loan annual payment requirement. In the meantime the balance can be met comfortably from reserves. Once the balance can be met from the increased housing revenue the reserves could be replenished if necessary and/or the precept requirement from individual households reduced.

Agenda Item 19.

Decision Required

To seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of up to £1.5m over the borrowing term of 25 years for the new Business Centre, parish offices and other community facilities. It is not intended to increase the council tax precept for the purpose of the loan repayments.

ANGMERING PARISH COUNCIL

Balances Outstanding as at:

30-Apr-19

	£	£
Long Term Investments		
Consolidated Stock		96.00
 Bank Accounts		
Lloyds Bank Business Account	35,982.97	
Lloyds Bank Current Account	151,184.13	
CCLA Local Authorities' Property Fund	120,000.00	
CCLA Public Sector Deposit Account	25,000.00	
Hampshire Trust Bank	70,000.00	
United Trust Bank	80,000.00	
	482,167.10	
 Petty Cash Imprest Account		
	18.03	
 TOTAL BANK BALANCES AVAILABLE		482,185.13
 Public Works Loan Board		
Outstanding Debt - Office		150,000.00

2017/2018 Budget Monitor

01 March 2018

	Revised Budget	Actual to Date	Known Commitments	Budget Left	Proportion of Total	Comments
	£	£	£	£	£	
Income						
Precept	(360,000)	(180,000)	-	(180,000)	50%	
Grants & Donations	-	-	-	-	0%	
Section 106 & CIL Income	-	-	-	-	0%	
Interest & Investment Income	(7,980)	(1,694)	-	(6,286)	21%	
Other Income	(9,300)	-	-	(9,300)	0%	
Moved from CCLA Account						
Total Income	(377,280)	(181,694)	-	(195,586)	48%	
Expenditure						
Salaries, NI & Pensions	175,882	14,012	-	161,870	8%	
Staff Travel, Subsistence & Training	4,300	343	-	3,957	8%	
Office Building Running Costs	3,750	415	-	3,335	11%	
Office Maintenance, Improvements & Equipment	16,450	593	-	15,857	4%	
Office Running Costs	9,310	158	-	9,152	2%	
Newsletter	3,500	-	-	3,500	0%	
Books Publications & Subscriptions	3,350	1,769	-	1,581	53%	
Protective Clothing, Tools & Equipment	1,400	204	-	1,196	15%	
Bank Charges	25	-	-	25	0%	
Room Hire	1,300	129	-	1,171	10%	
Event Costs	8,000	484	-	7,517	6%	
Advertising	50	-	-	50	0%	
IT Support, Software and Equipment	7,100	408	-	6,692	6%	
Insurance	9,200	-	-	9,200	0%	
Audit Fees	3,000	-	-	3,000	0%	
Professional & Legal	17,000	118	-	16,883	1%	
Allowances	7,208	-	-	7,208	0%	
Chairman's Allowance	300	-	-	300	0%	
Courses/Conferences	1,000	-	-	1,000	0%	

2017/2018 Budget Monitor

01 March 2018

	Revised Budget	Actual to Date	Known Commitments	Budget Left	Proportion of Total	Comments
	£	£	£	£	£	
Official Hospitality	700	-	-	700	0%	
Election Costs	-	-	-	-	0%	
Community Grants	3,500	-	-	3,500	0%	
Allotment Rent Paid	825	-	-	825	0%	
Christmas Day Event	-	-	-	-	0%	
Play Areas	8,000	-	-	8,000	0%	
Buildings	6,500	-	-	6,500	0%	
Christmas Tree & Lights	1,000	-	-	1,000	0%	
Street Lighting	6,500	-	-	6,500	0%	
Dog Fouling & Waste Bins	500	-	-	500	0%	
Village Maintenance	31,100	2,465	-	28,635	8%	
Vehicles & Equipment	10,350	802	-	9,548	8%	
Property Purchase	-	-	-	-		
Loan Charges	8,355	-	-	8,355	0%	
Transfers to Reserves	20,000	-	-	20,000	0%	
Capital Improvements	-	-	-	-	0%	
Total Expenditure	369,455	21,900	-	347,555	6%	
Total Net Expenditure/(Income)	(7,825)	(159,794)	-	151,969	2042%	

RECEIPTS AND PAYMENTS SCHEDULE

Apr-19

Receipts

Date	Payee Name	Reference	Total £	VAT £	Net £
02/07/2019	CCLA	BGC	15.70		15.70
09/04/2019	LLOYDS	BGC	0.99		0.99
12/04/2019	ADC	PRECEPT 19/20	180000.00		180000.00
30/04/2019	LAMIT PROPERTY FUND	BGC	1677.78		1677.78
TOTAL			181,694.47	-	181,694.47

Apr-19

Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
03/04/2019	CXS	DD0101	42.00	7.00	35.00 WEB HOSTING
10/04/2019	ALLSTAR	DD0102	47.40	7.90	39.50 VEHICLE FUEL
15/04/2019	FARROWFIELD ESTATE	SO01	500.00	0.00	500.00 EQUIPMENT STORAGE
15/04/2019	ANDY BEAMS	OL0101	84.20	0.00	84.20 TRAINING
15/04/2019	ANG COM CENTRE	OL0101	29.00	0.00	29.00 ROOM HIRE
15/04/2019	ANG COM CENTRE	OL0101	41.00	0.00	41.00 ROOM HIRE
15/04/2019	ANG COM CENTRE	OL0101	24.00	0.00	24.00 ROOM HIRE
15/04/2019	ANGMERING VILLAGE HALL	OL0101	35.00	0.00	35.00 ROOM HIRE
15/04/2019	ADC	OL0101	1240.87	206.81	1034.06 PALMER RD MAINTENANCE
15/04/2019	BIFFA	OL0101	24.84	4.14	20.70 REFUSE COLLECTION
15/04/2019	BIFFA	OL0101	213.98	35.66	178.32 REFUSE COLLECTION
15/04/2019	BIFFA	OL0101	116.82	19.47	97.35 REFUSE COLLECTION
15/04/2019	EDEN	OL0101	16.44	2.74	13.70 WATER COOLER
15/04/2019	FERRING NURSERIES	OL0101	70.00	11.67	58.33 GRASS SEED
15/04/2019	GRASSTEX	OL0101	684.00	114.00	570.00 GRASS CUTTING
15/04/2019	GRASSTEX	OL0101	126.00	21.00	105.00 GRASS CUTTING
15/04/2019	K HERR TRAVEL	OL0101	79.20	0.00	79.20 TRAVEL EXPENSES
15/04/2019	QUALSAFE LTD	OL0101	180.00	30.00	150.00 MOUTH SHIELDS FIRST AID
15/04/2019	RICARA	OL0101	64.67	10.78	53.89 HIGH VIS JACKETS/TABARDS
15/04/2019	ROB MARTIN	OL0101	60.00	0.00	60.00 CONSULTANCY
15/04/2019	ROBERT BIRD SURVEY	OL0101	475.00	0.00	475.00 FLAT SURVEY
15/04/2019	SOUTHERN COUNTIES FUELS	OL0101	247.54	11.79	235.75 MOWER FUEL
15/04/2019	SSALC	OL0101	216.00	36.00	180.00 TRAINING
15/04/2019	STUBBS COPSE WOODYARD	OL0101	49.80	8.30	41.50 GREEN WASTE
15/04/2019	SUSSEX PAYROLL	OL0101	69.00	11.50	57.50 PAYROLL
15/04/2019	VIKING	OL0101	141.58	23.60	117.98 OFFICE SUPPLIES
15/04/2019	VIKING	OL0101	2.71	0.45	2.26 OFFICE SUPPLIES
15/04/2019	WSALC	OL0101	2117.19	352.87	1764.32 SUBSCRIPTION
16/04/2019	SASAGE	DD0103	86.70	14.45	72.25 ACCOUNTS
17/04/2019	ALLSTAR	DD0104	32.40	5.40	27.00 VEHICLE FUEL
17/04/2019	SCS	DD0105	115.16	19.19	95.97 TELEPHONES
18/04/2019	TAX & NI	BACS TAX & NI	2730.35	0.00	2730.35 TAX & NI
18/04/2019	PENSION CONTRIBUTIONS	BACS PENSION	3010.76	0.00	3010.76 PENSION CONTRIBUTIONS
18/04/2019	SALARY	BACS SALARY	8271.10	0.00	8271.10 MOBILE
23/04/2019	VODAFONE	DD0106	58.06	9.67	48.39 MOBILE
24/04/2019	FOCUS IT	DD0107	361.42	60.24	301.18 IT SUPPORT
25/04/2019	POPPY CLUB FLOWERS	CHQ5975	360.00	0.00	360.00 FLOWERS IN VILLAGE CENTRE
25/04/2019	ADC COUNCIL TAX	DEB0101	164.08	0.00	164.08 COUNCIL TAX FOR FLAT
29/04/2019	MAJESTIC WINE	DEB0102	575.41	91.91	483.50 PARISH ASSEMBLY SUPPLIES
30/04/2019	UTILITY WAREHOUSE	DD0108	130.92	6.23	124.69 UTILITIES
30/04/2019	UTILITY WAREHOUSE	DD0108	80.32	3.82	76.50 UTILITIES
30/04/2019	UTILITY WAREHOUSE	DD0108	52.18	2.49	49.69 UTILITIES
30/04/2019	UTILITY WAREHOUSE	DD0108	2.40	0.40	2.00 UTILITIES
			23,029.50	1,129.48	21,900.02