



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 9 JANUARY 2023 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Nikki Hamilton-Street (Chair), Norma Harris, Alan Evans, Rhys Evans, Sylvia Verrinder, John Oldfield, Matthew Want and Paul Bicknell

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

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & infrastructure Committee (formally HTP) – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee; Sussex & Surrey Association of Local Councils – SSALC; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	22/103	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllrs. Marsh, Hobson, Reigate and L Hamilton-Street. Cllr. Bicknell arrived after the meeting started at 19:32. Cllr. Oldfield arrived after the meeting started at 19:54 but had called in to say he would be late.	
2	22/104	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. No declarations were made.	
3	22/105	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 12 December 2022 were agreed by all and signed by the Chair.	
4	22/106	PUBLIC CONSULTATION No members of the public were present, and no questions had been sent in.	

5 22/107 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:

The Clerk talked through her report and no questions were asked. The report can be found within the supporting papers for this meeting on the APC website.

The Clerk wanted to highlight that APC have been awarded Foundation status from the Local Council Award Scheme. Work will now commence on the next level.

Cllr. R Evans commented that he had been advised that fencing was due to go up at the Rustington Golf Centre site prior to the commencement of works, APC had not been advised of this.

6 22/108 CHAIRMANS REPORT

Cllr. N Hamilton-Street gave a verbal report which briefly covered precept, budgets and plans for the next financial year.

She also spoke about a continued lack of response from ADC re lack of footpaths and the current state of Dappers Lane, regarding mud and holes created by large HGVS's delivering to the many developments along the lane and from WSCC regarding pot holes in Dappers Lane. However, she did thank Cllr. Cooper for his help in chasing all these issues with the ADC Compliance department.

Finally a mention was given to correspondence that had been received regarding the barn at Hangleton Lane and concerns over its future. The group already established to look at the conservation area will take this on and discuss at their meeting in February 2023.

7 22/109 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart commented on the following points:

Due to the weather there seemed to be an epidemic of potholes appearing at an alarming rate. The teams are working as fast as they can to fill in the holes but it will take time to get round all of them.

The amount of rain that we have seen lately has led to flooding which is due to the water table being so high in certain areas. She also mentioned flooding of underpasses and to be aware of this.

WSCC will be looking to up the budget for next years maintenance plan and also commented on how much costs have gone up from last year.

A decision has been made to purchase the land owned by Persimmons at the back of the recycling site (Littlehampton) so it can be extended. Cllr. Hamilton-Street raised her concerns over public monies being sent on this.

Cllr. A Evans asked about Parish Stewards as he had heard that other Parish Councils were using them to fill in pot holes etc. and if Cllr. Urquhart was aware of this. Cllr. Urquhart was aware of this in the past but nothing had

come of it. A discussion took place on the pros and cons of this initiative. Cllr. Urquhart will try and re-visit this and report back at a future meeting.

Cllr. Want asked how much money had been paid out by WSCC for the damaged caused to cars etc. by potholes. Cllr. Urquhart reported that it was over £130k.

8 22/110 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper started by wishing the committee a Happy New Year and that he wanted to congratulate them on a very successful Angmering @ Christmas event.

He reported that ADC were looking at the budgets, before being set at the next full council meeting.

ADC are now looking to draw down funds for the Palmer Road sports hub so this project can finally move forward.

Cllr. Cooper said he was continuing to push for the issues regarding footpaths to be dealt with, specifically south of water lane. He also wanted to see the enforcement on wheel washing with all developers.

He reported that the ADC Planning Department was under extreme pressure, a short conversation took place. APC commented on the responses they had received regarding a few issues and Cllr. Cooper said that he would pass on the positive comments.

Finally, Cllr. Cooper asked that he continued to be copied in to any issues APC needed to raise and he will support where he can.

Questions were then invited but none were asked.

Cllr. Oldfield arrived at 19:54

Cllr. Urquhart and Cllr. Cooper left the meeting at 19:55.

9 22/111 NEIGHBOURHOOD PLAN

The Chair confirmed that the review of the current plan was still on hold therefore there were no updates.

10 22/112 2023/2024 PRECEPT APPROVAL

Cllr. Hamilton-Street explained the supporting paper to the committee and commented that the Clerk had done a lot of work in pulling it all together. She suggested that APC do not increase the precept amount and asked for questions. A discussion then took place.

Questions were asked by various councillors including concerns that nothing was listed on the supporting paper regarding Downs Way. The Clerk clarified the various questions regarding the budget element of the supporting paper and Cllr. Hamilton-Street re-confirmed to the committee that there would be a 0% rise to Angmering homeowners.

After discussion the following was agreed:

RESOLUTION: Cllr. Want **PROPOSED** to approve the 0% rise in precept and to keep it at £107.87 per Band D property for 2023/2024. Cllr. Bicknell **SECONDED** and **ALL AGREED**.

11 22/113 2023/2024 BUDGET APPROVAL

The discussion for this agenda item was had in agenda item 10 and the following was agreed:

RESOLUTION: Cllr. A Evans **PROPOSED** to approve the attached budget for 2023/2024 subject to any changes that will be reported to the council before the start of the 2023/2024 financial year. Cllr. Harris **SECONDED** and **ALL AGREED**.

12 22/114 CONFIRMATION OF S106 AGREEMENT FUND TRANSFER

The Chair explained the land is now known as Speedwell Close off Mayflower Way. The Clerk talked through what the monies would be used for. £33,350.52 would be used to improve Mayflower Park – as per the S106 agreement attached to the development.

After a short discussion all were in agreement to proceed with the fund transfer, as per the documents provided and for the Clerk to sign and submit the paperwork to ADC.

13 22/115 HONEY LANE CONTRIBUTION

Cllr. Hamilton-Street explained the current situation and also that the residents now have a WSCC approved contractor in place to undertake the work required.

It was also reported that the landowner would now be contributing £2k which was unexpected.

A discussion then took place around the original point that APC would match the landowners contribution up to £10k. The question was should APC match the landowners now offer of £2k or stay with their original thoughts of offering the full £10k. Cllr. Hamilton-Street commented that if offering the full £10k a legal document should be drawn up to say that APC would have no liability going forward. After discussion all agreed that APC should offer a £10k contribution due to the use by residents and allotment users.

RESOLUTION: Cllr. A Evans **PROPOSED** that the APC contribution should be £10k. Cllr. R Evans **SECONDED** and **ALL AGREED**.

14 22/116 COMMUNITY GRANT APPLICATIONS

The 2022/2023 budget for Community Grants is £4,000.

8 grants have been awarded so far this year, leaving an available budget of £890.00.

Victim Support £250 – after a brief discussion the following was agreed.

RESOLUTION: Cllr. Verrinder **PROPOSED** that a sum of £250.00 was granted to Victim Support, Cllr. Want **SECONDED**, and **ALL AGREED**

Cllr. Hamilton-Street asked if all councillors could spread the word what APC grants were available and the Clerk advised that this would also be advertised in the All About Angmering magazine.

Cllr. A Evans asked if it would be possible to have a list of previous grants awarded. The Clerk advised that this was already in place and could easily be shared with the committee when grant requests came in.

The figures stated in the agenda were incorrect and should have stated that 8 grants have been awarded this year leaving an available budget of £890.00.

15 22/117 2022/2023 FINANCIAL REPORT

The reports were presented, no questions were asked.

Cllr. Want signed the reconciliations for December 2022.

16 22/118 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

None.

17 22/119 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

The Planning and Infrastructure Committee – None.

CLEW Committee – None.

Governance & Oversight Committee – None.

18 22/120 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

None.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 13 February 2023** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 20.30.

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Chairman

Date.....

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegate To
08.03.21	4	20/198	Village Gates	Look into the possibility of installing village gates		Clerk would like to put this item on hold until works on Water Lane width have been completed as it may result in moving the signs.	KH
10.01.2022	4	21/142	Public Consultation	Clarify the path use through Mayflower Park and the signage. Report back to Councillors and the member of public		Costs received for making it wide enough for cycles to use. Need comments from councillors re next steps.	KH
11.04.22	12	21/208	Climate Change	Look into ideas on supporting climate change and report back at a future meeting.		ADC have information in their recent magazine. Alan to investigate. Information collated and will be brought to a meeting in February 2023.	MW/AE
10.10.22	19	22/059	Questions from committees	Add the process to follow when a meeting can not take place due to extenuating circumstances		Formalise the process and add to the Terms of Reference. This will be done in time for the first meetings in May 2023.	KH
12.12.22	11	22/096	Asset of Community Value	Renew the listing for the Spotted Cow, Angmering, as an asset of community value.		Application submitted January 2023. Awaiting feedback.	TL
12.12.22	11	22/096	Asset of Community Value	Cllr Bicknell would like the list of Community Assets looked at and others possibly added		List of current ACV's sent to Paul Bicknell for comment/next steps 01/02/2023	TL

KEY

Task has been started
Task to remain on the list
Task not yet started
Task completed



Clerks Report February 2023

Agenda Item 5

1) **Planning Applications.**

South of Water lane – Work continues on the site. Outstanding issues with the footpath and flint wall have all been chased.

North of Water Lane – Ongoing Discharge of condition applications coming through.

Land at Rustington Golf Centre, A/45/22/PL - A/29/21/PL – Archaeology work is underway on the site.

Ham Manor - [A/2/23/PL](#) – Application in for 133 dwellings. Going to PI on 7 February 2023.

Chandlers Site [A/11/23/PL](#) – New application in. Going to PI on 7 February 2023.

A/270/21/OUT – Land off Arundel Road – Applications still coming through DOC/RES.

- 2) **Russett Play Area** – The tender process is still running and closing date is in 2 weeks.
- 3) **Fletchers Field Play Area** – The tender has been sent out and will take approximately 6 weeks to get the information back in.
- 4) **Fred Rowley and Volunteer of the year awards** – Very slow on nominations for these awards. We have advertised on FB, in our notice boards, in our window, in All About Angmering – I will also send it to the Littlehampton Gazette.
- 5) **Planning event** – scheduled for 20 February 2023. Advertising now out there – volunteers being sought to attend throughout the event. Please let the office know.
- 6) **Kings Coronation** – Poster designed to advertise the grants and will be put out in the next few weeks. Advertised in next edition of All About Angmering.
- 7) **Angmering Amble** – Scheduled for 1st April 2023. Advertising, posters, venue, route, first aid and marshals have been confirmed.
- 8) **CPR and Defib Session** – First session being advertised in the next edition of All About Angmering – 20 March 2023.
- 9) **Unauthorised Encampments** – The clerk will be attending a session held by Rustington Parish Council on 9 February 2023 – a report will be given of the event to all councillors.
- 10) **How can ADALC, ADC & WSCC work better together to benefit our communities** – This session will be attended by Nikki, Katie and Tracy. Information and updates will be passed back to all councillors. The date for the session is 2 March 2023.



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

MONDAY 13 FEBRUARY 2023

AGENDA ITEM 10 – BMK TRACK (Skatebowl removed from the paper as under £2,500 limit)

BMX Track

Annual maintenance/repairs are needed at the BMX Track.

Various quotes have tried to be obtained but only one contractor has actually quoted for the works that need to be undertaken.

Quote 1

Obtained contractor details from another council with a BMX track. This company is based in Shropshire but employs a local landscaper to do minor works – this would not work for what is needed to be done.

Quote 2

Obtained details of another contractor who expressed an interest in quoting for this but after various attempts to chase the quote we are still waiting to receive it.

Quote 3

This quote has come from a contractor we have used before. Details of the works to be carried out are listed below.

Total cost for the works are: **£3,150.00 + VAT**

As of today the earliest these works could be is Monday 20 February however this date is only a guide therefore the start date could be later.

Complete Maintenance Plan (one off visit) for an option two BMX track at May flower way. Angmering playing fields. West Sussex.

- **Clear drainage gullies of any silt.**
Over time the drainage gullies pots fill with silt so to enable surface water to flow through the drainage pipes freely they will be cleaned of silt.
- **Remove any large obstacles from track area.**
The basic material used to construct a BMX is clean based subsoil so occasionally large stones show through to the surface due to constant use all stones will be removed and replaced with type one stone to dust.
- **Repair any minor damage to obstacles**
BMX tracks incur damage if used by motor bikes or just vandalized so any damage will be repaired accordingly.
- **Cover BMX track with 20mm of type one stone to dust and compact**
Once the track has been stripped off any unwanted vegetation type one stone to dust will be used to build up all low lying areas.
- **Cover BMX track with two 20mm layers of 4mm stone to dust and compact.**
Once the BMX track has been completed and operational the compacted layers of dust will wear away depending on how much the track is being used, it is hard to determine how much any BMX track will be used so giving it a 40mm layer of dust once a year will help to minimise damage.
- **Cut grass and remove cuttings around one metre from track area.**
Cut grass 1m from the track. Any areas that has no grass will be reseeded.
- **Clear all debris from track area.**
Once all works has been completed the BMX track and surrounding area will be returned to its former glory.

Total cost includes material, equipment, expenses and Labour.

Total £3,150.00 + vat

This would be priced allowing for one full maintenance program, it is advised this should be carried out yearly.

This quote will be secured for six months starting from 01/01/2023

The 2022/23 budget allowed for £2,000 for BMX Track Maintenance. £4,188.00 is currently in Ear Marked Reserve (EMR) for BMX Track/Skatebowl Maintenance. No funding from the 2021/22 budget was spent on the BMX track – it went into EMR.

Decision Needed To decide if to accept quote 3 or if not how to move forward.

Climate Action Plan.

The idea behind the name is not to use words such as crisis, disaster or extinction but a simple guide to how we can all help.

The basis is "Think globally act locally" and "No one is too small to make a difference".

Aim:

- To do what we can as a council within our responsibilities and make representation to other organisations as appropriate.
- To encourage residents to think about actions they could take by providing information and support.

A.P.C.:

- Ensure that residents are kept up to date on what the council is doing to tackle climate change.
- By instigating behavioural change within the council important steps towards large emission reductions can be started.
- Utilise West Sussex and other organisations tips and hints, passing them onto residents through communication.
- Develop Carbon Literacy Training and set up a local group to develop and support ideas.

Buildings:

Review opportunities to install eco devices and opportunities to reduce water consumption in central buildings in the village. Undertake a base level figure and have regular monitoring of their emissions.

Transport:

Look to develop the provision of an electric vehicle for the council. Support the development and use of charging points in the village. Consider the provision of safe active travel routes (walking and cycling) and to help reduce traffic emissions and congestion.

Planning:

Ensure access to sustainable transport routes are considered in planning applications. Require developers to incorporate resilience and adaption measures into developments.

Supply Chain:

Look to favour local businesses when providing a service to reduce mileage. Aim to encourage reduction in packaging, plastic goods and other goods which have an adverse environmental impact. Review procurement policy so contractors are carbon neutral or have plans in place to address their emissions. Work with current suppliers to increase their understanding of emission data.

Waste:

Work with local businesses to encourage less waste for landfill and reduction in single use plastic. Support, encourage and communicate the recycling policy of West Sussex tips. Develop Terra Cycle in the village and other useful areas for development, such as batteries. Outline without favour or promotion companies that will take a variety of other waste e.g. pet food packets.

Biodiversity:

Encourage and support the development of more woodland, greener spaces and the creation and protection of wildflower areas and areas of long grass. Monitor new estates to check original provision of trees and green spaces is maintained. Undertake a Biodiversity study and produce a Biodiversity plan.



ANGMERING PARISH COUNCIL CODE OF CONDUCT 2023

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: January 2023
Version: 2**

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Joint statement issued by the Local Government Association on the adoption of the LGA Model Code of conduct 2020

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Please note that this Code of Conduct runs alongside Angmering Parish Councils pledge to follow the Civility and Respect Pledge which was signed up to in 2022.

Introduction

Angmering Parish Council (the authority) has adopted this Code of Conduct in accordance with the Localism Act 2011 to promote and maintain high standards of behaviour by its members and co-opted members whenever they are acting in their capacity as a member of the authority.

As an elected or co-opted member of Angmering Parish Council, councillors have a responsibility to represent the community and work constructively with the Council's staff and partner organisations to secure better social, economic and environmental outcomes for all.

Definitions

For the purposes of this Code of Conduct,

“councillor” means a member or co- opted member of a local authority or a directly elected mayor.

“co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) **is a member of any committee, sub-committee working group of the authority, or;**
- b) **is a member of, and represents the authority on, any joint committee or joint sub- committee of the authority;**

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

“local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

“meeting” means any meeting organised by or on behalf of the authority including:

- any meeting of the Council, or a Committee, Sub-Committee, Working Group, Working Party or Panel constituted by the Council
- any individual meetings with residents, businesses and organisations
- any briefing by officers
- any site visit.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- **I act with integrity and honesty**
- **I act lawfully**
- **I treat all persons fairly and with respect; and**
- **I lead by example and act in a way that secures public confidence in the role of councillor.**

In undertaking my role:

- **I impartially exercise my responsibilities in the interests of the local community**
- **I do not improperly seek to confer an advantage, or disadvantage, on any person**
- **I avoid conflicts of interest**
- **I exercise reasonable care and diligence; and**
- **I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.**

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

-
- **you are acting in your capacity as a councillor and/or as a representative of your council**
 - **you are claiming to act as a councillor and/or as a representative of your council**
 - **you are giving the impression that you are acting as a councillor and/or as a representative of your council**
 - **you refer publicly to your role as a councillor or use knowledge you could only obtain in your role as a councillor.**

The Code applies to all forms of communication and interaction, including:

- **at face-to-face meetings**
- **at online or telephone meetings**
- **in written communication**
- **in verbal communication**
- **in non-verbal communication**
- **in electronic and social media communication, posts, statements and comments.**

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's

identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

a. given to me in confidence by anyone

b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless

i. I have received the consent of a person authorised to give it;

ii. I am required by law to do so;

iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

iv. the disclosure is:

1. reasonable and in the public interest; and

2. made in good faith and in compliance with the reasonable requirements of the local authority; and

3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support

-
- **stationery**
 - **equipment such as phones, and computers**
 - **transport**
 - **access and use of local authority buildings and rooms.**

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and declare my interests.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011. Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality.

However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering interests

1. Within 28 days of this Code of Conduct being adopted by the local authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor/member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.

6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which affects –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a body included in those you need to declare under Disclosable Pecuniary Interests

you must disclose the interest.

9. Where the matter affects the financial interest or well-being:

a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;

b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]

Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12- month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy (b) or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and b) either— i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;

Any Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations.

These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **2 years**.

Meeting policy was approved at: Full Parish Council Meeting

Date: 13.02.2023

Date of next review: February 2025



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

SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

MONDAY 13 FEBRUARY 2023

AGENDA ITEM 14 - A/11/23/PL AND TOILETS PROPOSAL

Attachment – Letter received from McCarthy Stone on 2 February 2023.

Since the closure of the public toilet at the Lamb Inn in 2013 - the lack of public toilets in Angmering village centre has been both an issue for residents and visitors to Angmering. There has also been a constant request for such facilities to be provided and this has been being voiced to the parish council via surveys, in emails, via social media and direct requests.

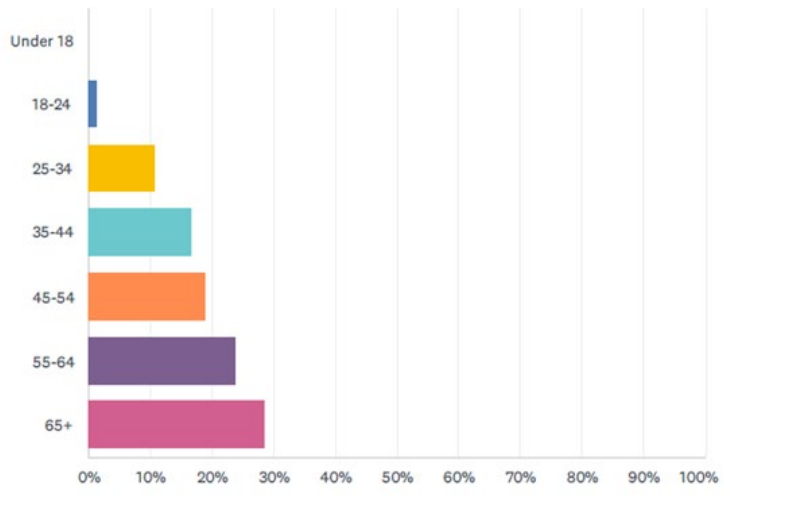
The Angmering Neighbourhood Plan was adopted at referendum in 2014 and as part of the Community Action Plan it stated

“During the extensive survey work carried out to create this plan, it became apparent that some feedback comments from the community included issues or proposals that were not suitable to be included as policies in a Neighbourhood Plan as they did not relate to land use.

They cover: Facilities such as providing toilets in the village centre.”

There was a 96.9% vote in favour of adopting the Angmering Neighbourhood Development Plan as part of the local development frameworks of both Arun District Council and South Downs National Park Authority.

Our Community Survey in 2022 gave the below results – included are ages of those taking part in the survey and direct question regarding toilets.



Q - Although APC can not directly affect certain conditions in the village, we can continue to lobby the appropriate authorities/agencies for improvements/solutions. Which of the below do you feel you would most like to highlight as having the biggest negative impact to life in the village and the ones you would like APC to continue to lobby on in the next 12 months.

It was 5th in the list of the most requested for APC to work on in the next 12 months.

ANSWER CHOICES	RESPONSES	
Parking in the village	40.48%	34
Traffic through the village	61.90%	52
Electronic charging points	4.76%	4
Better speed management	28.57%	24
Current state of Honey Lane	23.81%	20
Public Transport Improvements	19.05%	16
More affordable childcare and activity groups	8.33%	7
Resolutions to the Chandlers site in the village	58.33%	49
Issues around dentists	26.19%	22
Medical facilities, NHS and otherwise	40.48%	34
Response from emergency services	8.33%	7
Reduction in ASB (Antisocial Behaviour)	8.33%	7
Lack of a new primary school	19.05%	16
Public toilets in the village	33.33%	28
Issues surrounding the planning process	25.00%	21
Slow process regarding the creation of the Sports Hub (Arundel Road)	11.90%	10
Fly Tipping	4.76%	4
Dog Fouling	10.71%	9
More and better connected cycle paths	15.48%	13
Other (please specify)	22.62%	19
Total Respondents: 84		

Actions taken so far with regards to other possible sites.

In July 2020 APC contacted WSCC with regards to positioning toilets in front of the library in Angmering, Unfortunately the answer was no. The Clerk has revisited this, due to 3 years passing. If an update is given, this will be brought to Full Council.

In October 2021 APC contacted the Trustees of St Margaret's Church to ask the possibility of public toilets being put on Fletchers Field. Unfortunately the answer was no.

In November 2023 APC contacted the Trustees of the Angmering Village Hall to see if APC could pay towards changing the layout of the toilets at the hall, in order to make 1-2 toilets available to the general public. Unfortunately during a trustees meeting in January 2023, the answer came back as no.

2023 - McCarthy Stone (see attached letter) have offered a piece of land for the parish council to build public toilets on and a contribution of £25,000 towards the cost. McCarthy Stone have included the toilets in their planning application, but it would be APC's responsibility to fund the remainder of the build (approximately £150,000 in total), arrange the build and maintain the toilets going forward. Please note that the planning application is subject to approval by Arun District Council.

Things to consider and discuss.

Is a survey required to determine the true need for a public toilet in the village, in this exact location and at the costs stated being spent by APC? Recent Facebook posts and comments have shown mixed reactions.

Should questions be included in the survey as to the type of toilet required ie Changing Places/disabled. As research shows there is no Changing Places toilet from Chichester to Durrington.

There are several objections on the ADC portal regarding the siting of toilets in this location due to concerns over ASB/drug use – we would need to confirm opening hours of the toilets, CCTV, lighting etc.

If results were positive – should we approach McCarthy Stone to see how much they would charge APC to build the toilets as part of their development build, instead of APC sourcing contractors for the work after McCarthy Stone have completed their development.

Would McCarthy Stone put in drainage to the site – or would this be for APC to arrange/pay for?

Who will be responsible for legal costs – which ever way forward is taken?

If the decision is taken to not proceed with toilets – could APC request parking spaces for the village instead? Could this question be posed in the survey – ie what would residents prefer?

Decision Needed To decide how to proceed and what to respond back to McCarthy Stone.

2nd February 2023

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

FAO: Ms Katie Herr (Parish Council Clerk)

BY EMAIL ONLY

Dear Ms Herr

RE: FORMER CHANDLERS BMW GARAGE, ANGMERING.

Thank you for your letter dated 20th January 2023, please accept my apologies for the delay in responding to the Parish.

Our planning application does include the land designated for a public toilet use and includes detailed plans for two public toilets.

Enclosed within this letter are three possible options for what could be delivered, subject to such being acceptable to the LPA. It is understood that Option A is likely to be the Parish Council's preferred option. We would be happy to submit one of these options as part of the wider planning application, but we are not able to provide any technical drawings, as we will not be building the facility.

As a gesture of goodwill, McCarthy Stone are willing to offer a contribution of £25,000, towards the construction of the proposed facility. We do suggest that the Parish Council explore possible funding routes that may be available to them. You will be aware that a viability appraisal has been submitted with the application and I would like to highlight that this contribution, if accepted by the Parish, will be factored into the viability of the scheme. The contribution will be secured by way of S106 Agreement.

Southern House,
1 Embankment Way, Ringwood,
Hampshire, BH24 1EU
T: 01425 322000
W: mccarthystone.co.uk

Your letter states that you are keen to provide Option A because there are no such registered facilities between Chichester and Durrington. The locals we have spoken to do not want this facility and it has been mentioned that other public convenience facilities were previously closed by the Parish. We do therefore question the demand for such a facility, especially when there are toilets available at The Lamb.

Also, please note that the provision of the facility is subject to approval by Arun District Council.

With regards to a footpath over High Street this is currently being considered but please note that in the interests of safety, this will be for our residents only. We will be able to update you on this point shortly.

If there are any questions regarding my letter, please do not hesitate to contact me

Yours sincerely,



Ed Garcia
Divisional Land Director
Tel: +44 (0)7469 118787
Email: ed.garcia@mccarthyandstone.co.uk

Enc: Public Toilet Options.



Established 1894

Angmering Parish Council

The Corner House
The Square
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West Sussex BN16 4EA

Telephone: 01903 772124

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

Website:

www.angmeringparishcouncil.gov.uk

APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2022 – 2023

GUIDELINES FOR APPLICATIONS

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

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

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

GRANT CRITERIA

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

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

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

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

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

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

THINGS TO NOTE

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

APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

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

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

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

SECTION A: ORGANISATION DETAILS

NAME OF ORGANISATION/GROUP

1st Angmering Scout Group

DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: [REDACTED]

Position within the organisation: Chairman/Treasurer

Address: [REDACTED]

Postcode: [REDACTED]

Telephone Number: [REDACTED]

Email: [REDACTED]

Website:

WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

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

BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP

Scouting supports young people aged 6-17 to develop skills for life through regular, non - formal education. By delivering a range of activities (including sports, culture and youth social action opportunities) on a weekly basis, all through local community volunteers, we develop outcomes related to Adventure, Leadership, Connectedness, Citizenship, Wellbeing and Skills for Life.

WHEN WAS YOUR ORGANISATION / GROUP FORMED?

1917

HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

This should include people who are involved in the activity

Adult	11
Junior (under 16)	54

WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?

99%

IS YOUR ORGANISATION A REGISTERED CHARITY?

Tick relevant box

Yes	<input checked="" type="checkbox"/>	If yes, please provide the registered charity number below
No	<input type="checkbox"/>	Charity Number: ...1035360.....

PROJECTED INCOME

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are: A projection because the organisation has been running for less than 15 months <input type="checkbox"/> Information from the organisation's latest accounts <input checked="" type="checkbox"/>	
<u>Account Year Ending 31 March 2022</u> Total Income for the year Total expenditure for the year Surplus or deficit Total savings or bank reserves at year end *£9348 has since been spent on replacing the asphalt on the roof	£9309 £9435 £-125 £24531*

SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

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

<p>Taking Cubs and Scouts camping is always popular and last year 18, plus 8 leaders, camped at Hammerwood Scout Camp site near East Grinstead. Whilst there they had one really wet and windy night and the old tents they were using leaked despite having been re-waterproofed. Their bedding and clothes got wet and they had to move everyone into a building on the site for the rest of the night. It took the leaders a lot of time to clear up the next morning and consequently reduced the amount of time spent on activities.</p> <p>To enable camping to continue three replacement tents and a canopy are required and these will cost a total of £1,947.</p>

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

The youngsters will take part in, namely Practical Skills, Outdoor Skills, Physical Activity, Community Engagement, Social Action, International Activities, Creative Skills and Spiritual Activities. Meet weekly with peers and adult volunteers, as well as trips and nights away from home, this leads to outcomes related to Adventure, Leadership, Connectedness, Citizenship, Wellbeing and Skills for Life.

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

All the young people of Angmering and all those that come into the Village as the hundreds of new houses are built.

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

An old Scout told me: ***“He has remained friends with many of the lads from 1st Angmering. There is still an extra connection with his old chums in the ‘worldwide brotherhood of Scouts’ and they still talk about the great times they had. He will be sharing these memories with those people as well as his brothers (who were all Scouts). He wouldn’t swap his scouting career for anything”***

For me that makes everything I do for the Group so worthwhile.

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

This is not a new project but Scouting is growing throughout the UK

SECTION C: AMOUNT OF GRANT REQUESTED

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

£500

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

Please tick the relevant box

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

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

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

£1947

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

Tick relevant box

Yes	✓
No	

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	
No	✓

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

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

Our income is now purely from the youngsters weekly subscriptions and Gift Aid. Parents are no longer interested in raising funds for the Group and the ladies who have run Jumble Sales for years have recently decided to stop due to the lack of helpers and public attendance. These sales in past years have raised approximately £2,000 per annum. The closure of the Angmering Village Preschool was a major blow to the Group's finances.

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

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

Tick relevant box

Yes	✓	If yes , please state when and how much awarded?
No		Amount £ 500* Year awarded: 2022 *Shared between Scouts and Guides

How did you hear about this grant scheme?

The Group have received grants over the years and for which we are very grateful

SECTION D: BANK DETAILS

Please provide your organisation's bank details below:

Account name: [REDACTED]

Sort code: [REDACTED]

Account number: [REDACTED]

Bank/Building Society Name:

Address:

Post Code:

If your organisation is VAT registered, please supply your VAT number

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

The cheque should be made out to:

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







SECTION E: DECLARATION

Declaration

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

In signing this declaration, we agree that:

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

Chairman (signature) 		Secretary (signature) 
Date: 27/1/23	Date: 27/1/23	Date: 27/1/23
Please print full name 	Please print full name 	Please print full name 

SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:	APPLICATION DEADLINE:
<p>Email: admin@angmering-pc.gov.uk</p> <p>Post: Katie Herr – Clerk Angmering Parish Council The Corner House The Square Angmering West Sussex BN16 4EA</p> <p>Tele: 01903 772124</p>	<p>The application form should be submitted on or before the 1st Monday of every month</p>

SECTION F: DATA PROTECTION
<p>As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.</p> <p>We will use the information you give us on the application and supporting documents for:</p> <ul style="list-style-type: none"> ● Grant application ● Monitoring grants ● Evaluating the way our funding programmes work and the effect they have ● Reporting statistics to Government

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

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

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

	<u>2021/22</u>	<u>2020/21</u>
Membership subscriptions	4,778.54	199.00
Gift Aid	0.00	997.23
Camp income	51.63	0.00
Activity income	367.11	10.00
Scarves & Uniform	282.20	24.29
Grants	6,250.00	4,786.40
Misc	6.00	10.00
Bank interest	25.75	94.19
Property Rent income	147.44	297.50
Membership Transfer to HQ	-2,599.00	-1,782.50
Total Receipts	9,309.67	4,636.11
Youth programme and activities	1,256.29	143.05
Badges	499.56	99.99
Scarves	216.00	10.40
Uniforms	330.60	0.00
Rent	0.00	418.81
Equipment	0.00	44.70
Water and Sewerage	83.72	85.06
Electricity and Gas	122.00	424.38
Insurance	2,804.76	2,721.62
Maintenance	1,557.48	14,657.35
Admin	102.42	408.89
Cleaning & Grass	720.00	0.00
Stationery	9.99	0.00
Professional Fees	1,463.00	475.00
Miscellaneous	269.39	817.79
Total Payments	9,435.21	20,307.04
Net of Receipts/ Payments	-125.54	-15,670.93
Bank current account	22,621.53	14,771.88
HQ rebuilding fund	1,786.69	9,760.94
Cash/Floats	123.31	124.25
Total Cash Funds	24,531.53	24,657.07

Approved: 11th July 2022

R. Ian James

 Touchcomp
Accounts LTD.