



Established 1894

## Angmering Parish Council

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### MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN ANGMERING VILLAGE HALL ON MONDAY 9 SEPTEMBER 2019

**Present:** Councillors John Oldfield (Chairman); Norma Harris; Alan Evans; Nikki Hamilton-Street (Vice Chairman); Lee Hamilton-Street; Mike Jones; Sylvia Verrinder, David Marsh, Paul Bicknell, Alison Reigate, Frank Carr and Sharlan Woodason.

**In Attendance:** Katie Herr, Clerk; Tracy Lees, Committee Clerk; District Cllr. Andy Cooper;

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	19/084	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved from Cllrs. Rhys Evans; District Cllr. Mike Clayden; West Sussex County Councillor Deborah Urquhart.	
2	19/085	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> Cllr. S Woodason has a non-pecuniary interest regarding agenda item 11, Chandlers Development.	
3	19/086	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 12 August 2019</b> were agreed by all and subsequently signed by the Chairman.	
4	19/087	<b>PUBLIC CONSULTATION</b> No members of the public were present.	
5	19/088	<b>THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:</b>  a) The attached action list. For the Action List see <b>Appendix 1.</b> b) Any subsequent matters that have arisen since the agenda was set None.  The Clerk asked if there were any questions, none were asked.	
6	19/089	<b>CHAIRMAN'S REPORT</b> Cllr. Oldfield reported that he had not attended any events since the last meeting and had nothing to report this month.	
7	19/090	<b>REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR</b> Cllr. Urquhart was not in attendance but had sent in email regarding stating that there were no updates regarding the Primary School/Library.  A discussion then took place around different types of Libraries i.e. what services are offered in different locations.	

**8 19/091 REPORT FROM THE ARUN DISTRICT COUNCILLOR**

Cllr. Cooper commented that he had nothing to report but that he was pleased to hear the positive outcome for Pound Place.

The next Arun District Council (ADC) meeting will be on Wednesday 18 September and he will report back at the next Angmering Parish Councils (APC) meeting that he attends as he was aware that there are concerns over potential new processes that may be coming up in the future.

Cllr. Cooper then gave apologies for Cllr. Clayden who was unable to attend tonight's meeting.

Cllr. Cooper wanted to remind all Cllrs and the public that he was happy to answer any questions that they may have at any time.

Cllr. Cooper gave his apologies that he could not make next month's APC meeting.

Cllrs. Cooper left the meeting.

**9 19/092 NEIGHBOURHOOD PLAN**

Cllr. Oldfield thanked Cllr. Verrinder for all the work she had done on the Neighbourhood Plan so far. Cllr. Verrinder gave an update on the meeting that had taken place on Tuesday 27 August by reading out the minutes – **see Appendix 2.**

Cllr. Oldfield then asked if there were any questions. Cllr. N Hamilton-Street asked if there was date set for the briefing session by Action in Rural Sussex (AiRS) , Cllr. Verrinder advised not yet.

Cllr. Bicknell asked what the status was regarding the 'call for sites'. Cllr. Verrinder explained that the paperwork was being finalised and will be sent out to all Councillors for review. Comments will be invited before the document is finalised.

Cllr. Verrinder reported that she had attended a recent SSALC workshop which has proved to be very useful and she learnt a lot. Cllr. Verrinder then explained what Sussex & Surrey Associations of Local Councils (SSALC) was to our new Councillors, Cllr. Reigate and Cllr. Carr.

AiRS will be giving a briefing to all Councillors to enable them to be able to answer questions from the public. A discussion took place. Cllr. Verrinder commented that members of the public will be asked to join working groups and that at least two Councillors will be needed per group. Cllr. Bicknell asked about timings, Cllr. Verrinder commented that hopefully this would happen by the end of the year.

**10 19/093 INSURANCE QUOTE FROM ECCLESIASTICAL**

Cllr. Oldfield asked if anyone had any questions regarding the quote.

Cllr. A Evans asked a question regarding the 7-day backup for IT. Cllr. L Hamilton-Street asked a question referring to page 10 re accidental bodily injury. The Clerk will clarify both points and report back as soon as possible. The Clerk also confirmed that the quote was within budget.

Subject to the both the above points being answered satisfactorily it was suggested that the quote was accepted.

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**RESOLUTION:** Cllr. N Hamilton-Street **PROPOSED** that the insurance quote be accepted, Cllr. Woodason **SECONDED** and **ALL AGREED.**

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**11 19/094 CHANDLERS DEVELOPMENT**

Councillor Oldfield updated members on the current situation.

There had been concerns that the slowdown in the building rate nationally and in Arun could affect the ability of this Council to meet the annual repayment on the loan required for this project. However, information recently obtained from Arun

District Council indicates that, in the current year up to July, 285 new occupations had already been registered in Angmering. It is clear, therefore, that the necessary increase in precept would be reached before the first annual instalment on the loan became due.

There is concern, however that the Planning Permission for the development on the north side of Mayflower Way is stalled. Arun officers are raising issues which, unless satisfied, could affect the viability of the development. Under this project, Angmering Parish Council is to receive £250,000 from the developer for the Granting of a Rights of Way. As reported to Council on Monday 13 May 2019 this sum forms a substantial proportion of the Council's financial contribution to the Chandlers Project. Cllr Oldfield has written to Arun District Council with suggestions on how the issues could be resolved but the situation remains unclear.

The draft Agreement between the Council and the Chandlers developer is currently with our solicitors and their report on it to us is awaited. We are being pressed by the developer for our signature to the Agreement, but it is considered that the financial risk to our Council would be too great to give this before Planning Permission for the Mayflower Way project is granted. The Council have incurred no costs so far on the Chandlers project and our solicitors have advised that there would be no financial penalty in delaying signing the Agreement.

We will advise the developer of the situation and keep members informed.

**12 19/095 HOOTSUITE – MANAGING SOCIAL MEDIA**

The Clerk explained how the system worked and that she hoped this would enhance how APC communicate with everyone by different means, for example: Twitter, Instagram, Facebook.

Cllr. N Hamilton-Street commented that she has used this system before and gave an overview of how it had worked in her previous workplace. A discussion took place.

Cllr. L Hamilton-Street commented that he feels posts from APC are now being seen more and responded to and this system should only help improve this.

It was suggested that after the one-month free trial APC should sign up for a twelve-month contract as long as there were no issues.

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**RESOLUTION:** Cllr. A Evans **PROPOSED** that a twelve-month contract is taken if the one-month trail is successful , Cllr. Bicknell **SECONDED** and **ALL AGREED**.

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Action: Sign up to initial one-month free trail and if successful sign a twelve-month contract.

TL

**15 19/096 COMMUNITY GRANT APPLICATIONS**

No applications for grants have been received.

The APC Office have a large sign in the window advertising that APC give grants and a Facebook post has been uploaded.

**16 19/097 2019/2020 FINANCIAL REPORT**

Statements of the Bank Account Balances and Loans Outstanding as at 31 August 2019 were presented.

- Income and Expenditure compared with the Revised Budget, for the period to 31 August 2019.
- Lists of cheques and other payments for August 2019.
- Bank reconciliation for August 2019.

The Clerk asked if there were any questions re the statements. None were asked on the night. The Clerk explained that Cllr. R Evans had asked some questions prior to this meeting that had been answered and accepted.

The Clerk explained that some issues had occurred within the accounting system with regards to the coding of items. This was being looked at but would not affect the bottom line.

Cllr. Bicknell asked if an account at the Co-Op could be an option.

Action: APC Office to investigate and report back.

TL

The Bank reconciliation was signed by Chairman.

**17 19/098 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**

No questions were asked.

**18 19/099 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Housing, Transport & Planning Committee meeting held on Tuesday 20 August 2019 – None.
- CLEW Committee meeting held on Wednesday 28 August 2019 – None.
- Governance & Oversight Committee held on Wednesday 7 August 2019 – None.

**19 19/100 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 held in the Kings Suite, Angmering Village Hall on Monday 14 October 2019 at 19:30.

**The meeting concluded at 20.15**

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Chairman

Date.....

# Appendix 1

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
08/04/2019		18/225	Fletchers Field Play Park	Who owns the land that the play park sits on	Contact the Church and investigate	Report back to the councillors. No more information 06/08/19	Katie
08/04/2019		18/227	Silent Soldier	Contact St Wilfred's School re the possibility of putting the Silent Soldier on their grounds	Contact St Wilfred's School	Emailed TL with draft 17/04/19. Email sent 23/04/19 Chased 05/06/19. The school would like the soldier and this action has been Cllr Oldfield. Cllr Oldfield visited the school with the soldier. Update needed 03/09/19	John Oldfield
10.06.19	4	19/029	Public Consultation	Contact the Environment Agency re possible flood risks regarding the Chandlers development	Chairman to contact the Environment Agency		Chairman
10.06.19	4	19/029	Public Consultation	Obtain list of land ownership and maintenance responsibilities	Locate the list if possible	Land ownership could be obtained from arun Land Charges. TG working on this 05/08/19	Tara
08.07.19	10	19/055	2018/2019 Financial Report	A meeting to discuss with the Clerk re the possibility of setting a clearer picture of what is classed as ground maintenance for the 20/21 budget	Meeting to be arranged	Nikki to arrange a meeting with Katie. Still to be arranged 06/08/19	Nikki
12.08.19	17	19/081	QUESTIONS	Find out if you have to be a trustee to sit on the Community Centre committee, for information purposes only - no voting rights.	Enquire with Community Centre/SSALC	Email sent 20/08/19 Waiting for reply.	Katie
12.08.19	14	19/078	Angmering Library Update	Find out about Creative Heart at Tamerisk Centre in Littlehampton	Email to arrange a meeting for more information.	Emailed 03/09/19	Katie

## ANGMERING NEIGHBOURHOOD DEVELOPMENT PLAN REVIEW 2019

### REPORT FROM THE NEIGHBOURHOOD PLAN REVIEW GROUP

- The Neighbourhood Plan Working Group met on 27<sup>th</sup> August 2019 where it was decided that the name of the Group should be “Neighbourhood Plan Review Group” (NPRG). This Group will continue taking the review forward until the Steering Group and Working Groups are formed. It will then merge into the Steering Group.
- During this meeting all the documentation relating to the “Call for Sites” project was discussed, amended and agreed that it should go forward for approval by the Parish Council at a meeting during October, date yet to be decided.
- Also discussed was the proposed Terms of Reference for the Steering and Working Groups, this has yet to be finalised for review and approval by the Parish Council.
- The Review Group is currently awaiting a reply from the SDNP as to a date for a meeting with them.
- During October, Action in Rural Sussex (AiRS) will give a presentation to the Parish Council on the way forward and the next steps in the process. From that presentation Councillors will be given the opportunity to agree/disagree with the employment of AiRS in full or in part with the production of the NP Version 2.
- Councillors will have been sent all the above-mentioned documentation prior to this meeting for them to read and then comment on at that meeting with AiRS.
- Work continues as to the Structure of the Steering Group and Working Groups. It has been decided that the number of groups compared with the number needed for the first NP should be reduced to approx. three groups which could be named as:
  - Housing and Development
  - Infrastructure
  - Well-Being
- To ease the pressure on the Office Staff, there may be a need for an Administrator/Secretary working with the Steering Group, so if you are aware of anyone who would like to take on that role, please let the Parish Clerk know. An honorarium will have to be discussed.
- An Open Day for the Residents is yet to be planned and will be Parish Councillor led.
- The Parish Clerk is actively seeking funding for this project
- The Review Group’s next meeting is on 10<sup>th</sup> September 2019

Councillor Sylvia Verrinder  
Leader NP Review Group  
3<sup>rd</sup> September 2019

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

- 1) **Primary School** – Chased WSCC/Deborah Urquhart on 11/10/19 requesting an update regarding the new primary school.
- 2) **A/45/19/PL Chandlers** – A meeting was held with APC's solicitor. We took the opportunity to go through the contract and to make sure both parties were up to date with the current situation. The solicitor will be coming back to us in the next few days regarding changes to the contract and also be in contact with the developer's solicitor with clarifications that need to be made.
- 3) **A/46/19/PL Crayfern** – Cllr Oldfield, Cllr N Hamilton-Street and the Clerk met with the agent and the developer regarding this plan. It was recommended by ADC for the meeting to take place to discuss tree planting/green spaces on the development.
- 4) **A/122/19/OUT** - Land of Arundel Road, 160 houses, commercial units and sports pitches. Cllr Oldfield, Cllr Marsh and the Clerk met with ADC to discuss the progress of our Neighbourhood Plan as well as the sports pitch element of the plan.
- 5) **Neighbourhood Plan** – Update due in this meeting – 14<sup>th</sup> October 2019
- 7) **Office/Maintenance Activity – not exhaustive**
  - Macmillan Coffee morning was a great success raising £280
  - Still working on Remembrance Day and gathering information.
  - Pumpkin Carving Competition on 30<sup>th</sup> October at the Community Centre. Hot drinks and cookies will be available. Prizes to the best pumpkins. Pumpkins are being donated by Angmering in Bloom (Exact figure tbc).
  - Community Clean Up Day – 2<sup>nd</sup> November 2019. Please let the office now if you are available to help.
  - Dealing with the Village Hall Committee regarding the Black Ditch and the recent report they have had done. Work is on going and a new riparian owner letter needs to be sent out to the medical centre.
  - Organising a free first aid course for residents before Christmas. Done at this time to coincide with family get-togethers.
  - Twitten tidying, Black Ditch checks and general maintenance.
  - Van and tools tidy up and clean.
  - Liaising with the Community Centre regarding CCTV and gutter damage.

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To	Completed Date
08/04/2019		18/227	Silent Soldier	Contact St Wilfred's School re the possibility of putting the Silent Soldier on their grounds	Contact St Wilfred's School	Emailed TL with draft 17/04/19. Email sent 23/04/19 Chased 05/06/19. The school would like the soldier and this action has been Cllr Oldfield. Cllr Oldfield visited the school with the soldier. Update needed 03/09/19. Emailed JO 25/09/19. Soldier now handed over - awaiting date for picture opportunity 07/10/19	John Oldfield	
10.06.19	4	19/029	Public Consultation	Contact the Enviroment Agency re possible flood risks regarding the Chandlers delevopment	Chairman to contact the Enviroment Agency		Chairman	
10.06.19	4	19/029	Public Consultation	Obtain list of land ownership and maintenance responsibilties	Locate the list if possible	Land ownership could be obtained from arun Land Charges. TG working on this 07/10/19	Tara	
08.07.19	10	19/055	2018/2019 Financial Report	A meeting to discuss with the Clerk re the possibility of setting a clearer picture of what is classed as ground maintenance for the 20/21 budget	Meeting to be arranged	Nikki to arrange a meeting with Katie. Still to be arranged 07/10/19	Nikki	



12.08.19	17	19/081	QUESTIONS	Find out if you have to be a trustee to sit on the Community Centre committee, for information purposes only - no voting rights.	Enquire with Community Centre/SSAL C	Email sent 20/08/19 Waiting for reply.	Katie	
12.08.19	14	19/078	Angmering Library Update	Find out about Creative Heart at Tamerisk Centre in Littlehampton	Email to arrange a meeting for more information.	Emailed 03/09/19. Replied and said opening had been delayed and they would be in contact once they are open and running.	Katie	
			Grant Application Form	Updated version to be given out at next committee meeting for sign off	Prepare copies ready for next meeting	On 14/10/19 Agenda	Katie	
09.09.19	19	95	Hootsuite	Sign up to a one month free trial		If successful sign for a 12 month contract	Tracy	

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

**Completed Actions have been moved to another tab**



Prepared by: Katie Herr  
Subject: Neighbourhood Plan Update  
Date: 11/10/19

### **Information**

Angmering Parish Councillors were invited to attend a briefing session on 10<sup>th</sup> October 2019 where they were given a brief history of the Angmering Neighbourhood Plan and an update on where the Neighbourhood Plan Review Group were up to. Also present was Faustina Bayo from AirS (Action in rural Sussex) who gave some more information on the process as well as information regarding the service that AirS could provide to enable us to complete an update of our Neighbourhood Plan.

After receiving the information, the councillors that were present were given the opportunity to ask questions and give feedback on the process.

The benefits of updating the plan were discussed as well as areas to watch out for.

As Angmering were one of the front runners in having a Neighbourhood Plan; many things have changed. The procedure has been streamlined and the process finessed. As there was no Local Plan in place when the initial Angmering Neighbourhood Plan was "made" it was down to Angmering's plan to cover all areas. Now with the Local Plan in place our own plan can be rationalised.

By updating our plan, it will give us the chance to tighten existing policies, remove policies no longer required and add new policies. This will allow the plan to be more robust and effective.

It will involve a lot of hard work from ALL councillors and engaging with the public to ensure that they are aware of what we are doing and where they can assist in the process.

### **Decision**

To formally confirm that we will be updating our Neighbourhood Plan.

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# **COMMUNICATIONS STRATEGY**

## **2019**

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**ANGMERING PARISH COUNCIL**  
**Authored by Katie Herr/Tracy Lees**

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# APC Communications Strategy

## 1. Introduction

Angmering Parish Council has developed this communication strategy with the aim of enhancing engagement with its community.

Angmering Parish Council has a duty to 'communicate, consult and engage'.

The purpose of this strategy is to set how the Council intends to achieve this and develop and improve its communications in the future.

The aim of this strategy is to define the way in which the Council engages with its residents, partners and community on local issues by:

- Informing, consulting, involving and being inclusive.
- Ensuring views are listened to and used to influence, develop and enhance services, the environment and the quality of life where practicable to do so.

The overall purpose is to make the Council's communications a two-way process: firstly to give people the information to understand accurately what we do and pass on third party information we understand to be beneficial to the parishioners and secondly to enable the Council to make informed decisions using information received from residents and partners.

The Parish Council will ensure that it communicates with its community in a timely and effective manner, and to inform and consult them about matters which affect them and that can be influenced.

**Contact us at: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk) or via  
phone on 01903 772 124**

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## 2. COMMUNICATION

### Why is communication important?

The Parish Council, through good communication, will understand and better meet the needs of the community, whilst also raising the profile of the village and the Parish Council.

Good communications will enable the Council to: -

- Better understand the needs of the community and develop appropriate strategies and priorities.
- Increase resident satisfaction, trust and confidence by communicating about services provided by the Council.
- Raise the profile of Angmering as a destination.
- Attract businesses/employment to the village.
- Make best use of technology to innovate and engage with hard-to-reach groups such as young people.
- Proactively challenge inaccuracies and misrepresentations that might undermine the image or integrity of the Council.

### What should we be communicating?

There are two methods of communication:

- Proactive – telling people information to influence and change attitudes and behaviours.
- Reactive – giving residents information they have requested.

### Who should we be communicating with?

The Council's audiences are wide and varied but will typically include:

- Residents
- Parish Councillors
- Arun District Councillors
- West Sussex Councillors and staff
- Local schools
- Youth groups

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- Hard-to-reach groups, including young people and the vulnerable
  - The media
  - Voluntary groups and organisations
  - The local business community
  - Members of Parliament
  - Other public sector organisations (Police, Health, Fire)
  - Visitors and those who work in the area

### **How should we be communicating?**

The Council will ensure that information is easily accessible, relevant and timely, recognises the importance of communication and commits to meet the expectations of the community it serves.

It is imperative that:

- All communication from the Council is courteous, timely, professional, appropriate and reflects the decisions and policies of the Council.
- All individuals communicating on behalf of the council are aware that every piece of communication reflects on the reputation of the Council in the community.

## **3. THE PARISH COUNCIL, BOTH STAFF AND COUNCILLORS, WILL;**

### **Be transparent and truthful**

To avoid unsupported opinions or conclusions based on guess work. Don't make false, misleading, unfair or unsubstantiated claims about the Council, our employees, our Councillors, service users, stakeholders or partner organisations. Upon discovering incorrect communications, the errors should be corrected, and the correction communicated.

### **Show respect**

Communications must not contain anything contrary to the Council's equality and diversity policies. Matters that might be considered racist, sexist, homophobic, sexually explicit, threatening, abusive, disrespectful or unlawful comments must not be published.

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In particular, communications should not;

- Contain inappropriate comments about colleagues, councillors or service users.
- Bully or intimidate colleagues, councillors or anyone else. Everyone should be treated with respect both in the physical workplace and online.
- Pursue personal relationships with colleagues, councillors or service users.
- Discuss or raise workplace concerns.
- Post sexually explicit material or material that is unlawfully discriminatory.
- Engage in unlawful activity.

### **Don't return fire**

Always be polite, thoughtful and respectful. Do not engage in online disputes or get defensive. If a comment warrants a response from the Council, please bring it to the attention of the Parish Clerk.

### **Be a good ambassador**

Councillors and staff are ambassadors for the Council and should always be cordial . Respect the law (copyright laws in particular) and when referencing other information, always link back to the source where possible.

### **Use common sense**

Anything communicated, but particularly when posted online can be copied and redistributed beyond our control and may have unforeseen consequences. Content, when shared, will be in the public domain and information intended for a select few could be passed on.

### **Confidentiality**

Council confidentiality and information highlighted as confidential should never be disclosed. Only information about the Council that is already in the public domain may be shared.

### **Accountability**

Everyone is personally responsible for communications, comments and behaviour, including online. If individuals are found to be communicating content that breaches

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these guidelines, they will be required to remove them, and it could result in disciplinary action or a reference to the Standards Board.

## **4. FORMS OF COMMUNICATION**

Different forms of communication will appeal to different ages, social groups and demographics so it is important to ensure that within reason, all options for increasing communication and participation are considered in order to communicate effectively with everyone.

Currently communication is achieved through:

- Written communication
- Verbal communication
- Press releases
- The Councils website
- Council agenda papers/correspondence
- Social Media
- Office window

### **Written Communication**

All Councillors and the Parish Staff will be provided with a council email address which is to be used solely for the purpose of conducting council business. No council business should be conducted on any other email addresses.

The staff and councillors are required to include a 'signature' as part of all email communication so that their name, position and contact information is provided.

All communication received into the office or by councillors, will be acknowledged upon receipt, and the sender will be kept up to date on the progress of their enquiry in a timely manner.

When in doubt about how to respond to an enquiry, the guidance of the Parish Clerk will be sought.



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## **Verbal Communication**

Councillors and staff will be required to communicate on a regular basis with the community as part of their duties. It is imperative that all such communication is always handled with courtesy and professionalism .

Any such verbal communication that is of a threatening or offensive nature, will not be tolerated and will be investigated appropriately by the Clerk and/or Chairman, prior to any further action.

## **Press – manage the media more effectively**

The media plays a strong role in shaping perceptions of local government, so informed reporting is vital.

All communication to the media should be by the Clerk, or by the Chairman. The media should be considered to be newspapers, television and radio.

Key points for effective management of media relations:

- Notify the press of Parish Council meetings
- Respond to journalists in full within a reasonable time
- Be helpful, polite and positive
- Never say “no comment”
- Ensure all statements or responses to hostile enquiries are cleared by the Parish Clerk or the Chairman
- Evaluate media coverage
- Issue timely and relevant press releases
- Pre-empt potential stories arising from council agendas/minutes by issuing proactive PR (where possible)
- Ensure all media contact is with the Parish Clerk or Chairman

## **Council website – Improving and maintaining online presence**

The Council’s website is to be regularly updated and is as much as possible kept up to date.

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The full potential and functionality of the website must be utilised, to make it a credible and reliable source of information for residents.

### **Council agenda, papers and correspondence**

Council agendas for all public meetings of committees must be emailed to councillors at least 3 clear days prior to the meeting but not including Sunday's, Bank Holiday's and is best practice to not include Saturday's. Wider publication should normally be at the same time or within 24 hours thereafter.

Publication will be on the council website, social media and available on request from the Parish Office.

### **Councillor Interaction**

Elected members will be regularly approached by members of the community as this is part of their role. How enquiries from the public are dealt with by councillors will reflect on the Council.

Enquiries may be in person, by telephone, letter or email or on other social media.

At no time should councillors make any promises to the public about any matter raised with them other than to promise to investigate the matter. All manner of issues may be raised, many of which may not be relevant to the Parish Council. Depending on the issue raised it may be appropriate to deal with the matter in the following ways:

- Refer the matter to the Parish Clerk who will then deal with it as appropriate
- Request an item on a relevant agenda
- Investigate the matter personally, having sought the guidance of the Parish Clerk

All communication must be responded to and the correspondent kept apprised of the progress.

Councillors must ensure that any communication with the public on Council related matters reflects the decisions and policies of the Council regardless of the Councillors own views on any subject.

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Any and all enquires by the media should be referred immediately to the Parish Clerk who will then inform the Chairman of the Council.

All dates of Full Council and Committees will be publicised on the Council website for members of the public to attend and engage with Councillors.

Councillor email addresses will be available on the Council website.

Opportunities will be publicised on the Council website for opportunities outside of the meeting schedules to meet the Councillors.

### **Issue specific consultation**

Consultation on services and facilities for residents, may be undertaken by the Council, through questionnaires and public meetings for example.

### **Social Media**

Angmering Parish Council will use social media including Facebook, Instagram and Twitter to foster relationships and understanding with the public, our service users, stakeholders and the wider world, to promote the Councils activities. Thus, allowing public users to interact with each other – by sharing information, opinions, knowledge and interests.

### **Councillor Social Media usage**

Social Media can blur the boundaries between a person's private and professional life. It is important to be aware that information staff or councillors present online is in the public domain. You must always be mindful that inappropriate use could damage your personal and professional reputation as well as that of the Council and its employees.

Councillors should never try to represent the Parish Council online but are able to present or correct matters. It is not helpful for Councillors to prolong discussions involving their own opinions, instead they should refer issues to the Clerk.

Opportunities for communication with all sections of the community will include:

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- Parish Council and Sub-Committee meetings that are open to the public with an opportunity for members of the public to engage with Councillors.
  - Agendas for all meetings to be publicised in advance and sent to Parish, District and County Councillors and other stakeholders and posted on appropriate village notice boards.
  - Contact details for all Councillors and the Clerk will be available on the Parish Council website.
  - The Parish Council website will be regularly updated and contain local information relevant to the community and the workings of the Parish Council.
  - Village Notice Boards will continue to be regularly updated to provide information about the activities for the Parish Council.
  - The Parish Council will utilise social networking to provide updates and links to new information on the Parish Council website.
  - All About Angmering magazine will be used to advertise events and future ideas are to take out a monthly page to advertise meetings, news etc.
  - Local newspaper journalists will be invited to forthcoming Parish Council meetings and sent details of newsworthy and other relevant information.

Use will be made of local radio stations to publicise special meetings, consultations and community events.

This Strategy was approved at a meeting of the Parish Council.

Clerk of the council.....

Date.....

Date of next review.....



Established 1894

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone: 01903 772124

E-mail: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

# APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2019 – 2020

## 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:

<b>PURPOSE OF GRANT</b>	<b>Up to a maximum of:</b>
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

<b>CONDITIONS AND EXCLUSIONS</b>
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

------------------

### DETAILS OF APPLICANT

To whom all correspondence should be sent

Name:

<hr/>
-------

Position within the organisation:

<hr/>
-------

Address:

<hr/>
-------

Postcode:

<hr/>
-------

Telephone Number:

<hr/>
-------

Email:

<hr/>
-------

Website:

<hr/>
-------

**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**

**WHEN WAS YOUR ORGANISATION / GROUP FORMED?**

**HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?**

This should include people who are involved in the activity

Adult	
Junior (under 16)	

**WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?**

**IS YOUR ORGANISATION A REGISTERED CHARITY?**

Tick relevant box

<b>Yes</b>		If yes, please provide the registered charity number below
<b>No</b>		Charity Number: .....



## 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

Information from the organisation's latest accounts

<u>Account Year Ending</u>	
Total Income for the year	£
Total expenditure for the year	£
Surplus or deficit	£
Total savings or bank reserves at year end	£

## SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

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

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

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

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

**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.**

### SECTION C: AMOUNT OF GRANT REQUESTED

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

**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?**

--

**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

<b>Yes</b>	
<b>No</b>	

Have you applied for financial assistance elsewhere?

Tick relevant box

<b>Yes</b>	
<b>No</b>	

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:**

--

**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

<b>Yes</b>	<input type="checkbox"/>	If <b>yes</b> , please state when and how much awarded?	
<b>No</b>	<input type="checkbox"/>	Amount £	Year awarded:

How did you hear about this grant scheme?

--

## SECTION D: BANK DETAILS

Please provide your organisation's bank details below:

Account name:

Sort code:

Account number:

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

<b>Chairman</b> (signature)	<b>Treasurer</b> (signature)	<b>Secretary</b> (signature)
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>
<b>Please print full name</b>	<b>Please print full name</b>	<b>Please print full name</b>

<b>SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:</b>	<b>APPLICATION DEADLINE:</b>
<p>Email: <a href="mailto:admin@angmering-pc.gov.uk">admin@angmering-pc.gov.uk</a></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 1<sup>st</sup> Monday of every month</p>

## SECTION F: DATA PROTECTION

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.

We will use the information you give us on the application and supporting documents for:

- 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



Prepared by: Katie Herr  
 Subject: Christmas Tree  
 Date: 07/10/19

**INTRODUCTION**

We need to decide on the size of the Christmas tree for display in the square. Last years tree was 16ft so we have found quotes for 16ft and 18ft.

We also join several of the other businesses in Angmering and display a small tree on the wall at the front of the office.

Description	Quantity	Unit Price	Amount
External Norway Spruce 16ft Christmas tree; installed and recycled	1	650.00	650.00
Lighting Services; supply and fitting of warm-white low voltage LED string lights	1	250.00	250.00
Sussex External Tree 5-6ft; fully lit, installed and recycled	1	85.00	85.00
		Subtotal	985.00
		<b>Total GBP</b>	<b>985.00</b>

Description	Quantity	Unit Price	Amount
External Norway Spruce 18ft Christmas tree; installed and recycled	1	775.00	775.00
Lighting Services; supply and fitting of warm-white low voltage LED string lights	1	300.00	300.00
Sussex External Tree 5-6ft; fully lit, installed and recycled	1	85.00	85.00
		Subtotal	1,160.00
		<b>Total GBP</b>	<b>1,160.00</b>

**DECISION**

To decide between the 16ft and 18ft tree to be displayed in the square and used for the Memory Tree Event.





Prepared by: Katie Herr  
Subject: Tree work within Angmering  
Date: 30/09/19

### Background

Several areas within Angmering have been brought to our attention, mainly by our Grounds man who regularly inspects these areas and is tasked with advising when areas need looking at. He indicated several areas and our preferred supplier; Mulholland Trees attended several sites and gave quotes for the work he deemed necessary on both health and safety grounds as well as tree/hedge preservation.

The budget for trees/hedges for the year is £4,000. We have spent £950 so far this year.

### Community Centre

- 1) Two groups of cherry trees by car park;  
Uplift crowns, remove suckers, reduce crowns to tidy.  
Remove waste  
**Total £450**



Agenda Item 14.

- 2) Thin out sycamore copse next to playground.  
Remove undergrowth and thin out trees leaving specimen trees  
Remove waste  
**Total £240**

- 3) Three pine trees next to playground  
Clear thick bramble and undergrowth  
Remove waste  
**Total £180**



- 4) Himalayan birch on west side of playground  
Uplift crown  
Remove waste  
**Total £60**



**Nursery Road/Rowan way**

5) Nursery Road

Reduce 13 field/Norway maples back to previous pruning points

Clear road signs and uplift over footpath/cycle lanes

Rowan rd

Reduce back previous pruning points, four field maples, five Norway maples and two ash trees.

Clear road signs Uplift over footpath/cycle lanes

Reduce 11 alder trees back to previous pollard points, removing all growth

Remove waste

**Total £3150**



**Parsons Close/Discovery Park – 3 options**

6) Reduce hedge all round to fence height,

Uplift ash trees

Remove waste

**Total £960**

or

Fell hedges all round and grind out stumps (where accessible)

Uplift ash trees

Remove waste

**Total £1740**

or

Trim higher parts of boundary hedge back to lower growth level

Remove waste

**Total £180**



**The Square**

- 7) Uplift Lime trees
- Removing epicormic growth
- Remove waste
- Total £350**



Decision.

To decide which tree work would you like to

- a) Proceed with
- b) More information on



Prepared by: Katie Herr  
Subject: General Power of Competence  
Date: 30/09/19

### **INTRODUCTION**

The General Power of Competence gives councils the power to do anything that individuals generally may do, as long as it does not break the law. The power is not restricted to use within the council administrative boundary, it can be used anywhere. Principal councils are awarded the General Power of Competence as of a right and do not have to satisfy any eligibility criteria.

Local Councils in the Parish and Town sector are not awarded the power as a right and certain eligibility criteria and conditions apply. The eligibility conditions are set out in the Statutory Instrument, The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

To become eligible the council must satisfy three criteria;

- a) Resolution – resolve at a Full Council meeting that it meets the criteria for eligibility, a further resolution must be passed at every subsequent annual meeting.
- b) Electoral mandate – At the time that the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected.
- c) Qualified Clerk – at the time of the resolution being passed the Clerk must hold a relevant qualification, such as the Certificate in Local Council Administration, CiLCA.

### **RECOMMENDATIONS**

Note that the Clerk, Katie Herr gained the Certificate in Local Council Administration, (CiLCA) on the 29<sup>th</sup> September 2019.

Note that the Council now fulfil all of the criteria to regain the General Power of Competence.

That Angmering Parish Council resolves to formally adopt the General Power of Competence.

## Section 3 - External Auditor Report and Certificate 2018/19

In respect of

ANGMERING PARISH COUNCIL

### 1. Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

### 2. External auditor report 2018/19

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

(\*delete as appropriate)

The Council has not completed a risk assessment in the year which is contrary to the Audit and Accounts Regulations 2015. We note the Council has a draft risk assessment procedure which is to be awaiting consideration for adoption in the 2019/20 year.

The Council has however answered 'Yes' to assertion 5 of Section 1 of the Annual Return in relation to having carried out a risk assessment during the year. Based on information provided this is the incorrect response.

The external audit report in the prior year made reference to the need for the Council to consider improvement to its internal control procedures relating to expenditure and the potential for excessive authority to be given to individuals in making purchasing decisions. Minutes received suggest the Council has considered the matters raised in the prior year Audit Report but no evidence of revisions to the existing system appear to have been considered necessary. Despite this the Council has ticked yes to boxes 2 and 7 on Section 1 of the Annual Governance and Accountability Return.

(continue on a separate sheet if required)

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

We also note the Internal Auditor answered 'Yes' to Box C of their report despite no risk assessment having been performed.

The 2018 figures entered in Section 2 of the Annual Governance and Accountability Return did not fully correspond to the audited 2018 figures. The form was returned to the Council and appropriately amended.

(continue on a separate sheet if required)

### 3. External auditor certificate 2018/19

We certify/ ~~do not certify~~\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

\*We do not certify completion because:

External Auditor Name

MOORE

External Auditor Signature



Date 24/09/2019

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



Established 1894

## Angmering Parish Council

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Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

## APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2018 - 2019

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

<b>NAME OF ORGANISATION</b>	PEGGY'S WALK,
-----------------------------	---------------

### Section A

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

### Section B

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



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

### Section C

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

### Section D

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

### Section E

Name of contact for grant purposes	[REDACTED]
Position of contact	FOUNDER.
Full contact postal address, including postcode.	[REDACTED] [REDACTED]
Email address and website (if applicable)	[REDACTED]
Telephone number of contact	[REDACTED]
Total Project Cost	£400.00
Amount of grant applied for	£200.00
Where is the remainder to be financed from?	OTHER GRANTS & DONATIONS
Cheque to be made payable to	[REDACTED]
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	TO IMPROVE & EVOLVE.
How many Angmering residents in organisation?	8
How many Angmering residents will benefit from the grant?	
If you received a grant from the Parish Council during 2017-2018 please outline how the grant was spent	
<b>Signature</b>	[REDACTED]
<b>Date</b>	24/09/19.



Established 1894

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### APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2019 - 2020

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

<b>NAME OF ORGANISATION</b>	326 club and eco garden
-----------------------------	-------------------------

#### Section A

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

#### Section B

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

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

### Section C

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

?

### Section D

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

### Section E

Name of contact for grant purposes	
------------------------------------	--

Position of contact	Supervisor of 326 club.
Full contact postal address, including postcode.	St Wilfrids Catholic School, Arundel Rd. Angmering.
Email address and website (if applicable)	[REDACTED]
Telephone number of contact	[REDACTED]
Total Project Cost	£500.
Amount of grant applied for	£1 - £500
Where is the remainder to be financed from?	Fundraises - Donations.
Cheque to be made payable to	[REDACTED]
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	Please read attached Paper
How many Angmering residents in organisation?	25 children to full school.
How many Angmering residents will benefit from the grant?	as above.
If you received a grant from the Parish Council during 2018-2019 please outline how the grant was spent	again please see attached Paper.
Signature	[REDACTED]
Date	2 - Oct -19

Hello - my name is [REDACTED] and I run the 326 club, (after school childcare club for all pupils @ St Wulfrids school). Due to spending costs St Wulfrids school has no spare money to set aside for the 326 club - all our toys and equipment has been purchased through fundraising or my pocket and donations. Beginning of this year we took over the vegetable garden next to our home (the solar dome in the playground) we turned the overgrown veg beds into wonderful vegetables which the children helped us grow - runner beans, tomatoes, leeks, cabbages, cauliflower and Broccoli! Now I would like to expand and grow more and this is where the grant comes in! We need a decent strimmer and lawn mower! New raised beds, paint for the fence surrounding the garden, poly tunnels to help during winter plants and seeds - everything which will help us to help the children, I'd like to grow fruit →

