

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10.09.19	4	19/029	Public Consultation	Obtain list of land ownership and maintenance responsibilities	Locate the list if possible	Renamed "Book of Knowledge" - ongoing when time allows. 07/12/2020	TL
11.05.20	10	20/010	Mayflower Gullies	Investigate all legal obligations		Information gained from deeds down Mayflower Way and work completed by solicitor - work needed to collate - ongoing	KH
10.08.20	4	20/068	Public Consultation: Cow Lane	Report back on what surface options are available from WSCC		Meeting set for December 2020 - report to all councillors to follow 07/12/2020	KH
12.10.20	7	20/106	Improving local places and spaces	Look at joining this initiative			NHS
12.10.20	13	20/112	Play park repair at Discovery park	Instruct the company to undertake a full repair of the piece of equipment		Company instructed 15/10/2020. Approx 10-12 week lead time.	KH
12.10.20	14	20/113	Repair of walkway - Mayflower Pond/Sud	Sponsorship boards and use of recycled tyres - add to Working Group document			NHS
12.10.20	14	20/113	Repair of walkway - Mayflower Pond/Sud	Inform supplier of quote 1 that their quote had been successful and book a date for the repair to take place	Email sent to company to start the process	Awaiting start date. TL to chase	TL
12.10.20	15	20/114	Bore Holes at Community Centre	Instruct the company to go ahead and drill the bore holes, share report once received.	Email sent to company to start the process	Work will commence in March 2021, but will not be paid for until April 2021. Start date yet to be advised.	TL

09.11.20	11	20/131	Deed of Variation - A/99/17/OUT	Investigate the cost implications for the play park and the multi-use games area in Angmering		Liasing with BDW reagrding possible funding towards lighting in Mayflower Park/play park	KH
09.11.20	13	20/133	Response to WSALC re value for money survey	Report back at the December on how the resolutions went		AGM delayed - will add to agenda once meeting has occurred	NHS

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

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

- 1) **South of Water Lane Planning Applications –**
A/110/20/RES – Application for the bridge has been withdrawn and replaced by
A/179/20/RES – Application for a culvert. Target committee date 6 January 2021
A/109/20/RES – Application for design, layout etc. Target committee date 6 January 2021. APC have attended several meetings with ADC to try and resolve longstanding issues. We are still objecting to many parts of this application and will continue to apply pressure.
A/157/20/DOC – Application for construction management plan – This plan aims to use High Street as the access point to the site. APC and other organisations are vehemently against this and will continue to object. We are working with our WSCC councillor, ADC councillors and officers to address the issues.
- 2) **A/76/20/PL – 84 dwellings Dappers Lane** – This application was unanimously agreed to at Development Control meeting on 2 December 2020, despite our continued objections and statements made at the meeting.
- 3) **Operation Watershed.**
Cow Lane – Work has now been completed just off the A280 and a meeting has been set with WSCC representative to meet at the lane and discuss resurfacing. All funds for this are to be provided through S106 contributions.
Honey Lane – No update.
- 4) **ASRA Lease** – Chasing solicitor regarding lease.
- 5) **COVID-19 Office** – The office is now open, but with reduced staff so to adhere to guidelines. Staff are on a rota system to man the office and work from home when required.
- 6) **ASRA Pavilion** – Work is ongoing on the pavilion veranda and the car park. These were all identified as areas needing the most attention after a recent site visit. The work should be completed by 11/12/2020
- 7) **Memory Tree** – the tags are looking lovely on the tree and are available to pick up from the office or Co-op (just ask behind the counter) – Don't forget your mask.
- 8) **Christmas Trees** – The village is looking lovely with all the trees this year and it has led to many positive comments on social media. So much so that many residents have purchased trees for their own houses.

- 9) **Country File** – make sure you tune in to Country File on 20 December 2020 to see Angmering looking lovely and all the community spirit shown.

- 10) **Cresswell Park** – Ongoing communication with CALA homes regarding the removal and subsequent planting of trees and the SUD. Confirmation was received that charges for maintaining the trees will not be passed on to residents.



Chair's report December 2020

The month of November seems to have gone by too quickly, and as we move out of National Lockdown and into Tier 2 restrictions, the office team are back in, putting in place a rota, and operating a COVID Safe opening.

Having put in place an annual plan for this financial year - the sessions to gather Councillors aspirations for the community in the next year and beyond went very well, with some great conversations and rationale behind ideas.

The Community Survey, that was advertised in All About Angmering, in all our noticeboards and on social media had a good response for our first time, and the results which will be presented, gave some great insights and supported much of the understanding that we had.

The results from both of these sources, have supported the creation of the Development Plan and the annual plan for 2021/22, and this has allowed for the production of the budget for approval. Thanks goes to the Clerk for working with me over a number of sessions to produce these ready for Councillor discussion.

I attended a briefing by Arun District Council Planning Team, there are a lot of unknowns with the Government White Paper, however plans are in place for the Local Plan review and update.

A vast amount of time has been spent during November, working on information to present towards planning applications A/76/20 Herons Farm and the numerous applications associated with the South of Water Lane. A/76/20 went to Development Control Committee and was passed unanimously. We believe that the South of Water Lane goes forward in early January so with experts that live in the village, we will continue to strive to achieve the best outcome for this strategic site.

The feedback that we have received from Councillors about the training received on using the Neighbourhood Plan to support comments and objections to planning applications was very positive. We will continue to identify other opportunities that will develop our effectiveness as Councillors.

The village centre, looks magical with all the Christmas trees and lights sparkling. And despite not being able to host the Memory Tree event this year the number of messages placed on baubles is lovely to see.

I would like to finish this report by recognising the hard work that has been undertaken and achieved in these unprecedented times. The Parish Council has been at the centre of the activities, and the Clerk and her team have been a positive face for residents to turn to in their time of need and uncertainty. Thank you everyone for what you have done, however big or small.

Nikki Hamilton-Street



Angmering Parish Council

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Website: www.angmeringparishcouncil.gov.uk

SUPPORTING PAPER

ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 14 DECEMBER 2020

Agenda Item 13, Operation Watershed Funding – Swillage Lane Pond.

We have been approached by the owner of Swillage Lane Pond to see if we would be able to apply for Operation Watershed Funding from West Sussex County Council in order for the current issues surrounding the pond to be addressed.

Please see the below email from the resident who owns the pond, dated September 2020

Mr Cann, Principle Drainage Engineer of Arun District Council has given me your email address as a contact who may be able to assist with Project Watershed funding for the pond I own in Swillage Lane (top end of Dappers Lane, Angmering).

The pond is on one of the main footpaths/bridleways from Angmering Village into Angmering Park. It is a popular attraction for local visitors to Angmering Park.

The pond is badly in need of desilting in order to restore storage capacity in the pond which in turn will help reduce the risk of flooding to the road (Swillage Lane). Also, with the long dry summers we have been experiencing in recent years, the pond level this year is at an all-time low and I am concerned for the welfare of the wildlife in the pond if desilting is not carried out soon. The pond is home to a friendly gander, ducks and is currently well stocked with carp. Due to the impact on wildlife Mr Cann has given me the name of an ecologist to consult with.

Mr Cann can provide you with the system/history of the flooding etc to enable you to decide whether the Project is suitable to make an Application for funding.

This will be a great opportunity for the parish council to help with a local ecology project.

The office contacted Sue Furlong of West Sussex County Council – Operation Watershed for more advice/information and she provided us with the below in December 2020

██████████ contacted Operation Watershed directly in September and was going to go back to Paul Cann to discuss further. Desilting a pond is classed as maintenance and without including other infrastructure elements or improvements Operation Watershed wouldn't be able to support a project. I had provided a link to the webpage and criteria.

I also provided information on Riparian responsibilities including managing ponds and open water courses <https://www.westsussex.gov.uk/fire-emergencies-and-crime/dealing-with-extreme-weather/flooding/flood-risk-management/managing-flood-risk/>

As well as a number of other charities that can provide advice on how to manage her pond

Sussex Wildlife Trust www.sussexwildlifetrust.org.uk 01273 497555

Manhood Wildlife and Heritage Group – FLOW Project Jane Reeve email jane@jssj.co.uk

Leader Funding is available to local business, communities, farmers, foresters and land managers have supported pond projects that may be appropriate. <http://www.govgrantshub.uk/business-grants/agriculture-farming-and-fishing/>

Operation Watershed have not had any information from Paul Cann on the history of flooding, how it impacts the wider community and how work on the pond would benefit and reduce the risk of flooding. I would suggest the Parish Council should contact Paul before making a decision.

Operation Watershed would need to understand this before it could consider any application. Especially as Poachers Roost is a business and would be expected to manage their small holding including the pond.

The office have contacted Paul Cann from Arun District Council and are awaiting further information from him. If this is received before the meeting it will be sent to all.

The office are aware of the process as Tracy Lees successfully applied for the funding to address flooding issues on Cow Lane, prior to its resurfacing work.

Decisions Needed:

1. Councillors need to decide if we should start the Operation Watershed process for funding for Swillage Lane Pond.

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

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

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

ANGMERING PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Date(s) internal audit undertaken

03/10/19 28/05/20

Name of person who carried out the internal audit

ANDY BEAMS

Signature of person who carried out the internal audit

Andy Beams

Date

28/05/20

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ANGMERING PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

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

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

08/06/2020

and recorded as minute reference:

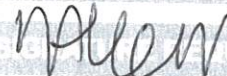
20/1033

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

Chairman



Clerk



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

<https://www.angmeringparishcouncil.gov.uk/> WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

ANGMERING PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	215,894	222,064	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	335,500	360,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	264,464	41,526	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	164,529	173,306	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	8,142	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	429,265	238,581	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	222,064	203,561	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	203,670	199,182	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,997,288	2,049,243	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	150,000	145,640	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

07/06/2020

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

08/06/2020

as recorded in minute reference:

20/034

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

SIGNATURE REQUIRED

Section 3 - External Auditor Report and Certificate 2019/20

In respect of **Angmering Parish Council**

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2019/20

~~(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)

(continue on a separate sheet if required)

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

NONE


(continue on a separate sheet if required)

3 External auditor certificate 2019/20

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 2020.

~~*We do not certify completion because:~~

External Auditor Name

 **MOORE**

External Auditor Signature



Date

12/11/2020

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

Smaller Authority Name: Angmering Parish Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020
Accounts and Audit Regulations 2015**

- 1 The audit of accounts for (Smaller Authority Name)Angmering Parish Council for the year ended 31 March 2020 has been completed and the accounts have been published.**

- 2 The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) Angmering Parish Council on application to**
 - (a) (Name of Clerk)
Katie Herr**

 - (b) (Address of Clerk)
Angmering Parish Council
Corner House Office
Corner House
The Street
Angmering
West Sussex
BN16 4EA**

 - (c) (Telephone/email, and hours and arrangements to view)
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Announcement made by (Name of Clerk)

Katie Herr

Date of Announcement

07/12/2020



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Our Ref: MARK/ANG001

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

10 November 2020

Dear Katie

Re: Angmering Parish Council
Internal Audit Year Ended 31st March 2021

Executive Summary

Following completion of our interim internal audit on 10 November 2020 we enclose our report for your kind attention and presentation to the council. The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. The council was provided a list of items in the plan to prepare in advance and from this we selected further items to sample. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

At the **interim visit** we reviewed and performed tests on the following areas:

- Review of the accounting system and financial reporting package
- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments and insurance
- Review of the budgeting process
- Review of salaries
- Review of fixed asset register

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

The Clerk is experienced, and it is clear the council takes governance, policies and procedures very seriously. Whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

It is therefore our opinion that the systems and internal procedures at Angmering Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are adequate and effective.

The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years’ experience in the financial sector with the last 10 years specialising in local government.

Engagement letter

An engagement letter was issued in September 2020 covering the 2020/21 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council in September 2020 under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the Annual Governance and Accountability Return (AGAR).

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)***Internal audit requirement***

Appropriate accounting records have been properly kept throughout the financial year.

The council continues to use RBS as a day to day accounting package. This is a tried and tested industry specific package and I make no recommendation to change. The system is used regularly to report on and record the financial transactions of the council.

The information requested for the remote audit was provided in full, and my audit testing showed that these documents were well organised, clear and easy to follow. A review of meeting agendas show sufficient financial information is provided at committee and council meetings to support council decisions. I make no recommendation to change this system.

The council is not VAT registered and reclaims via the VAT126 form. The last reclaim was for the period September 2019 to March 2020 and showed a refund position of £8,466.05. The amount was consistent with the RBS transaction listing for the period. The council is up to date with its postings.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

At the interim audit date, I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)***Internal audit requirement***

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

Due to the extended deadlines for this year, the external auditors report and notice of conclusion of audit for 2019/20 have not yet been returned by the external auditor.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms and the web site shows a summary of the Register of Disclosable Pecuniary Interests for councillors.

Confirm that the council is compliant with the relevant transparency code

The council is required by law to follow the Local Government Transparency Code 2015. A review of the council website shows that the council is following the code through the publication of all the required information in a clear and transparent way.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice on the home page of its website. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure with a diary of meeting dates available on the website.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It is noted that the non-confidential supporting documentation referred to in the agendas is included on the website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are routinely uploaded to the council website and clearly marked as draft. These are subsequently replaced by final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the latest NALC model. They were last reviewed and adopted by council in May 2019.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the latest NALC model. They were last reviewed and adopted by council in May 2019. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council is performing a monthly bank reconciliation for each account. These are reported to council and review of the minutes confirms this action is being reported.

I reviewed the bank reconciliation documents provided for audit. There were no errors identified for any of the samples provided.

The council has thresholds in place at which authorisations to spend must be obtained as below:

- The council for all items over £1,000
- The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000

For a council of this size, these limits are low, and **I recommend they are reviewed to ensure they remain appropriate without restricting the day to day running of the council.**

It was noted that the emergency authorisation level for the Clerk is £500.

Payments are made predominately via online banking, with a clear segregation of duties between the staff member inputting the payments and the one releasing the funds. The payment list is signed by two councillors to authorise the payments.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.32 per elector.

The council adopted the General Power of Competence (GPC) in October 2019 and the thresholds do not apply.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

At the interim audit date, I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and not indicative of errors in the system. I am therefore of the opinion that the control assertion “This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for” has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AUDIT)***Internal audit requirement***

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The council has a Financial Risk Assessment, which identifies the type of risk, likelihood, and controls in place. The assessment is reviewed on a quarterly basis by the Governance and Oversight Committee, and any changes are then reported to council for noting.

The council has a valid insurance policy in place with Ecclesiastical which expires in September 2021. The policy includes Public Liability and Employers Liability cover of £10 million each and a Fidelity Guarantee level of £500,000.

At the interim audit date, I am of the opinion that the control objective of “This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these” has been met

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)***Internal audit requirement***

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

I confirmed that the 2020-21 budget and precept setting process is about to commence. Regular reporting of budget against expenditure is carried out and reviewed at meetings and review of the minutes shows consideration given to the council’s overall financial position.

At the interim audit date, the council held circa £160,000 in a number of clearly defined earmarked reserves and a further circa £43,500 in general reserves at the start of the year. The council also holds £200,000 in CCLA shares which are included on the asset register, but not within the accounts. General guidance recommends the council’s general reserve should be circa 50% of precept, or 3-6 months net revenue expenditure (NRE), as adjusted for local conditions.

The figures presented for review at interim audit show the council’s income at 63.7% of budget (with the second half of the precept yet to be received) and expenditure at 34.0% of budget.

At the interim audit date, I am of the opinion that the control objective of “The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate” has been met.

E. INCOME (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Over 95% of the council's budgeted income comes from the precept with the council's other income sources flat rental, allotment fees, investment income and bank interest, and as a result the Covid-19 pandemic has not had a substantial impact on the council.

At the interim audit date, I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

F. PETTY CASH (INTERIM AUDIT)**Internal audit requirement**

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

The council retains a small petty cash float, used for incidental expenses. This is recorded in a cashbook on the RBS system. A review of recent entries shows the petty cash is being used appropriately. Due to the remote nature of the interim audit, I was unable to physically reconcile the cash balance.

I am of the opinion that the control objective "Petty cash payments were properly supported by receipts; all petty cash expenditure was approved, and VAT appropriately accounted for" has been met.

G. PAYROLL (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

The council uses an external company to process payroll. The payroll summaries provided for interim audit were reviewed and the PAYE and NI calculations confirmed as correct.

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

The council has a detailed fixed asset register in place. The register shows assets are correctly stated at historic or proxy cost and contains details of locations, replacement cost and insurance values (where appropriate). The assets listed appear consistent with the detail on the insurance schedule.

At the interim audit date, I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Periodic and year-end bank account reconciliations were properly carried out.

At the interim audit date, the sample reconciliations were reviewed for each bank account along with the accompanying bank statement and there were no errors identified. A record of councillors signing off the bank reconciliations is kept.

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

To be reviewed at the year end.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

The council did not declare itself exempt from a limited assurance review in 2019/20.

L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Due to the Covid 19 outbreak, the statutory deadlines were changed as follows:

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) amended the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020.

This means that draft accounts must be approved by 31 August 2020 at the latest. However, they may be approved earlier, and we encouraged councils to do so wherever possible, to help manage overall pressure on audit firms towards the end of the year.

Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30 working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.

Authorities must publish the dates of their public inspection period, and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations implementing these measures were laid on 7 April and came into force on 30 April 2020.

I confirmed that arrangements are in place at this council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

Inspection - Key date	2019/20 Actual	2020/21 Proposed
Date Inspection Notice Issued	29 June 2020	To be reviewed at year end
Inspection period begins	1 July 2020	To be reviewed at year end
Inspection period ends	11 August 2020	To be reviewed at year end
Correct length	Yes	To be reviewed at year end
Common period included?	n/a	To be reviewed at year end

I am satisfied the requirements of this control objective were met for 2019-20, and assertion 4 on the annual governance statement can therefore be signed off by the council.

I am of the opinion the control objective of "The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations" has been met.

M. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

The council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

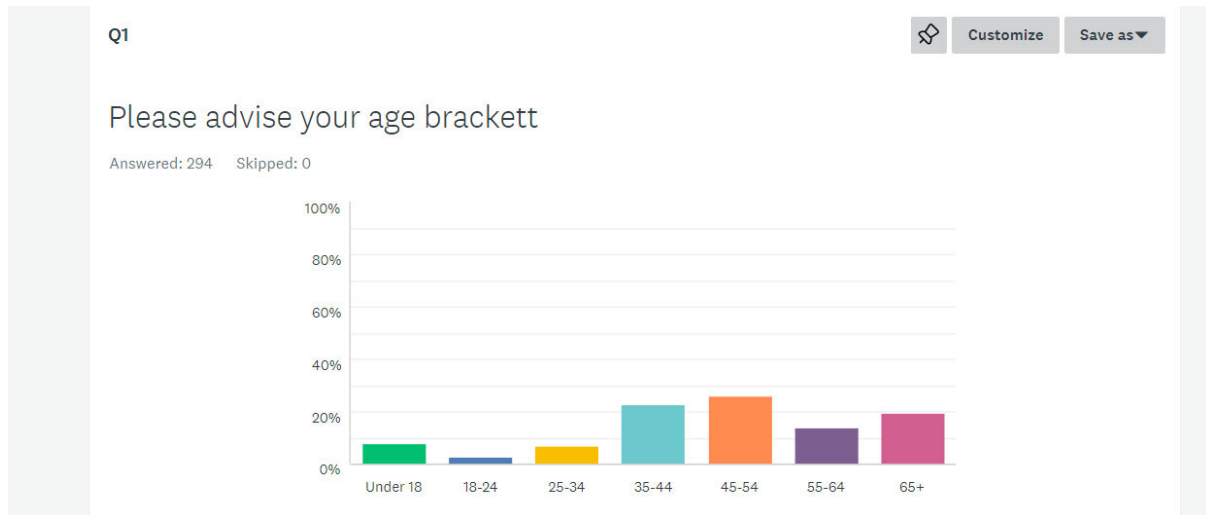
A Beams

Andy Beams

For Mulberry & Co

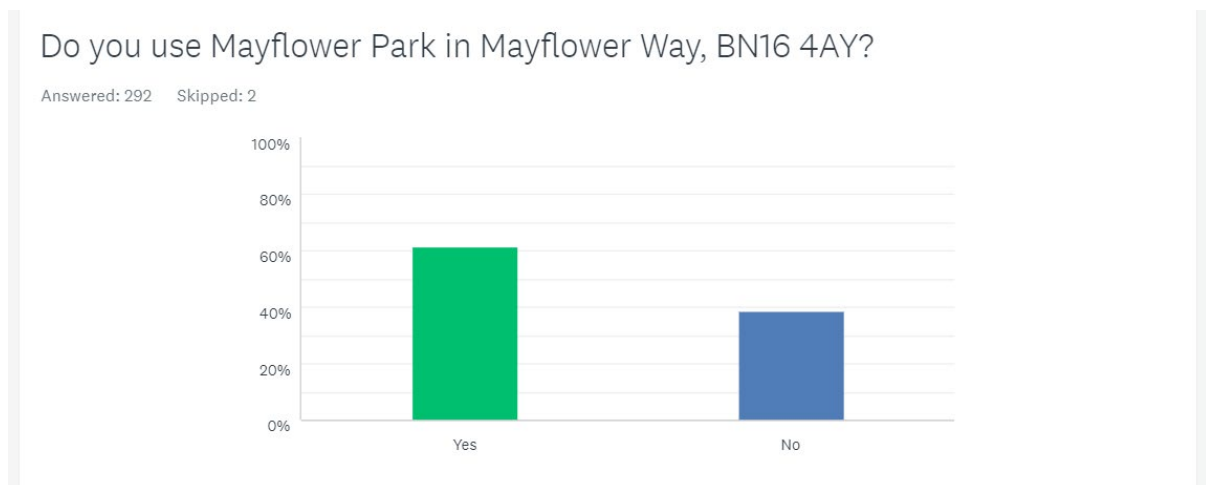
Survey Results – Conclusions and Next Steps

Below are the questions from the survey laid out with actions and where they sit on our annual plan. The overall response was positive but did highlight many areas where attention is needed.



As a result of the above results it has been identified that this is not the best way to get information from residents aged under 35, especially those between 18-24.

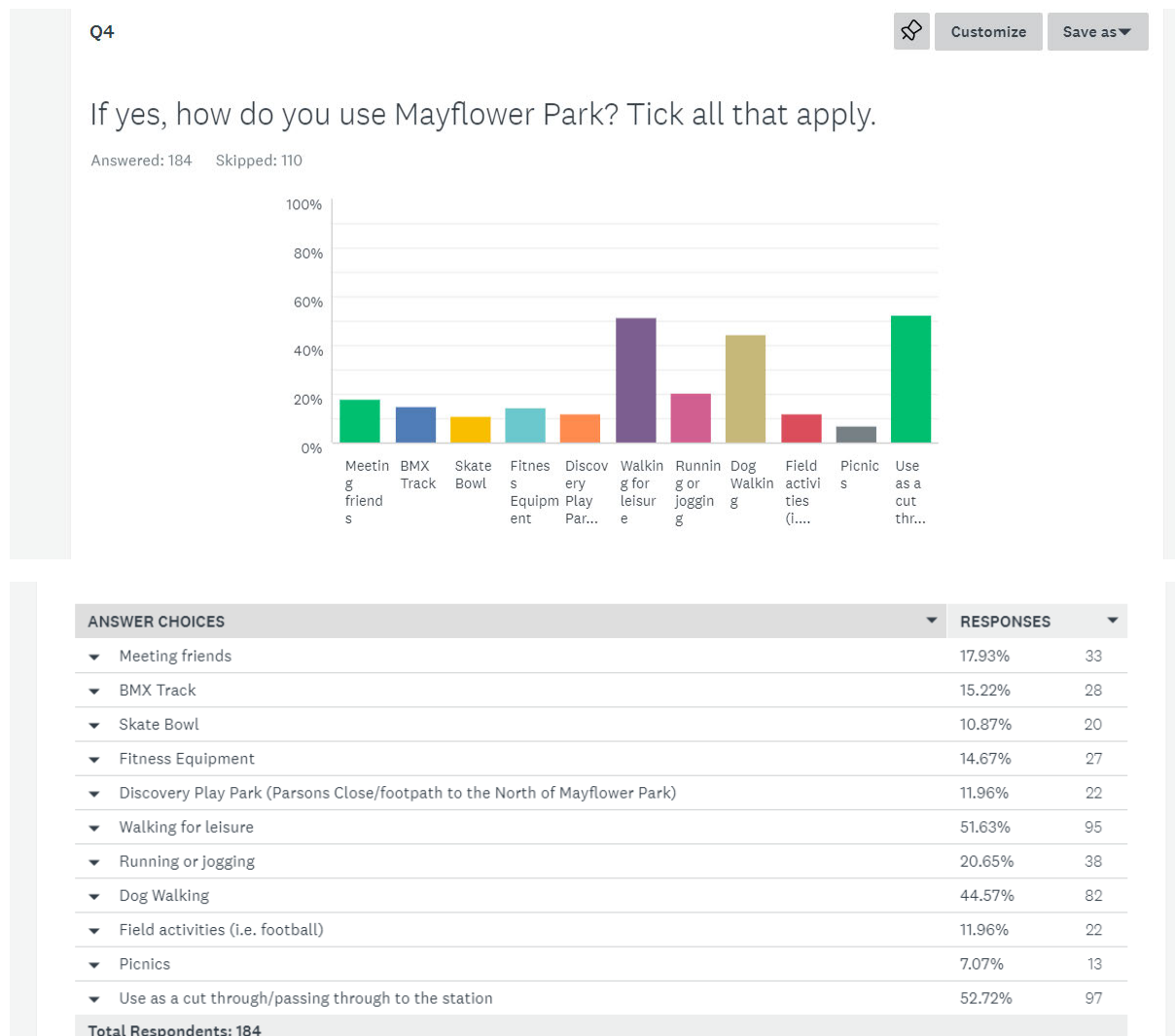
Action – Added to the annual plan. It states to look into ways of engaging with the identified age groups and gathering further information from them. Item 5 on the Annual Plan 2021-2022 deals with this item.



It is encouraging that more people use the park than don't, but numbers could be better. From the results it is clear that the majority of reasons why people do not use it is because they don't live near it, they didn't know it was there, nothing there is of interest to them or that it has a bad reputation

and they feel unsafe. There is a lot in the results that can be looked into and addressed and Mayflower Park makes up a big portion of our Annual Plan.

Action - Items 28-35 of the Annual Plan refer to Mayflower Park, from uplifting the trees around the bowl to increase visibility and installing lights along the path. Also the need to look into making new residents aware of what the area has to offer (item 4).

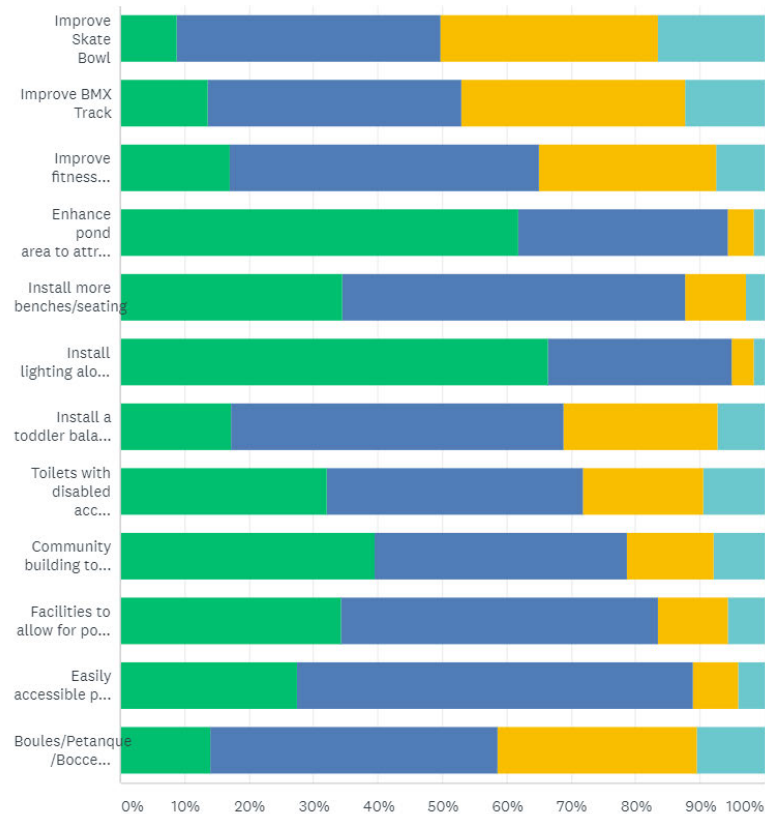


Walking, dog walking and using it is a cut through are the top 3 reasons for using the park. This could be because of the age group of the majority of the survey respondents or that some residents do not know what is on offer.

Action – Investigating park runs (item 36 on Annual Plan). Liaising with ADC regarding constant emptying of dog bins and highlighting the need for lighting along the path in the park to aid with safe passage through the park (item 29).

Please indicate which of the suggestions below you would most be in favour of improving/installing/enhancing at Mayflower Park

Answered: 270 Skipped: 24



The above graph shows that installing lighting and enhancing the pond is what respondents most want to see happen at Mayflower Park. Also high on the list of suggestions is installing more benches/seating and easily accessible play equipment.

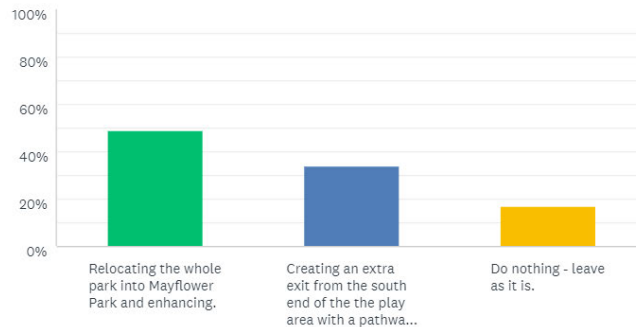
When asked if there were any other suggestions the most identified answers were full size basketball court, CCTV, increased police presence, improve safety, reduce anti-social behaviour,

Action – Report has stated many of these suggestions have already been added to the Annual Plan. Discovery Play Park is already on our list to look into and refurbish – we are awaiting quotes.

The pond area walkway is currently waiting for several planks to be replaced and further work will be completed to look at enhancing this area whilst maintaining its initial function (item 34).

Due to its location Discovery Play Area (Parsons Close/footpath to the North of Mayflower Park) is often unused and has a constant issue with moss build up resulting in items being easily damaged. We are looking into ways of incorporating it into Mayflower Park with views to improve the safety and usage of the area. Which of the below suggestions would you be most in favour of?

Answered: 255 Skipped: 39

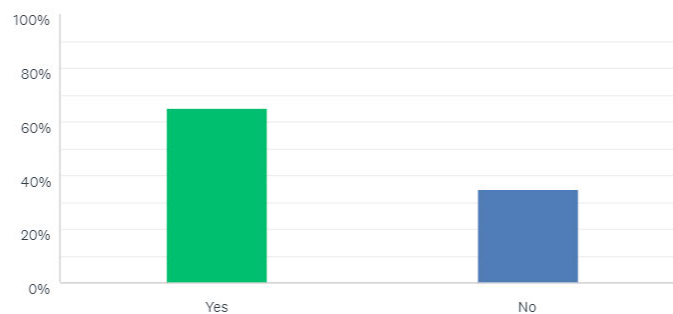


Just under 50% would like this park moved and updated, which was part of our initial thoughts on the area. We could then make use of the area left for the planting of trees and possibly create an orchard.

Action – Obtain quotes to move this area to within Mayflower Park and add accessible equipment to it and seating/tables. Work will be done regarding this in 2021/2022 but unlikely to be delivered within 2021/2022 annual plan.

Do you use the green space at the Community Centre, Foxwood Avenue, BN16 4FU

Answered: 289 Skipped: 5

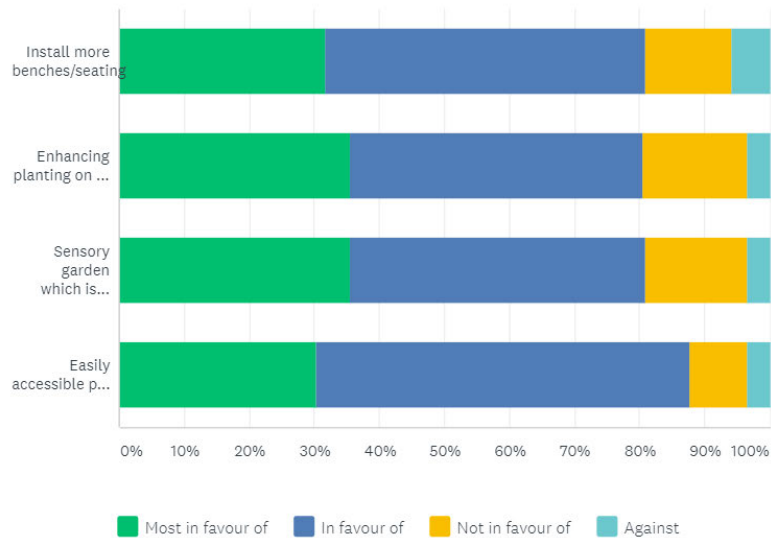


Again – good to see that this area is used by over 60% of those surveyed. The idea would be to increase its appeal by attending to some of the reasons why people did not use the space. From the results it is clear that the majority do not use the area due to not living by it, not having anything there that they are interested in doing, not very appealing, don't know where it is or that they can do what they would do there but nearer to home.

Action - Look into making new residents aware of what the area has to offer (item 4). Promote this area as a safe area to walk dogs, meet with friends and enjoy the green.

Please indicate which of the suggestions below you would be in favour of improving/installing/enhancing at the green space by the Community Centre.

Answered: 256 Skipped: 38

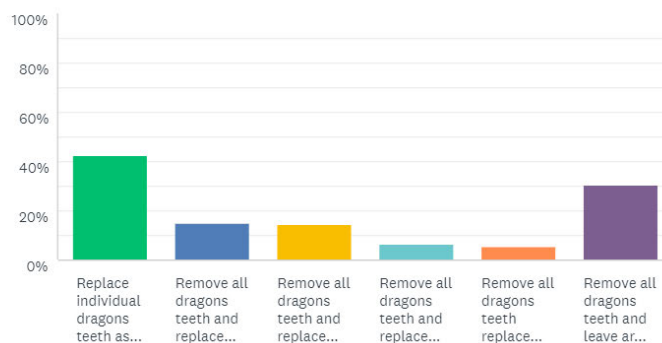


Across all 4 options the most in favour of one is the easily accessible play equipment. This will be covered in our play parks matrix and will also be something that we will be applying for funding from ie grants and S106 funding from developers. Suggestions also included revamping the play area, installing extra bins, football goals and addressing the dips in the green.

Action – Continue to investigate funding for play park with specific emphasise on accessible play equipment. Work with our volunteers to develop enhanced planting in the area and look into sensory gardens (2022/2023). Work on the dips will commence in 2021 with a bore hold being drilled to asses what is need to fix the issue.

Some of the dragons teeth around the green space are reaching the end of their life. Please select 1-3 options which you consider to be the best option.* A bund is an embankment of grassed earth which would go all round the Community Centre green space. There are approx 314 dragons teeth in this area. Certain options have already been ruled out due to advice received/cost/maintenance involved.

Answered: 252 Skipped: 42

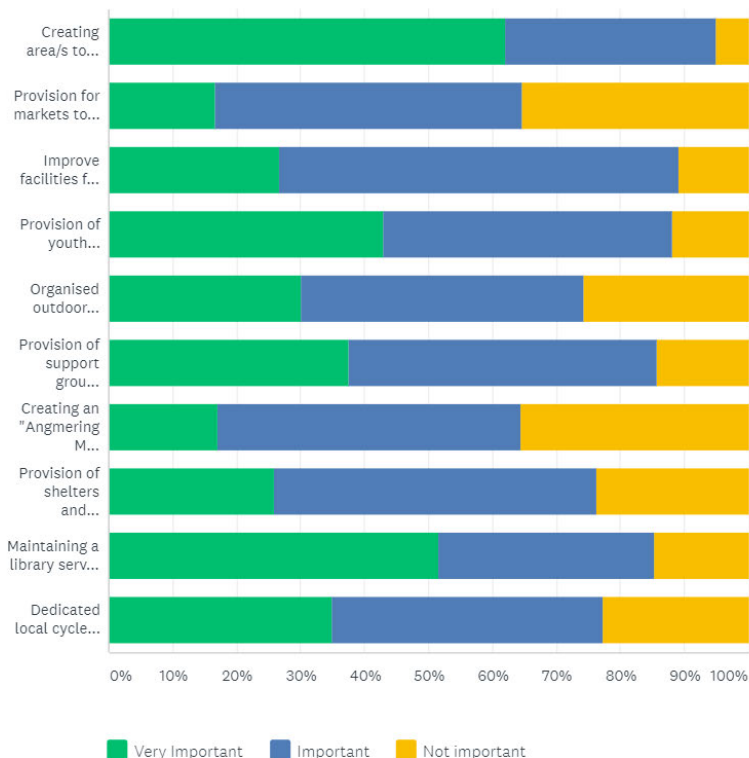


Above results show the most popular option being to replace the teeth as and when they are deemed defective. We will continue to monitor this area via our Groundsman. Any option to replace/remove will be taken to full council.

Action - Information is still being sought to find out if we remove all the dragons teeth, will that affect our ability to get travellers removed from the site. Area is on our Groundsmans watch list whilst out on his daily duties.

How important are the following to you regarding Angmering.

Answered: 287 Skipped: 7



- ▼ Creating area/s to encourage wildlife and biodiversity
- ▼ Provision for markets to occur
- ▼ Improve facilities for disabled users
- ▼ Provision of youth activities for 11-18 year olds
- ▼ Organised outdoor physical activities eg Park Run, yoga in the park

- ▼ Provision of support groups for health and wellbeing
- ▼ Creating an "Angmering Men in Sheds" project. <https://menssheds.org.uk>
- ▼ Provision of shelters and seating at bus stops (where viable)
- ▼ Maintaining a library service in Angmering
- ▼ Dedicated local cycle paths/lanes

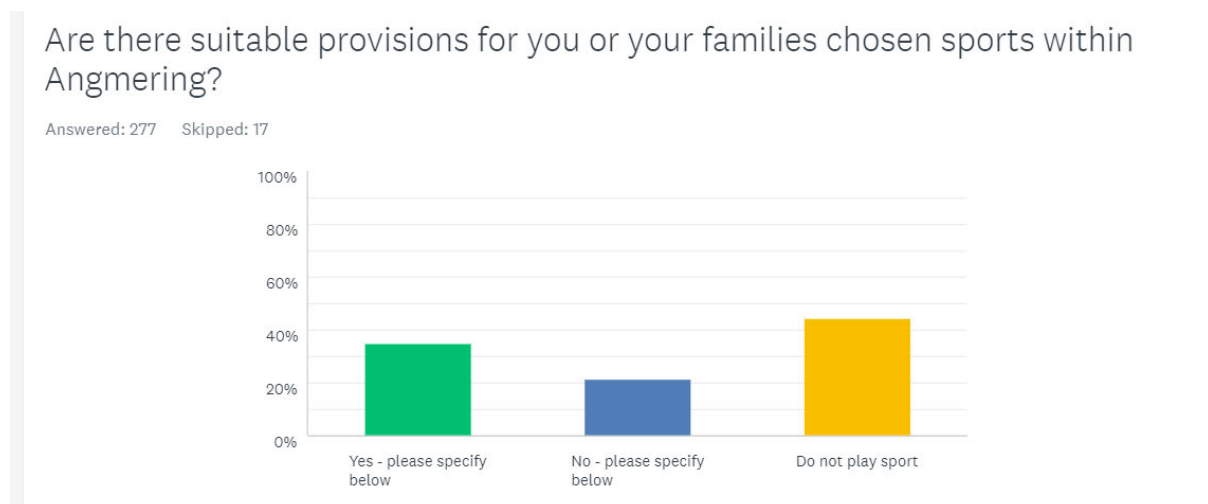
As you can see from the above creating areas to encourage wildlife/biodiversity is highest on the list of importance.

Improving facilities for disabled users will be incorporated in our play park renewal matrix and there is hope that engaging with under residents under 24 will help us to identify what they would like to see in Angmering (Item 5 Annual Plan)

Action - Allocate budget to this area for 2021/2022 (still to be agreed) to look into bat/bird boxes. Increased planting in Mayflower Park is also an option to be explored (item 32 on Annual Plan) in safe and usable trees/spaces. Enhancing of the pond area at Mayflower Park also fits into this favoured request (item 34 Annual Plan).

Liaise with WSCC regarding library and work to keep its function within the village.

Provision of support groups for health and wellbeing – budget allocated (still to be agreed) for room hire/refreshments to create groups to help improve health and wellbeing. This is covered by both our volunteering opportunities and community sessions – (item 9-15 & 20 on Annual Plan)



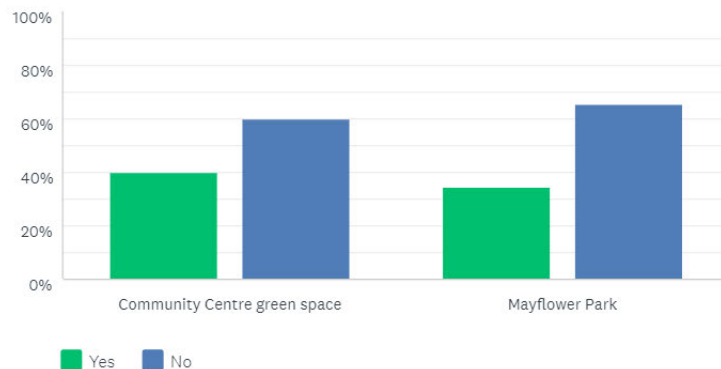
Clearly from the above it shows that the majority of people either do not play sport or that their sport is covered by facilities in Angmering.

From the comments it is clear that some facilities are not advertised enough and that some facilities are just not possible to have in Angmering – such as water sports/snow sports.

Action – Help to advertise what Angmering has to offer, ie hiring of Angmering School tennis courts/netball courts (item 4 on Annual Plan). Work will also continue with Angmering Sports and Social Club to make sure that sport can continue to be played on their fields and that us of the pavilion is maintained until the sports hub comes to fruition through ADC (item 38+39 on Annual Plan).

Would you or your family use or see the benefit of a new dedicated outdoor gym area if provided in one of the spaces below.

Answered: 276 Skipped: 18

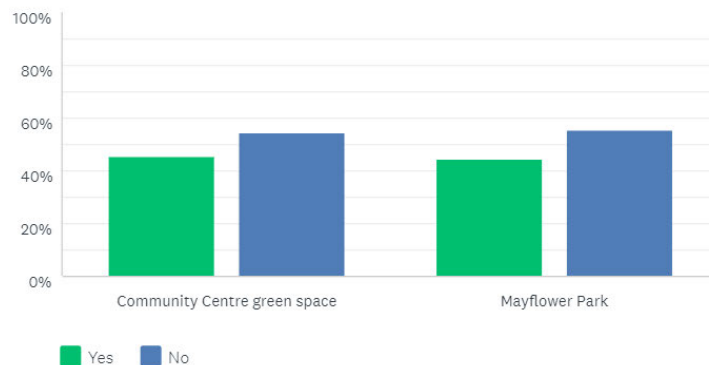


From the evidence above it does not look like new outdoor gym equipment is high on residents wish list. If it was to be provided it looks like it would be better suited at the Community Centre rather than at Mayflower Park.

Action – to maintain the equipment currently at Mayflower Park, but turn our attentions to other issues/improvements highlighted by residents.

Would you or your family use or see the benefit of a MUGA (Multi Use Games Area for football/basketball etc) if provided in one of the below spaces?

Answered: 278 Skipped: 16



The above shows that MUGA's are not something that stands out as being an important addition to the facilities in Angmering. There are several locally and this was mentioned quite a few times in the comments. There will be a MUGA at the Palmer Road site once this has been developed into the sports hub.

Action – to look into enhancing the basketball facilities already in place at Mayflower Park (item 33 on Annual Plan).

Please advise below if you would like us to consider any further ideas regarding outdoor spaces/community areas in Angmering

Answered: 91 Skipped: 203

Responses to the above question covered many areas. There were several suggestions about enhancing other areas like St Nicholas Gardens, Fletchers Field and Palmer Road Rec.

Enhancing play areas, improving lighting and enhancing wildlife were also mentioned again and have been covered earlier on in this report.

Action – Improve St Nicholas Gardens improvement (item 37 Annual Plan) – St Nicholas Gardens is leased to the APC by Arun District Council and is maintained by us. We have scheduled in tree work for 2020 and are working with Angmering in Bloom to enhance the area. A tree stump will also be relocated to create a bug habitat and work will be done to ensure the safety and integrity of the stone by addressing tree root problems.

We will continue to work with and report any known faults to ADC, owners of Fletchers field play park and park at Palmer Road play park, to make sure these are maintained to a high standard (item 18 Annual Plan).

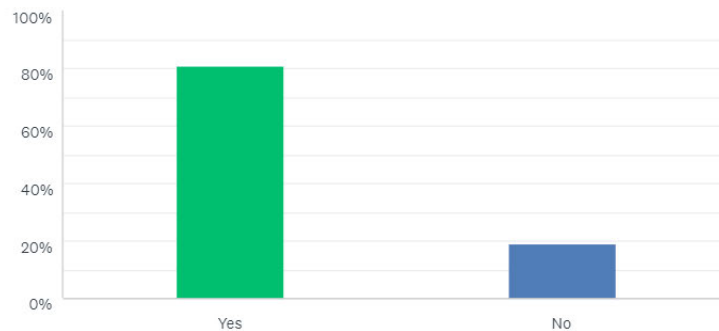
Would you consider becoming a parish volunteer to complete regular litter picks, work on the community allotment, gardening around Angmering or becoming a friend of Mayflower Park/Russet Play Area to help the APC keep all facilities tidy, full working order and looking their best.

We got 72 email addresses of people who said they would like to be kept up to date for possible volunteering opportunities within the village. Volunteering is covered in our Annual Plan on items 12-15.

Action – contact the potential volunteers to express our gratitude and that we would be in touch ASAP with the available opportunities.

Would you be in support of a bridge over the A27 to improve the link from Angmering into the South Downs National Park.

Answered: 280 Skipped: 14



The above results show just how many people believe that safe access to the South Downs National Park is.

Action – emails have already been exchanged with Highways England and information provided from this survey. Response below.

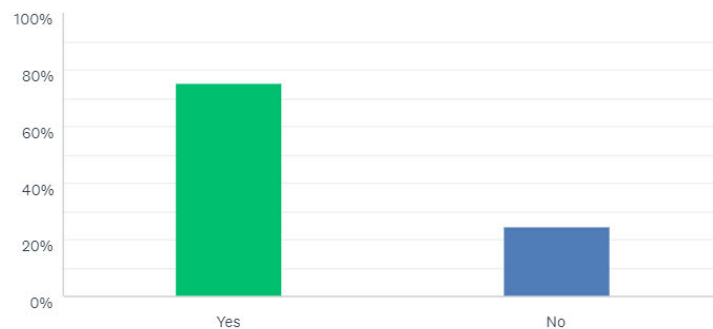
Your feedback has been passed to our Safety Team with their thanks and I'm advised that they don't have any suggestions as to anything else the local community can do, but please assured that Highways England will liaise with yourselves should the study proceed.

Whilst writing, I would reiterate that funding has not yet been secured, so any study isn't imminent, and could be two years away. We have however, been pushing the Route Sponsor Team to move this forward in our programme and will keep you updated and involved once further information is available

We will continue to chase for updates and provide them with any further information we have. We will also liaise with the SDNP to see if they can apply some pressure to move this forward quicker.

Would you support the introduction of a water fountain (for filling water bottles) in the village square and/or at Mayflower Park?

Answered: 283 Skipped: 11

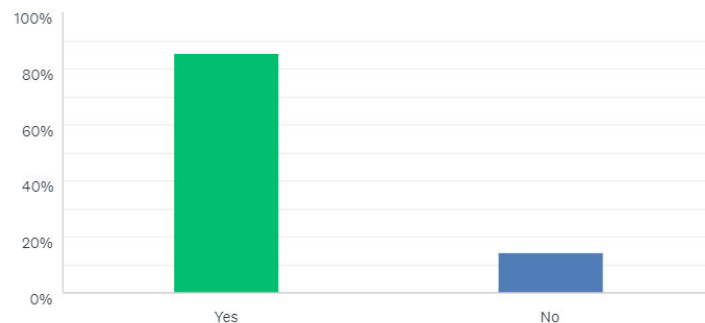


The above shows that support is high for a water fountain in either the village square or Mayflower Park.

Action – Research and costs have already been obtained and work underway to talk to suppliers. Budget assigned (yet to be agreed - item 21 Annual Plan)

Would you support a Village Market - please let us have your thoughts on the idea of a monthly market in the village.

Answered: 285 Skipped: 9



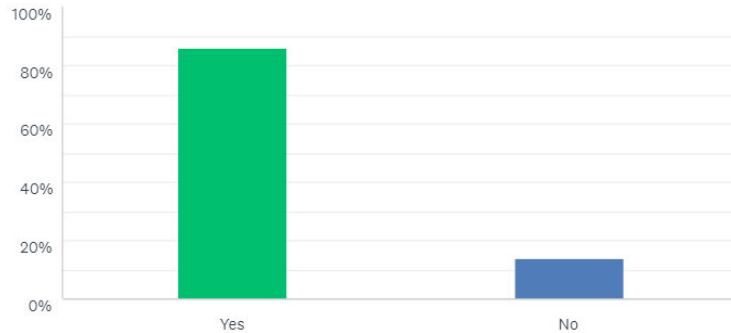
The above result shows that the majority would support the idea of monthly markets in village.

The market may be facilitated by the purchase of gazebos to allow for businesses without a shop front to sell their wares and encourage more footfall into the village, ultimately helping trade for the village shops.

Action – Look into funding for up to 5 gazebos for this and other uses, budget yet to be agreed (Item 26 Annual Plan)

Would you support a repair café where residents bring in broken items to be fixed by volunteers, in turn reducing waste and sharing skills.
<https://worthingrepaircafe.org/>

Answered: 284 Skipped: 10



The above looks like a very positive result for a repair café to be looked into further. It's a lovely idea that covers not only residents mental health but also recycling, reducing waste and encouraging people to get to know others.

Action – To investigate with the repair café in Worthing and produce a report to council. Look into possible venues and recruit volunteers with useable skills (item 15 Annual Plan)

Please advise if there are any events that you would like the Parish Council to look into the possibility of holding in the future.

Answered: 64 Skipped: 230

The above questions brought out lots of varied answers from resurrecting the village fete at Fletchers Field, creating an Angmering Festival, bringing back the dog show for 2021, music festival, Christmas fair, food festivals and even a gin festival.

Action – We have apportioned a budget (not yet agreed) to “events” but not specified which as at the time of writing we just don't know what the COVID restrictions will be in 2021/22 and if large scale events can go ahead. We will continue to monitor and organise events if we can, keeping in mind the suggestions made on the survey.

Angmering Community Centre Association		1125150		CC16a
Receipts and payments accounts				
For the period from	01/04/2019	To	31/03/2020	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Room & Equipment Hire	61,799	-	-	61,799	62,996
Fundraising/Donations	1,203	-	-	1,203	1,314
ACCA Clubs	-	970	-	970	2,485
Interest on Deposit Accounts	2,606	-	-	2,606	1,945
Other Receipts (FIS Income)	4,625	-	-	4,625	4,500
Sub total (Gross income for AR)	70,232	970	-	71,202	73,240
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	70,232	970	-	71,202	73,240
A3 Payments					
PPS & Computer	2,001	-	-	2,001	416
Telephone & Internet	644	-	-	644	1,285
Insurance	807	-	-	807	885
General Admin Costs	247	-	-	247	450
Subscriptions & Payments	1,216	-	-	1,216	844
Repairs & Maintenance	5,303	-	-	5,303	18,566
Petty Cash Sundries	488	-	-	488	211
Janitorial & Refuse	10,306	-	-	10,306	9,587
ACCA Clubs	-	777	-	777	1,926
Wages, Salaries & Caretaking	32,420	-	-	32,420	22,928
Lighting & Heating	5,772	-	-	5,772	5,939
Water & Sewerage	1,537	-	-	1,537	1,242
Rates	1,940	-	-	1,940	1,898
Sub total	62,683	777	-	63,460	66,097
A4 Asset and investment purchases, (see table)					
Purchase of Fixed Assets (including fabrications)	1,032	-	-	1,032	-
Sub total	1,032	-	-	1,032	-
Total payments	63,715	777	-	64,492	66,097
Net of receipts/(payments)	6,517	193	-	6,710	7,143
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	96,743	103,730	-	200,473	193,330
Cash funds this year end	103,260	103,923	-	207,183	200,473

Section B Statement of assets and liabilities at the end of the period

CC16a Accounts (33)

18/03/2020

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds			
current account	3,567	-	-
savings account	49,320	-	-
cambridge 95	42,781	-	-
cambridge 1y	7,592	13,551	-
cambridge 1y		26,611	-
cambridge 2y		20,000	-
shawbrook		43,761	-
Total cash funds Total cash funds	103,260	103,923	
<i>(agree balances with receipts and payments account(s))</i>			

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			

	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
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savings account	49,320	-	-
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Total cash funds Total cash funds	103,260	103,923	
<i>(agree balances with receipts and payments account(s))</i>			
	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			
B3 Investment assets	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Fund to which asset belongs	Cost (optional)	Current value (optional)
B5 Liabilities	Fund to which liability relates	Amount due (optional)	When due (optional)
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval

Angmering Community Centre Association		1125150		CC16a
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For the period from	01/04/2019	To	31/03/2020	

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Sub total	1,032	-	-	1,032	-
Total payments	63,715	777	-	64,492	66,097
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A5 Transfers between funds	-	-	-	-	-
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Section B Statement of assets and liabilities at the end of the period

CC16a 11 accounts (33)

16/06/2020

ACCA Annual Report

Introduction

The past year has been a challenge to say the least. Whilst endeavouring to provide a better service to our community and attracting a wider range of activities, our efforts have largely been thwarted by Covid-19. For this reason, it is difficult to plan effectively in the immediate future. However, we are trying to allow the maximum of classes and activities to take place safely within the regulations but will not compromise on safety. I hope you can understand that there are no easy decisions in this respect, other than simply closing the Centre down completely. Inevitably therefore, some hirers will be disappointed that their class or activity cannot take place. We are constantly keeping things under review and amending & implementing wherever it is necessary.

Management Committee

The following changes have taken place since the last AGM

Val Jerram (Chair) resigned

Bryan McCansh (Vice Chair was voted in as Chair)

Bryan McCansh (Chair) resigned due to a move from the area

Judith Cross (Current Chair) was voted in as Chair

John Chilton resigned

Neil Parrish (Treasurer) resigned

NEW TRUSTEE'S

Angela Colliss

Bryan Stephens (Treasurer)

Mat Hill

Sarah Jeremy

Paul Carter

STAFF

Admin : Louisa Hughes & Karen Hall were furloughed till September when they returned on shorter hours to coincide with the much lower number of clients using the Centre. Due to on going health issues of our long standing caretaker, Shaun, the ladies agreed to undertake extra duties including opening up/locking up the centre plus some basic covid related cleaning duties. Without the willingness of Louisa & Karen to take on these extra duties it is unlikely we would have been able to open so I would like to take this opportunity to put it on record The Trustees sincere thanks to them for going the extra mile.

Caretaker : Shaun Rumbold who has been with us for many years and will be recognised and known by many has for a number of years been unable to fulfil his full role. To accommodate his needs The

Trustees agreed 3 years ago to employ a cleaning company to attend the centre daily. This is currently under review.

Manager : Lucy Sunray who many will know from her role as a part time administrator for many years became the Manager for the Centre late in 2019. Lucy faced a considerable number of challenges when she took on the role and was just getting into her stride when Covid struck! Lucy has worked throughout the pandemic and has implemented constant changing Risk Assessments , worked miracles with clients to ensure Government guidelines were implemented whilst ensuring users of the Centre were kept safe. I personally would like to thank Lucy on behalf of The Trustees for her amazing calm commitment to every challenge that she's had to address. Without a doubt the doors of the Community Centre would have stayed closed but with her professionalism that she has used daily. As the Chair I personally wish to thank Lucy for all the help, guidance ,support & advice she's given to me as the new Chair. I like to think we've supported each other in these difficult times but I feel sure Lucy has taken the brunt of the problems.

Cleaning Contractors : We have re negotiated our contract with the cleaning company as they are only required 3 days a week at present.

Activities taking place

The range of activities that have always been offered within the Community Centre over the past year have had to change dramatically to ensure we stay within the necessary guidelines. I could list many groups, Mat Bowls, Choir, Table Tennis, Bridge, all regulars, none of which can currently partake which is not only a strain on the finances of the Community Centre but more importantly on the many members whose social interactions can for the time being not take place. The effect this must be having on many peoples lives must be exceptionally difficult . The Angmering Camera Club has always displayed some beautiful pictures in the Centre which we have also been forced to stop along the the free book swap so popular with the community. Zumba, Pilates, Yoga, Martial Arts & a few meetings continue at a much reduced attendance of numbers.

Impact of Covid – 19

Every business and organisation has suffered under the effects of the virus and with the consequential lockdown the Community Centre is no exception. We continue to follow Government guidelines closely and have taken decisions to protect staff and users of the Centre. The Centre was closed from xxx to xxxx. Inevitably there has been a very considerable loss of income despite accessing the Governments compensation and furlough schemes.

We re-opened our doors on September 1st but as many of our clients needs fall outside the current Government guidelines we have been very restricted on those who have been able to return. These groups/classes we've fitted into 3 days (Tuesday, Wednesday & Thursday) in order to offset some of our loss of revenue.

We have implemented, after constant Risk Assessments to implement new procedures for the Centre. Due to the constant movement of guidance anyone wishing to book a class will be given the current legislation that we are required to adhere to in order to keep as safe as possible.

Essential Maintenance

The hall floor had for some considerable time required some serious maintenance which was considerably overdue. Whilst our Landlords, Angmering Parish Council were liable for the maintenance for various reasons this hadn't been undertaken. The Trustees took the decision that The Trust would meet part of the costs of the work required. The floor looks much better and I'm informed by groups that are using the hall that the benefits of the work is proving beneficial.

Equipment

The following items of equipment have been replaced or sold:

One of the classes originally held by the Centre was teaching the nuances of the computer for which we had 10 computers. The class hadn't been held for a number of years as there appeared to be no call for it anymore. We were left with computers which were old, out of date and frankly just taking up space in our storage areas. The Trustees took the decision that they should be sold or donated with any funds, which worked out around £25 each computer, back into our funds.

Financial Accounts

See Annex A

Treasurers Report

The Managers Report:

See Annex B

Other Matters

Prior to Lockdown Trustees had taken decisions on re-branding the Community Centre and instigating a new website. We are acutely aware that both are outdated and require updating but at the current time the work is on hold as our efforts really need to be concentrated on staying safe & staying open.

Councillor Alan Evans, an APC member began a very worthy recycling initiative involving items not accepted in our green bins. The Trust agreed to become a Pilot site for the initiative which began earlier in the year. It was showing considerable promise but like so many things we've been forced for now to stop the process. Once life resumes normality we will be happy to reinstate this.

Last Halloween we worked with APC and Angmering in Bloom to host the first Pumpkin Carving Competition. The meeting room was filled with some amazingly great carved pumpkins which many of our younger members of the community had made. The buzz in the Centre with so many partaking either in the competition or attending to view the artwork was a huge success. We hoped to repeat the competition this year but making it bigger but..... well I'm sorry to say it'll have to wait

till next year. This years competition will be a virtual one undertaken by APC with AIB supplying some pumpkins.

Part of the remit of the Constitution is to “promote other charitable purposes as may from time to time be determined”. A chance to support the local running group, who gather outside the Centre regularly who were raising funds for a Toilet Twinning Project via one of the runners. A number of local groups, schools and the council were involved and we felt that whilst this didn't improve the lot for any member of our community by allowing the running group to hold their proposed sponsored event, “The Big Squat” inside the hall with us promoting it and donating the space we could be highlighting a real need in severely impoverished communities in third world countries . The “Big Squat” was exceptionally well attended and enough money was raised to supply 2 toilets at a cost of £120 with a further £60 being donated from the funds of the Centre.

ANGMERING COMMUNITY CENTRE ASSOCIATION
Independent Examiners Report to the Trustees
For the year ended 31ST March 2020

I report to the trustees on my examination of the accounts of the charity for the year ended 31st March 2020.

Responsibilities and basis of report

The charity Trustees,, are responsible for the preparation of the accounts in accordance with the requirements of the Charity's Act 2011 ('the Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under section 144(2) of the Charities Act 2011 and are eligible for independent examination, I report in respect of my examination of your charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiners statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Charities Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Daryl Martin FCIB MiMgt

AFVS CIC

Poplars, Yapton Lane

Walberton

West Sussex

PO22 9DR

June 20th 2020