



Established 1894

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex, BN16 4EA

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

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

**In Attendance:** Tracy Lees, Committee Clerk  
No members of the Public were present

**Acronym:** Angmering Parish Council – APC; West Sussex County Council – WSCC;  
Arun District Council – ADC; Police Community Support Officer – PCSO;  
ASRA – Angmering Sports and Recreation Association

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	19/139	<b>APOLOGIES FOR ABSENCE</b> Apologies Cllrs. Paul Bicknell and Norma Harris; West Sussex County Councillor Deborah Urquhart, District Cllr. Andy Cooper and District Cllr. Mike Clayden.	
2	19/140	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> Cllrs. N Hamilton-Street and Lee Hamilton-Street declared a non-pecuniary interest in agenda Item 12 relating to Angmering Schools grant application.	
3	19/141	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 11 November 2019</b> were agreed by all and subsequently signed by the Chairman.	
3a	19/142	<b>PUBLIC CONSULTATION</b> No members of the public were present.	
4	19/143	<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.  Cllr. Oldfield asked if there were any questions. None were asked.	
5	19/144	<b>CHAIRMAN'S REPORT</b> Cllr. Oldfield advised he had nothing to report.	
6	19/145	<b>REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR</b> Cllr. Urquhart was unable to attend the meeting.	
7	19/146	<b>REPORT FROM THE ARUN DISTRICT COUNCILLOR</b> Cllrs. Cooper and Clayden were unable to attend the meeting.	

**8 19/147 CORRESPONDENCE RECEIVED – PARKING IN THE VILLAGE**

Cllr Oldfield referred to the letter received from a member of the public and commented that this matter had been brought up in the past. His view was that the whole issue of parking in the village should be raised in the forthcoming consultation on the review of the Neighbourhood Plan. This was agreed by all. Members also agreed that APC staff should not act as " traffic wardens". Cllr Oldfield said that on receipt of the letter, District Cllr Andy Cooper had been asked to press ADC to carry out more regular enforcement in the village.

Cllr Verrinder asked whether it was possible to use the unused Chandlers Site for parking, it was generally agreed however that, as this was private land, insurance issues would make this impossible.

Cllr Oldfield asked the APC office to respond to the letter outlining the above proposal and actions

Action: Letter to be written in response.

**KH**

**9 19/148 CORRESPONDENCE RECEIVED – A/122/19/OUT**

Cllr. Oldfield explained the proposed changes which formed part of his response to the letter and asked for feedback. He also commented that until the Highway Issues are shown as resolved on the ADC Planning portal the APC could not comment further. Cllr. Marsh commented that he though Cllr. Oldfield's response to the letter was very good. A discussion took place.

Cllr. L Hamilton-Street asked if APC was aware of ASRAs views, Cllr. A Evans gave his understanding of the situation.

**10 19/149 NEIGHBOURHOOD PLAN**

Cllr. Oldfield reported that a meeting was due to take place on Thursday 12 December so had nothing to report at this point.

**11 19/150 MEETING DATES FOR 2020/2021**

All dates presented were agreed for 2020/2021.

**12 19/151 COMMUNITY GRANT APPLICATIONS**

Three grant application had been received in time to be heard at this meeting. A discussion then took place regarding all three applications.

Application 1

An application for a grant has been received from **The Angmering School** for the sum of £100 for purchasing decorations for an all-inclusive Christmas lunch event at the school.

Cllrs. N Hamilton-Street and L Hamilton-Street re-stated their non-pecuniary interest in this grant application.

After discussion it was agreed by all that the grant should be given.

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**RESOLUTION:** Cllr. Marsh **PROPOSED** that sum of £100 was granted, Cllr. A Evans **SECONDED** and **ALL AGREED**.

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Cllr. Oldfield requested that all local schools were reminded that grants were available to apply for.

Action: Letter to be sent to local schools.

**KH**

Application 2

An application for a grant has been received from **4Sight** for the sum of £250 for their outreach programme.

After discussion it was agreed by all that the grant should be given.

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**RESOLUTION:** Cllr. Jones **PROPOSED** that sum of £250 was granted, Cllr. R Evans **SECONDED** and **ALL AGREED**.

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### Application 3

An application has been received by **Victim Support** for £150 to go towards training new volunteers.

After discussion it was agreed by all that the grant should be given.

**RESOLUTION:** Cllr. Jones **PROPOSED** that sum of £150 was granted, Cllr. S Woodason **SECONDED** and **ALL AGREED**.

The 2019/2020 budget for Community Grants is £3,500.00. Payment of the approved grants detailed above would leave £1,650.00 for the remainder of the year.

**13 19/152 2019/2020 FINANCIAL REPORT**

Statements of the Bank Account Balances and Loans Outstanding as at 30 November 2019 were presented.

- Income and Expenditure compared with the Revised Budget, for the period to 30 November 2019.
- Lists of cheques and other payments for November 2019.
- Bank reconciliation for November 2019.

Cllr. Oldfield asked if there were any questions. None were asked.  
Cllr. Jones signed the bank reconciliation for November 2019.

Cllr. Oldfield reminded all present that the Councillor Budget Drop-in Session was scheduled for tomorrow (Tuesday 10 December) and encouraged all Councillors to attend if possible.

**14 19/153 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**

Cllr. Oldfield asked if anyone had anything to report.

Cllr. A Evans reported that he would like to thank a member of the public for their support with a local project at the January meeting. Cllr. Oldfield and the committee agreed and Cllr. A Evans was asked to arrange this, he agreed.

Action: Arrange attendance at the January meeting.  
Action: Add to the January agenda.

**Cllr. A  
Evans  
KH**

Cllr. Woodason gave an overview on the time capsule planting that took place on Saturday 7 December 2019 arranged by CALA Homes. She reported that the event was a success and was well attended. It had been a good opportunity for APC to engage with local residents.

**15 19/154 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Housing, Transport & Planning Committee meeting held on Tuesday 3 December 2019 – None.
- CLEW Committee meeting held on Wednesday 27 November 2019 – None.
- Governance & Oversight Committee held on Wednesday 6 November 2019 – None.

**19/155 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

Cllr. Carr commented that he was still awaiting a response from the new PCSO. It has now been over two weeks but still no reply. A discussion took place. As the new PCSO has to cover various villages and the role had only just started a delay in response might be expected. The APC Office will monitor.

**DATE OF NEXT MEETING**

The Committee's next meeting will be held in the Kings Suite, Angmering Village Hall on Monday 13 January 2020 at 19:30.

**The meeting concluded at 20:15.**

.....  
Chairman

Date.....

DRAFT

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10/06/2019	4	19/029	Public Consultation	Contact the Environment Agency re possible flood risks regarding the Chandlers development	Chairman to contact the Environment Agency		Chairman
10/09/2019	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. TL got a list of Arun land that gets cut 03/12/19	Tara
12/08/2019	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
14/10/2019	10	19/110	Communication Strategy	Add version number and date to front cover and publish on the APC website	Add version number and date. Publish	Will be done January 2020	Tracy
14/10/2019	12	19/112	Traffic Meeting Update	Contact WSCC to see if a traffic count can be done.	Contact WSCC	Traffic count completed - awaiting response to email from WSCC 06/01/19	Katie
14/10/2019	14	19/114	Tree work needed within Angmering	Overgrown private hedges - advertise on FB and APC website	Create advert/information piece		Office

14/10/2019	14	19/114	Tree work needed within Angmering	Work to be confirmed with with Mulholland and price for Parson Close to be agreed.	Contact Mulholland.	Contacted 31/10/19 and 04/11/19. New price given - waiting for date to commence work. Emailed for this 03/12/19. Work to start early 2020	Katie
11/11/2019	10	19/132	Financial Risk Assesment	Add adoption date to document and add to calendar	Add adoption date	Will be done January 2020	Katie
11/11/2019	14	19/136	2019/2020 Financial Report	Investigate money given to Community Centre - does it need to be paid back.	View contract etc and contact Community Centre		Katie
11/11/2019	16	19/138	To consider any urgent matters, for information only, arising since the preparation of this agenda	Produce a certificate and arrange presentation for Samuel Pallant regarding the book he has compiled on wheelchair accessibility	Create certificate and arrange presentation	Now to be during CLEW in January 2020 or Full Parish in February	Office
09/12/2019	8	19/147	Correspondence Received - Parking in the village	APC Office to resp[ond to the letter outlining the proposal and actions.	Send the letter as advised.		KH
09/12/2019	12	19/151	Community Grant Applications	All local schools were reminded that grants were available to apply for.	Send the letter as advised.		KH

09/12/2019	14	19/153	Questions on the already circulated notes of meetings of Parish Council Working Parties and representatives on other organisations.	Arrange attendance at the January 2020 meeting and add to the January 2020 agenda.	Arrange attendance and add to agenda for January 2020	Emailed Alan Evans to advise attendance at either CLEW in January 2020 for February 2020 Full Parish due to items already on the agenda and time restrictions.	KH
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Task has been started
Task to remain on the list
Completed
Task not yet started

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

## **Clerks Report – Agenda item 4 (Together with Action List)**

- 1) **Primary School** – On the agenda for discussion in January 2020.
- 2) **A/45/19/PL Chandlers** – Due for decision by 7 February 2020. Waiting for update from solicitors.
- 3) **A/46/19/PL Crayfern** – Decision is due by 10 December 2019 according to the ADC website.  
Decision by 10 January 2020.
- 4) **A/122/19/OUT** - Land of Arundel Road, 160 houses, commercial units and sports pitches. Decision due by 28 February 2020 according to ADC website. Will be on the HTP agenda for 14 January 2020. Currently liaising with Arun District Council regarding the Highway's England response to the application and subsequent concerns.
- 5) **HGV's through village** – HGV's are still being monitored through the village. The companies are contacted and given information regarding the WSCC Advisory Lorry Route and that they should not be coming through the village. In February 2020's meeting I will bring the information to Full Council and provide information on signage for the village.
- 6) **Traffic** – I was advised by WSCC that the traffic strips seen in Angmering in December 2019 were for a “post-completion monitoring of the traffic calming scheme in Angmering”. I have seen the data and I am currently making enquiries as to reports being created etc.
- 7) **Neighbourhood Plan** – Grant has been received from Locality towards the update of the Neighbourhood Plan (more grant money will be applied for in the coming year).  
A public session is due to be run on 23 January 2020 – more information to come.
- 8) **Office/Maintenance Activity – not exhaustive**
  - Traders evening went well, and we raised approximately £70 for the evenings chosen charities. Lots of people came into the office and it was great to see some new faces.
  - Christmas cards/competition were very successful and will be run again this year.
  - The office and Roy have been very hard at working on residents' reports of damage and issues within Angmering. These include reports of potholes, litter, fly tipping and damage to parish property.
  - The updated resilience plan has been sent for peer review before coming to Full Council for adoption.



Our Ref: 192906

17<sup>th</sup> December 2019

Ms K Herr  
Parish Clerk of Angmering Parish Council  
The Corner House  
The Square  
Angmering  
West Sussex  
BN16 4EA

[REDACTED]

Dear Katie

**Site: ARN023 - Orange Angmering (Wss0037) (the "Site")**  
**Re: EE & Three – New Electronic Communications Code – Subject to Contract**

We write further to our letter dated 11<sup>th</sup> December 2019.

We have been instructed by EE Limited ("EE") and Hutchison 3G UK Limited ("Three") to negotiate the terms for an agreement that will facilitate the continued occupation of the Site.

We enclose draft heads of terms setting out the terms of the offer that EE and Three wish to make. The agreement has been drafted in line with the Electronic Communications Code ("the Code"), introduced by Part 2 of the Digital Economy Act 2017, which is now in force having been incorporated as a new Schedule 3A to the Communications Act 2003. This offer is made in line with Ofcom's Code of Practice and is intended to seek consensual agreement for the terms of an agreement in a consistent, fair and open manner. Laura Bostock, who is instructed by EE & Three in respect to this matter, would welcome the opportunity to progress discussions as to the terms or how this valuation has been arrived at in accordance with the mechanics set out within the Code.

Provided that the agreement is completed without reference to the Upper Tribunal, EE and Three will contribute towards the cost of your professional fees up to a maximum sum of £3,000, to be split equally between surveyors and solicitors. Should the matter require reference to the Upper Tribunal it would be for them to determine the award of costs.

When calculating the consideration and compensation, we have reflected the recent changes in legislation in relation to the consideration for the grant of rights for the use of the Site and the compensation payable to you for any loss or damage sustained in the exercise of the rights, and site-specific matters we are aware of. It is entirely possible that there may be other factors which you wish us to consider, that may have an impact upon the basis of valuation set out in the Code. We would be happy to engage with you or your representatives in this regard.

Our client's preference remains for consensual agreement to be reached on the terms of an agreement. We would encourage you to seek independent professional advice on the contents of this letter. We look forward to hearing, within 14 days of the date of this letter, that the terms of the draft agreement are acceptable.

[REDACTED]

[REDACTED]



**DALCOUR  
MACLAREN**

Please contact Laura Bostock via the e-mail or telephone details listed above to allow discussions to be progressed.

Yours sincerely

[Redacted signature]

[Redacted name]

For and on behalf of EE and Three

Enc. Heads of Terms, As Built Drawings & Pre-Paid Envelope

**DATED**

**2020**

**ARUN DISTRICT COUNCIL**

**- and -**

**ANGMERING PARISH COUNCIL**

**AGREEMENT**

**relating to the grant of a sum of money to be used in connection with Parish participation in the production of Neighbourhood Development Plans**

**Arun District Council  
Arun Civic Centre  
Maltravers Road  
LITTLEHAMPTON  
West Sussex  
BN17 5LF**

**THIS AGREEMENT is made the \_\_\_\_\_ day of \_\_\_\_\_ 2020**

**BETWEEN:**

- (1) "the Council" Arun District Council of the Arun Civic Centre Maltravers Road Littlehampton West Sussex BN17 5LF and
- (2) "the Parish " **Angmering Parish Council** acting by two of its Councillors who are duly authorised to sign this Deed on behalf of the Parish pursuant to Section 14 Local Government Act 1972

**NOW THIS DEED WITNESSETH:** as follows:-

**1. Definitions**

In this Deed:-

- 1.1 "Authorised Purpose" means the uses for which The Sum can be put being any activity at any stage connected with the participation in the production of any stage of the review of the Neighbourhood Development Plan and will have reached a stage within 3 years (post Local Plan adoption) where a Plan is proposing an appropriate scale of housing development for the area of the Parish to promote and assist good Development Management in that area.
- 1.2 "Neighbourhood Development Plan"/"the Plan" means a plan pursuant to Sections 116 to 121 Part 6 Chapter 3 and Schedules 9 and 10 Localism Act 2011 and related Regulations which sets out policies however expressed in relation to the development regeneration and use of land in a particular Parish as specified in the Plan and which activity may include examination, referenda, consultation and other related matters and costs connected with the Plan.
- 1.3 "The Sum" means £5,000 (FIVE THOUSAND POUNDS) which is provided as a Grant by the Council under Section 120 Localism Act 2011 to assist Parish Councils to participate in the process of reviewing their Neighbourhood Development Plans.

**2. Recitals**

- 2.1 The Parish and the Council are both Local Authorities for the purposes of S136 Local Government Act 1972 and enter into this Deed for the Council to pay to the Parish The Sum and to govern the use of The Sum by the Parish after its receipt.
- 2.2 The Council is empowered under Section 1 Localism Act 2011 (Local Authorities General Power of Competence) to do anything that individuals generally may do and has been given grant monies by the DCLG which can be used for the Authorised Purpose under Section 120 Localism Act 2011.

**3. Operative powers**

- 3.1 The Council and the Parish enter into this Deed under powers contained in Sections 111 and 136 Local Government Act 1972 and Sections 1 and 120 Localism Act 2011 and all other enabling powers.

#### **4. Payment and Use of The Sum**

- 4.1 The Council undertakes to pay The Sum to the Parish no later than 28 days after the date of this Agreement.
- 4.2 The Parish shall provide a written receipt for The Sum no later than 21 days from the date of payment and shall use it for no purpose other than the Authorised Purpose.
- 4.3 Three months after the date of this Agreement the Parish shall submit to the Council its anticipated budget for Neighbourhood Development Plan production and a proposed programme of work.
- 4.4 Notwithstanding clause 4.3 above, the Council shall have the right to seek further information from the Parish regarding use of The Sum at any time
- 4.5 The Parish undertakes to substantially update the Neighbourhood Development Plan and to have reached a stage where the Plan is proposing an appropriate scale of housing development for the area of the Parish to promote and assist good Development Management in that area within 3 years (post Local Plan adoption) from the receipt of The Sum.

#### **5. Use for Authorised Purpose within Two years or refund to the Council**

- 5.1 In the event that The Sum or any part of it is not used or contracted to be used for the Authorised Purpose by the Parish within two years from the date of receipt by the Parish, The Sum or any part thereof not used or contracted to be used will be repaid to the Council.

#### **6. Arbitration**

- 6.1 Any dispute or difference arising between the parties with regard to their respective rights and obligations as to any matter or thing arising out of or connected with this Deed shall be referred to the decision of a single arbitrator (acting as an expert and not as an arbitrator) to be agreed by the parties or failing agreement between them to be nominated by the President for the time being of the Royal Institution of Chartered Surveyors and any such reference shall be deemed to be a submission to arbitration within the meaning of the Arbitration Act 1996 or any statutory modification or re-enactment for the time being in force.

#### **7. General**

- 7.1 This Agreement does not restrict or fetter the statutory powers of the Council or the Parish.
- 7.2 This Agreement does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any terms of this Agreement.

**8. Costs**

The Parish and the Council shall bear their own costs of entering into this Agreement.

**9. VAT**

Any sums referred to in this Agreement shall be exclusive of VAT

**10. Review of Agreement if necessary**

- 10.1 This Agreement is entered into pursuant to DCLG Guidance for payment of The Sum to be used as a Grant.
- 10.2 The parties agree that this Agreement may be reviewed when necessary.
- 10.3 Any amendments to this Agreement shall be in writing and executed as a Deed and shall be an annexed hereto.

**11. Liabilities of Council**

- 11.1 The Parish takes full responsibility for receipt and use of The Sum which shall be used exclusively for the Authorised Purpose..
- 11.2 The Council shall incur no liability after payment of The Sum to the Parish.
- 11.3 The Council as the Local Planning Authority shall provide advice and guidance to the Parish but will not provide any further financial assistance. Any additional costs resulting from advising on Plan preparation incurred by the Council will be charged to the Parish.

IN WITNESS of which the parties have executed this Agreement as a Deed the day and year first before written.

Executed as a Deed by affixing  
the Common Seal of ARUN  
DISTRICT COUNCIL in the  
presence of:

Authorised Signatory

Name:

Job Title:

Seal Book No:

Executed as a Deed on behalf of  
**ANGMERING PARISH COUNCIL by Councillor  
JOHN OLDFIELD**

**Sign here?**

in the presence of:

Witness signature:

Witness name:

Witness address:

Witness occupation:

Executed as a Deed on behalf of  
**ANGMERING PARISH COUNCIL by Councillor  
NIKKI HAMILTON-STREET**

**Sign here?**

in the presence of:

Witness signature:

Witness name:

Witness address:

Witness occupation:



Prepared by: Katie Herr

Subject: Storm Drain, Mayflower Park

Date: 03/01/2020

### Information

Roy reported that there was something in the drain at Mayflower Park. The below pictures were taken and sent to Coastal Drains Ltd who were asked for their advice on what they thought it was and the affect it may have on the drain.



The trouble with its current location is that the bolts are welded shut so our Groundsman is unable to complete this work himself.

The main worry is if this debris blocks an entry/exit or becomes lodged somewhere.

### Decision

Confirm if the work can be instructed as per the quote attached.





[Redacted text]

[Redacted text]

[Redacted text]

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

18<sup>th</sup> December 2019

Dear Sir/Madam,

Re: Mayflower Park, Mayflower Way, Angmering, West Sussex

Further to our recent visit to the above site, I have pleasure in submitting our quotation for the following works at the above address as discussed on site:

To remove bolts on metal frame to gain access into storm drain to remove plastic and clean and clear run and close metal frame and replaces bolts. If unable to gain access through metal frame will open manhole on top of bank and access storm drain and remove plastic and clean run.

Our charges to carry out the above works would be £405.00 plus VAT.

Should you require any further information regarding this quotation please do not hesitate to contact me.

Yours sincerely,

[Redacted signature]



Prepared by: Katie Herr  
 Subject: Budget & Precept 2020/2021  
 Date: 07 January 2019

**Budget/Precept Preparation**

1. The initial budget was drafted, and comments welcomed during a drop-in session for councillors. 2019/2020 budget was available to compare with current figures and precept calculations.
2. Since then the tax base numbers have been confirmed as per the below. This has assisted in the confirming of the budget and additional information has been gained from suppliers/service providers to further improve the preparation of the proposed budget.
3. There has been an increase in the tax base to 3570 for 2020/2021. This is an increase of 101 on last year's tax base of 3469.
4. As per the below table, it is suggested that an increase of 3.95% be put forward.
5. As per the below, the increase per band D property would equate to £4.09 increase or £0.08 per week.
6. The higher raise in precept would result in the budget income being equal to spend in 2020/2021. See below for the reason why this has not been selected as the preferred option.

Year	Precept Amount	Tax Base	Per "D" house	Percentage rise
<b>2020/2021</b>	<b>£385,100.00</b>	<b>3570</b>	<b>£107.87</b>	<b>3.95%</b>
<b>2020/2021</b>	<b>£394,000.00</b>	<b>3570</b>	<b>£110.36</b>	<b>6.35%</b>
2019/2020	£360,000.00	3469	£103.78	3.78%
2018/2019	£335,500.00	3355	£100.00	2%
2017/2018	£316,800.00	3232	£98.02	10.74%
2016/2017	£272,290.00	3093	£88.03	6.58%

**Preferred Option**

**Full Breakdown by Band**

<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£69.18	<b>Band A</b>	£71.91	£0.05
£80.71	<b>Band B</b>	£83.90	£0.06
£92.25	<b>Band C</b>	£95.89	£0.07
£103.78	<b>Band D</b>	£107.87	£0.08
£126.84	<b>Band E</b>	£131.84	£0.10
£149.90	<b>Band F</b>	£155.81	£0.11
£172.96	<b>Band G</b>	£179.79	£0.13
£207.55	<b>Band H</b>	£215.74	£0.16

**2020/2021 Budget Considerations**

**Full budget is attached.**

7. "Other Income" is showing as zero as the income from the flat has been coded against the income code for the flat in the new system.
8. "Elections Costs" - This is in preparation for the bill from ADC for the May 2019 election costs. £10,000 has already been budgeted for this in 2019/2020 budget. An Earmarked Reserve will be created in 2020/2021 accounts to house this reserve.
9. Councillors allowance budget has been reduced for 2020/2021 as not all eligible councillors took the allowance available to them for their term.
10. 3 of the council PC's are coming up for being 7 years old in 2020, the 4<sup>th</sup> will be 5 years old in 2020. A budget of £3,000 has been allocated to replace the old machines,
11. We have taken out a monthly article in All About Angmering to promote the work of the council, advertise events and raise awareness of the upcoming Neighbourhood Plan Review.
12. Due to the success of the Annual Parish Assembly – this will be held again this year but at the Angmering Community Centre, as space was an issue last time.
13. Items showing no spend – Chandlers Legal Fees for example will be put into an earmarked reserve for us in 2020/2021.
14. The Neighbourhood Plan review is being supported by AirS and this is at a cost of approximately £28,000. The council have also resolved to pay half of the cost of the Housing Needs Survey (also

## Agenda Item 14 & 15

being prepared by AirS) that is being organised by the Community Land Trust. The information from this survey will be shared with us to use in our Neighbourhood Plan Review.

15. The deficit in the budget will be counteracted by the grants being requested from Locality and Arun District Council for funding towards the creation of the Neighbourhood Plan. £6,160 has already been secured.
16. It is hoped that with the new houses being built and their subsequent occupation, we will be able to reduce the amount of increase to precept year on year.
17. Since using the system, it has become clear that some codes are either not being used or spend/budget is against the incorrect line. This will be fully corrected in 2020/2021.

### **Earmarked Reserves**

Angmering Parish Council have funds in the bank in various accounts creating interest and earmarked for specific projects.

£71,923.07 – EMR Chandlers Development Loan/Legal Fees

£26,243.32 – EMR Play Park Refurbishment

£3,033.28 – EMR Asset renewal – together with £200,000.00 held in shares.

EMR Election Cost to be created. These will be updated after 1<sup>st</sup> April 2020 to reflect the changes.

After the survey has been completed for the Neighbourhood Plan this will give us better indication if any further amendments needed for our earmarked reserves.

### **Decisions Needed.**

- 1) To approve the precept at £107.87 per band D property, an increase of £4.09 per year (£0.08 per week)**
- 2) To approve the budget as it stands, subject to any changes that will be reported to the council before the start of the 2020/2021 financial year.**

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>100</b>	<b>Income</b>											
1076	Precept	0	0	0	0	360,000	0	360,000	360,000	385,100	0	0
1080	Investment Income	0	0	0	0	7,800	0	7,800	6,325	8,000	0	0
1090	Bank Interest	0	0	0	0	180	0	180	48	180	0	0
1095	Other Income	0	0	0	0	8,400	0	8,400	50	0	0	0
1105	Donations Received	0	0	0	0	0	0	0	415	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>376,380</b>	<b>0</b>	<b>376,380</b>	<b>366,839</b>	<b>393,280</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>			<b>376,380</b>		<b>376,380</b>	<b>366,839</b>	<b>393,280</b>		
<b>120</b>	<b>Office</b>											
4000	Salary - Clerk	0	0	0	0	39,782	0	39,782	29,827	40,760	0	0
4005	Salary - Office Staff	0	0	0	0	71,000	0	71,000	51,493	72,000	0	0
4025	Employer's NI	0	0	0	0	12,700	0	12,700	7,733	12,000	0	0
4035	Pension - LGPS	0	0	0	0	30,400	0	30,400	17,680	25,000	0	0
4055	Travel	0	0	0	0	300	0	300	130	300	0	0
4070	Training	0	0	0	0	4,000	0	4,000	625	4,000	0	0
4200	Electricity	0	0	0	0	1,300	0	1,300	766	1,400	0	0
4205	Gas	0	0	0	0	850	0	850	583	875	0	0
4210	Water/Sewage	0	0	0	0	900	0	900	0	900	0	0
4220	Office Cleaning	0	0	0	0	700	0	700	744	900	0	0
4225	Office Maintenance	0	0	0	0	600	0	600	223	600	0	0
4230	Office Improvements	0	0	0	0	15,000	0	15,000	568	2,000	0	0
4235	Office Equipment	0	0	0	0	850	0	850	605	1,000	0	0
4240	Stationery & Consumables	0	0	0	0	2,200	0	2,200	2,134	2,800	0	0

Continued on next page

## Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4245	Postage	0	0	0	0	60	0	60	0	60	0	0
4250	Telephones	0	0	0	0	1,200	0	1,200	1,449	1,400	0	0
4255	Broadband	0	0	0	0	1,300	0	1,300	0	1,400	0	0
4260	Mobile Telephones	0	0	0	0	600	0	600	0	0	0	0
4265	Photocopying	0	0	0	0	3,500	0	3,500	2,018	3,500	0	0
4270	Printing	0	0	0	0	450	0	450	452	500	0	0
4275	Newsletter Production	0	0	0	0	3,500	0	3,500	0	4,000	0	0
4285	Books & Publications	0	0	0	0	250	0	250	0	250	0	0
4290	Subscriptions	0	0	0	0	2,900	0	2,900	2,637	3,000	0	0
4295	Land Registry	0	0	0	0	200	0	200	39	200	0	0
4310	Bank Charges	0	0	0	0	25	0	25	0	25	0	0
4315	Room Hire	0	0	0	0	1,300	0	1,300	632	1,500	0	0
4325	Advertising	0	0	0	0	50	0	50	317	100	0	0
4330	IT Support	0	0	0	0	3,500	0	3,500	4,151	1,500	0	0
4335	IT Software	0	0	0	0	3,200	0	3,200	3,722	3,000	0	0
4340	IT Equipment	0	0	0	0	400	0	400	64	4,000	0	0
4345	Insurance	0	0	0	0	7,500	0	7,500	7,703	8,200	0	0
4350	Audit Fees	0	0	0	0	3,000	0	3,000	1,647	3,000	0	0
4360	Professional Expenses	0	0	0	0	5,000	0	5,000	2,219	3,000	0	0
4365	Legal Fees	0	0	0	0	12,000	0	12,000	0	2,000	0	0
4370	Election Costs	0	0	0	0	10,000	0	10,000	0	10,000	0	0
4375	Community Grants	0	0	0	0	3,500	0	3,500	1,912	3,500	0	0
4380	Loan Charges	0	0	0	0	8,355	0	8,355	0	0	0	0
4505	Tools & Equipment	0	0	0	0	0	0	0	886	0	0	0

Continued on next page

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4530	Buildings - Routine Maint.	0	0	0	0	0	0	0	436	0	0	0
4585	Rubbish Collection Recycling	0	0	0	0	0	0	0	183	300	0	0
4665	Contractor-General	0	0	0	0	0	0	0	50	0	0	0
4755	Event Equipment Hire	0	0	0	0	0	0	0	560	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	252,372	0	252,372	144,187	218,970	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			<u>(252,372)</u>		<u>(252,372)</u>	<u>(144,187)</u>	<u>(218,970)</u>		
<b>140</b>	<b><u>Councillors/Civic</u></b>											
4070	Training	0	0	0	0	1,000	0	1,000	645	2,000	0	0
4400	Councillor's Basic Allowance	0	0	0	0	6,708	0	6,708	2,612	3,000	0	0
4405	Chairman's Allowance	0	0	0	0	300	0	300	210	300	0	0
4410	Member's Travel Expenses	0	0	0	0	500	0	500	0	500	0	0
4415	Official Hospitality	0	0	0	0	700	0	700	0	500	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	9,208	0	9,208	3,467	6,300	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			<u>(9,208)</u>		<u>(9,208)</u>	<u>(3,467)</u>	<u>(6,300)</u>		
<b>160</b>	<b><u>Neighbourhood Plan</u></b>											
4240	Stationery & Consumables	0	0	0	0	0	0	0	0	1,000	0	0
4270	Printing	0	0	0	0	0	0	0	0	3,000	0	0
4325	Advertising	0	0	0	0	0	0	0	0	3,000	0	0
4360	Professional Expenses	0	0	0	0	0	0	0	0	33,000	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	0	40,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			<u>0</u>		<u>0</u>	<u>0</u>	<u>(40,000)</u>		

Continued on next page

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>200</b>	<b><u>Maintenance</u></b>											
4010	Salary - Groundstaff	0	0	0	0	22,000	0	22,000	16,018	23,000	0	0
4025	Employer's NI	0	0	0	0	0	0	0	1,305	1,700	0	0
4035	Pension - LGPS	0	0	0	0	0	0	0	3,482	4,853	0	0
4260	Mobile Telephones	0	0	0	0	0	0	0	542	400	0	0
4500	Protective Clothing	0	0	0	0	500	0	500	141	300	0	0
4505	Tools & Equipment	0	0	0	0	900	0	900	423	1,000	0	0
4530	Buildings - Routine Maint.	0	0	0	0	6,000	0	6,000	80	0	0	0
4535	Buildings - Insurance Work	0	0	0	0	500	0	500	0	0	0	0
4570	Dog Fouling Bin Collections	0	0	0	0	500	0	500	0	300	0	0
4580	Rubbish Collection Green Waste	0	0	0	-1,000	2,000	0	1,000	789	2,400	0	0
4585	Rubbish Collection Recycling	0	0	0	0	400	0	400	45	0	0	0
4590	Rubbish Collection Gen. Waste	0	0	0	-1,700	1,700	0	0	0	0	0	0
4595	BMX Track Maintenance	0	0	0	0	0	0	0	1,690	2,000	0	0
4630	Equipment Storage	0	0	0	6,000	0	0	6,000	4,500	6,000	0	0
4650	Play Area Inspections	0	0	0	0	1,000	0	1,000	350	500	0	0
4655	Play Area Maintenance	0	0	0	0	7,000	0	7,000	1,398	7,500	0	0
4665	Contractor-General	0	0	0	0	0	0	0	3,049	5,000	0	0
4670	Contractor-Grass	0	0	0	0	9,000	0	9,000	7,815	10,000	0	0
4675	Contractor-Trees & Hedges	0	0	0	0	0	0	0	1,770	3,500	0	0
4680	Contractor-Flowers & Beds	0	0	0	0	0	0	0	5,942	9,000	0	0
	<b>Overhead Expenditure</b>	0	0	0	3,300	51,500	0	54,800	49,339	77,453	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(51,500)		(54,800)	(49,339)	(77,453)		

Continued on next page



	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<b>210</b>	<b><u>Village Wide</u></b>											
4610	Maintenance	0	0	0	0	0	0	0	14	200	0	0
4695	Noticeboards	0	0	0	0	0	0	0	3,841	0	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,856</b>	<b>200</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>		<b>0</b>		<b>0</b>	<b>(3,856)</b>	<b>(200)</b>			
<b>220</b>	<b><u>Mowers/Strimmers</u></b>											
1095	Other Income	0	0	0	0	0	0	0	5,500	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
4505	Tools & Equipment	0	0	0	0	0	0	0	317	500	0	0
4605	Fuel	0	0	0	0	400	0	400	254	400	0	0
4610	Maintenance	0	0	0	0	1,500	0	1,500	127	1,500	0	0
4620	Licence	0	0	0	0	0	0	0	25	25	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,900</b>	<b>0</b>	<b>1,900</b>	<b>723</b>	<b>2,425</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>		<b>(1,900)</b>		<b>(1,900)</b>	<b>4,777</b>	<b>(2,425)</b>			
<b>240</b>	<b><u>Vehicles</u></b>											
4345	Insurance	0	0	0	0	1,700	0	1,700	1,069	1,700	0	0
4605	Fuel	0	0	0	0	1,200	0	1,200	803	1,400	0	0
4610	Maintenance	0	0	0	0	1,000	0	1,000	919	1,500	0	0
4620	Licence	0	0	0	0	250	0	250	0	250	0	0
4630	Equipment Storage	0	0	0	-6,000	6,000	0	0	0	0	0	0

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		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	0	0	0	-6,000	10,150	0	4,150	2,791	4,850	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(10,150)		(4,150)	(2,791)	(4,850)		
<b>250</b>	<b><u>Street Lighting</u></b>											
4200	Electricity	0	0	0	0	1,800	0	1,800	4,762	2,300	0	0
4610	Maintenance	0	0	0	0	4,700	0	4,700	2,021	5,000	0	0
4665	Contractor-General	0	0	0	0	0	0	0	433	500	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	6,500	0	6,500	7,215	7,800	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(6,500)		(6,500)	(7,215)	(7,800)		
<b>260</b>	<b><u>Palmer Road Rec</u></b>											
4660	Palmer Road Pavilion	0	0	0	0	0	0	0	780	3,000	0	0
4670	Contractor-Grass	0	0	0	0	10,000	0	10,000	8,962	10,000	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	10,000	0	10,000	9,742	13,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(10,000)		(10,000)	(9,742)	(13,000)		
<b>280</b>	<b><u>Community Centre</u></b>											
4450	CCTV Maintenance	0	0	0	0	0	0	0	792	1,000	0	0
4455	Alarms óó	0	0	0	0	0	0	0	0	800	0	0
4530	Buildings - Routine Maint.	0	0	0	0	0	0	0	120	8,000	0	0
4580	Rubbish Collection Green Waste	0	0	0	1,000	0	0	1,000	761	0	0	0
4590	Rubbish Collection Gen. Waste	0	0	0	1,700	0	0	1,700	1,647	2,200	0	0
4665	Contractor-General	0	0	0	0	0	0	0	100	0	0	0

Continued on next page

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	0	0	0	2,700	0	0	2,700	3,420	12,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		(2,700)	(3,420)	(12,000)		
<b>290</b>	<b><u>Skate Bowl</u></b>											
4200	Electricity	0	0	0	0	0	0	0	-120	600	0	0
4665	Contractor-General	0	0	0	0	0	0	0	329	500	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	209	1,100	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		0	(209)	(1,100)		
<b>300</b>	<b><u>CLEW Committee</u></b>											
4665	Contractor-General	0	0	0	0	5,000	0	5,000	0	0	0	0
4675	Contractor-Trees & Hedges	0	0	0	0	4,000	0	4,000	0	0	0	0
4680	Contractor-Flowers & Beds	0	0	0	0	9,000	0	9,000	0	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	18,000	0	18,000	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(18,000)		(18,000)	0	0		
<b>310</b>	<b><u>Christmas Memory Event</u></b>											
4240	Stationery & Consumables	0	0	0	0	200	0	200	272	600	0	0
4325	Advertising	0	0	0	0	300	0	300	13	100	0	0
4700	Christmas Tree	0	0	0	0	1,000	0	1,000	1,005	1,500	0	0
4755	Event Equipment Hire	0	0	0	0	0	0	0	220	300	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	1,500	0	1,500	1,510	2,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(1,500)		(1,500)	(1,510)	(2,500)		

Continued on next page

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>320</b>	<b><u>Community Clean Up Sessions</u></b>											
4240	Stationery & Consumables	0	0	0	0	200	0	200	98	250	0	0
4315	Room Hire	0	0	0	0	400	0	400	90	200	0	0
4325	Advertising	0	0	0	0	200	0	200	0	100	0	0
4505	Tools & Equipment	0	0	0	0	200	0	200	408	300	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>596</b>	<b>850</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>			<b>(1,000)</b>		<b>(1,000)</b>	<b>(596)</b>	<b>(850)</b>		
<b>330</b>	<b><u>BMX Day/Screen On The Green</u></b>											
4240	Stationery & Consumables	0	0	0	0	200	0	200	79	200	0	0
4245	Postage	0	0	0	0	0	0	0	3	30	0	0
4325	Advertising	0	0	0	0	300	0	300	0	300	0	0
4750	Event Organiser	0	0	0	0	3,500	0	3,500	3,300	4,000	0	0
4755	Event Equipment Hire	0	0	0	0	0	0	0	838	2,000	0	0
4760	Event Staffing	0	0	0	0	1,500	0	1,500	462	1,000	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,500</b>	<b>0</b>	<b>5,500</b>	<b>4,681</b>	<b>7,530</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>			<b>(5,500)</b>		<b>(5,500)</b>	<b>(4,681)</b>	<b>(7,530)</b>		
<b>340</b>	<b><u>Dog Show</u></b>											
1095	Other Income	0	0	0	0	0	0	0	375	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>375</b>	<b>0</b>	<b>0</b>	<b>0</b>
4240	Stationery & Consumables	0	0	0	0	200	0	200	114	200	0	0
4325	Advertising	0	0	0	0	300	0	300	109	200	0	0

Continued on next page

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4505	Tools & Equipment	0	0	0	0	0	0	0	37	0	0	0
4755	Event Equipment Hire	0	0	0	0	0	0	0	3,389	4,000	0	0
4760	Event Staffing	0	0	0	0	0	0	0	204	300	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	500	0	500	3,853	4,700	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(500)		(500)	(3,478)	(4,700)		
<b>350</b>	<b><u>Community Sessions</u></b>											
4240	Stationery & Consumables	0	0	0	0	200	0	200	314	500	0	0
4315	Room Hire	0	0	0	0	0	0	0	83	200	0	0
4325	Advertising	0	0	0	0	300	0	300	0	100	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	500	0	500	397	800	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(500)		(500)	(397)	(800)		
<b>360</b>	<b><u>Mayflower</u></b>											
1095	Other Income	0	0	0	0	0	0	0	7,200	0	0	0
	<b>Total Income</b>	0	0	0	0	0	0	0	7,200	0	0	0
4200	Electricity	0	0	0	0	0	0	0	61	0	0	0
4365	Legal Fees	0	0	0	0	0	0	0	2,681	3,000	0	0
4675	Contractor-Trees & Hedges	0	0	0	0	0	0	0	550	1,000	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	3,292	4,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		0	3,908	(4,000)		
<b>370</b>	<b><u>Parish Assembly</u></b>											

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4240	Stationery & Consumables	0	0	0	0	0	0	0	0	300	0	0
4315	Room Hire	0	0	0	0	0	0	0	0	100	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	0	400	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		0	0	(400)		
<b>500</b>	<b><u>Allotments</u></b>											
1000	Rent Received	0	0	0	0	900	0	900	900	900	0	0
	<b>Total Income</b>	0	0	0	0	900	0	900	900	900	0	0
4800	Rent Paid	0	0	0	0	825	0	825	0	825	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	825	0	825	0	825	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			75		75	900	75		
<b>600</b>	<b><u>Chandlers Redevelopment</u></b>											
4365	Legal Fees	0	0	0	0	0	0	0	500	12,000	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	500	12,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		0	(500)	(12,000)		
<b>650</b>	<b><u>Corner House Flat</u></b>											
1000	Rent Received	0	0	0	0	0	0	0	5,394	8,000	0	0
	<b>Total Income</b>	0	0	0	0	0	0	0	5,394	8,000	0	0
4240	Stationery & Consumables	0	0	0	0	0	0	0	16	0	0	0
4360	Professional Expenses	0	0	0	0	0	0	0	770	0	0	0

Continued on next page

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4380	Loan Charges	0	0	0	0	0	0	0	4,071	8,142	0	0
4530	Buildings - Routine Maint.	0	0	0	0	0	0	0	363	1,000	0	0
4610	Maintenance	0	0	0	0	0	0	0	283	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	5,502	9,142	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		0	(108)	(1,142)		
<b>900</b>	<b>Investment Expenditure</b>											
9000	CCLA Property Fund Top up	0	0	0	0	0	0	0	80,000	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	80,000	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		0	(80,000)	0		
	<b>Total Budget Income</b>	0	0	0	0	377,280	0	377,280	386,208	402,180	0	0
	<b>Expenditure</b>	0	0	0	0	369,455	0	369,455	325,281	426,845	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			7,825		7,825	60,927	(24,665)		



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**ANGMERING PARISH  
COUNCIL  
BRANDING POLICY  
2020**

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**ANGMERING PARISH COUNCIL  
Authored by: Katie Herr/Tracy Lees  
Date Updated: January 2020**



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## Our Logo

All material produced by us must carry our logo. It is the cornerstone of our visual identity and provides a simple ‘trademark’ to signal the wide range of services we provide.

The logo should always be positioned in the **top left** corner where possible. The size should be relevant to the document it is being used for. The logo should be reproduced in colour as shown below.



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# Typography (Font)

Typography should always look good but remember it's a functional tool. Use it to communicate, not decorate. We use **Calibri** for all documents.

Calibri

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

The quick brown fox jumps over the lazy dog

## Accessibility Rules

Use a minimum font size of 11pt for main areas of text. Main text should always be aligned left with ragged right margin. Turn hyphenation off. Use sentence case, even for headings. Block capitals should be used sparingly as they make the shape of the word harder to recognise. Use a plain background behind text. Do not place images behind text and stick to a pale background with a dark font. Avoid using reversed-out text for large areas of body. You may use it for very small areas of text, but always make sure that there is a maximum contrast between text and background.

## Using Type

Shorter headers can attract attention.

Typography should suit the purpose – for example, clear and rational for information, dynamic and animated for promotion.

Create a clear information hierarchy – three sizes of type is a good rule of thumb.

Where possible, avoid the underlining of text.

Never justify text except for formal letters sent by Angmering Parish Council and reserve centering text for headlines only.

Leaving some areas of a layout with white space can increase the impact of the message and make things easier to read.

Use accent colours sparingly to highlight areas of information.

Use size, weight and colour to create contrast and guide the reader. Employ a thoughtful use of elements.

Less is often more.

# Colour

A black type face should be used for all documents. Greens for headers should be the first choice for printed materials unless there are compelling reasons otherwise. Percentage tints of a single colour can be used to give a little more subtlety, or to reduce the number of inks used and, therefore, cost.

# Templates

Examples of templates include Noticeboard Sheets and What's On posters. The templates have been developed in line with the look of our brand. Templates are designed in A5 and A4 size.



# Newsletters

A printed Newsletter in All About Angmering magazine is a cost effective way of delivering communications to all the residential properties within Angmering.

All editions of the Newsletter must carry the following sections:

- Main Header to include our logo and month of newsletter.
- This month's Parish Council meetings: To include a grid showing dates and venues.
- Meet your Councillor: A different Councillor profile each month.
- Noticeboard: An update on anything we think the village should be aware of plus links to information that may be useful.
- What's On: to list out any events taking place that month.
- Have your say: Information on how to contact Angmering Parish Council, include email address, web address, Facebook page, address and phone number.



## Angmering Parish Council wish you all a very happy and prosperous New Year

Angmering Parish Council's office is right in the centre of the village. It is open daily to the public where you will find a very warm welcome.

Katie, Tracy, Tara and Sam are our friendly and approachable team based at the office, as well as Roy our fabulous Groundsman, who can be seen all around the village.

If you have a question regarding anything from a local planning application to a query regarding a local park or even an idea for a new event – the

team are there to listen and answer your questions.

So, pop in and have a chat with our community focused team who are only too willing to offer advice and assistance, all with a friendly smile.

Please follow the Angmering Parish Council Facebook page for updates on events, meetings, local weather/travel warnings and other useful information. Please visit our website for further details; [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)



## This month's Parish Council meetings

Mon 13th Full Parish Council at Kings Suite, Angmering Village Hall  
 Tue 14th HTP\* Planning at Kings Suite, Angmering Village Hall  
 Weds 29th CLEW\* Committee at Angmering Baptist Church

All meetings are open to the public and we do encourage you to attend – you are able to make your views known at the meetings. Dates, venues and agenda are also available on our website.

The Full Parish Council, which meets once month, has its responsibilities and activities managed by 3 Committees:-

• Housing, Transport and Planning (HTP) which meets 3 weekly.  
 • Community, Leisure, Environment and Wellbeing (CLEW) which meets monthly  
 • Governance and Oversight (Gov) which meets quarterly.

In addition we hold an annual Parish meeting or a Parish assembly. The first assembly for some time was held in May this year, it proved to be very popular and we intend to hold another in May 2020.

\*HTP- Housing, Transport & Planning Committee / CLEW- Community, Leisure, Environment & Well-Being Committee.

Email us: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

## Meet your councillors...

This month please meet John Oldfield, Chairman of Angmering Parish Council.

I became a Parish Councillor seven years ago and have been its chairman for the past two years. My wife and I together with our daughter, grand daughter and two dogs moved from Itulip, West London to West Drive eleven years ago. By profession I am a Chartered Civil and Structural Engineer. After retiring as Head of Engineering of a London Borough I became the Manager of a GP Practice and still help them with their business affairs on a part time basis. After National Service in the Royal Engineers I served in the Reserve Army for twenty four years.

As this is the first edition in the New Year may I, on behalf of the Parish Council, wish you all a very Happy 2020.



### ...and now the Council

Parish Councils are that part of Local Government that have the most immediate and close contact with its electors – you the villagers. We are made up of thirteen Councillors and have a staff of five headed by the Parish Clerk. Councillors are volunteers and are elected four yearly at the same time as the District Council elections.

## Notice board

Each month we will update you on anything we think you should be aware of plus links to information you may find useful.

We are commencing a review of our Neighbourhood Plan and will shortly be seeking your ideas and aspirations for the future of the village, the existing plan and the need for the review can be found on our website, please do take a look at them. This review will be an important activity over the coming months affecting us all.

We will communicate with you through our Facebook page, our website, our notice boards - situated throughout the village - and notices in our office window. In addition, we have now arranged for a two page article to be included in all future editions of "All about Angmering."




Got a question for us? Then just ask! Got a comment for us? Then please tell us! There are various ways you can contact us: give us a call, check out our website, leave us a comment on Facebook or pop in and see us!

T: 01903 772124 • [www.facebook.com/AngmeringPC](http://www.facebook.com/AngmeringPC)  
 Our address: The Corner House, The Square, Angmering, West Sussex, BN16 4EA

# Letterhead

Our stationery could be the first contact people have with us. It is important it projects a professional image.

The A4 letterhead provides a standardised look. You can download the electronic template from the folder (type 'APC letterhead template' into the search bar). These templates MUST be used. Pre-printed stationery is not permitted. This is to save costs by preventing wastage when addresses, job titles and other information changes.



Established 1894

**Angmering Parish Council**  
The Corner House  
The Square  
Angmering  
West Sussex BN20 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)

Number and Road  
Angmering  
West Sussex  
Post Code

Day Date Month Year

Dear Sir or Madam,

Add letter title here:

Text for letter here

Yours Faithfully or Yours Sincerely if you don't know them

Kate Herr  
Clerk to Angmering Parish Council

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## Business Cards

The use of first names, not initials, is the standard. Job titles should also be listed. Please order your cards through the Office Manager.



## Complement Slips

Complement slips should be generic and can be used by staff and Councillors. Please order your complement slips through the Office Manager.



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# Email Signatures

It is important all staff and Councillors use a consistent approach to email signatures. Standard email signatures should be arranged as shown in the example below. Professionally designed email signatures will ensure your signature is presenting the organisation in the best light.

FirstName Surname

Job Role - Angmering Parish Council

Telephone: 01903 772124

Alternative email: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

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



## Angmering Parish Council

The Corner House

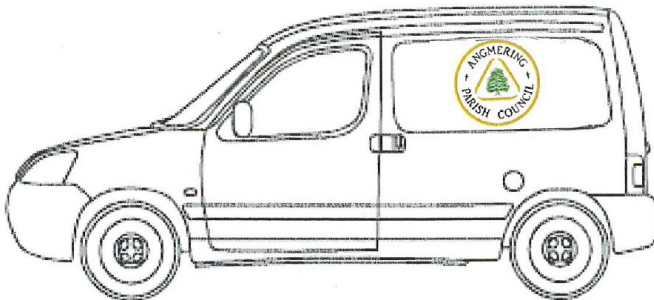
The Square

Angmering

West Sussex BN16 4EA

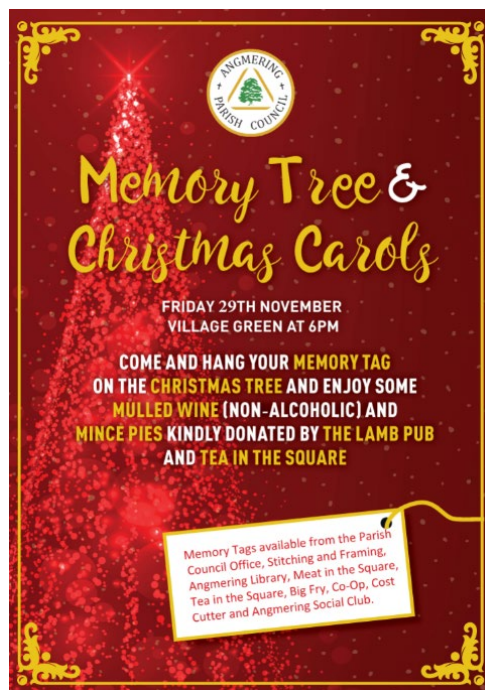
# Vehicle Livery

The livery should be the corporate pantone colors. The minimum requirement is for the full logo and office telephone number to appear on both sides of the vehicle and where practicable on the rear of the vehicle.



# Event Posters/Flyers

Event posters and flyers should represent the event and the design should reflect this. The only required is that the design incorporates the Angmering Parish Council logo.

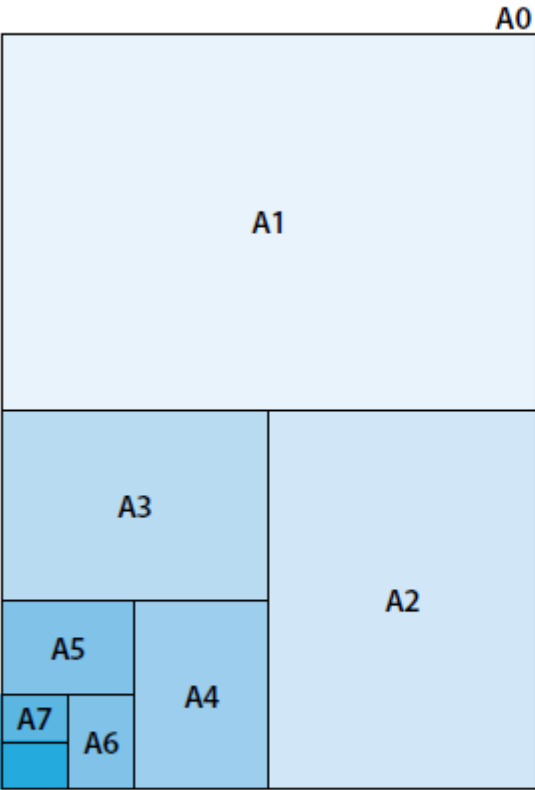




# Paper, Envelope and Paper Folds

Examples of common paper sizes, envelopes and paper folds.

## ISO paper sizes

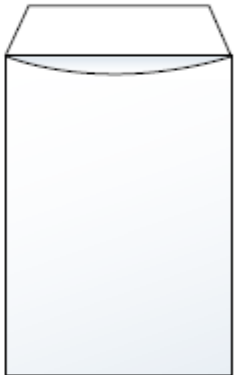


- A0** - 841mm x 1189mm
- A1** - 594mm x 841mm
- A2** - 420mm x 594mm
- A3** - 297mm x 420mm
- A4** - 210mm x 297mm
- A5** - 148.5mm x 210mm
- A6** - 105mm x 148.5mm
- A7** - 74mm x 105mm

## Common envelope sizes

- C4** - 229mm x 324mm (to hold A4 sheets)
- C5** - 162mm x 229mm (to hold A5 sheets)
- DL** - 110mm x 220mm (to hold A4 folded to DL)
- C6** - 114mm x 162mm (to hold A6 sheets)

### Pocket style



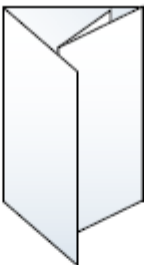
### Wallet style



# Paper Folds



**Concertina fold**  
Paper zig zags like a concertina. Sometimes referred to as 'Z fold'



**Roll fold**  
Has two or more parallel folds which fold in on each other.



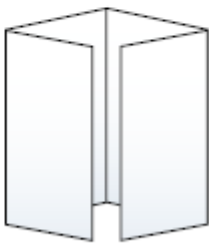
**Half page fold**  
Paper folds in half and then folds in half again.



**Map fold**  
Paper zig zags like a concertina then folds in the middle.



**Open gate fold**  
The two parallel folds fold in to meet in the middle without overlapping.



**Closed gate fold**  
The two parallel folds fold in to meet in the middle without overlapping, then folds at the middle.