

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegate To
08.03.21	4	20/198	Village Gates	Look into the possibility of installing village gates		Clerk would like to put this item on hold until works on Water Lane width have been completed as it may result in moving the signs.	KH
10.01.2022	4	21/142	Public Consultation	Clarify the path use through Mayflower Park and the signage. Report back to Councillors and the member of public		Costs received for making it wide enough for cycles to use. Need comments from councillors re next steps. KH emailed to confirm price for making suitable amendments June 2023	KH
12.12.22	11	22/096	Asset of Community Value	Renew the listing for the Spotted Cow, Angmering, as an asset of community value.		Application submitted January 2023. Waiting on response from Spotted Cow. Chased May 2023. No response after trying several times. Not able to move forward.	TL
12.12.22	11	22/096	Asset of Community Value	Cllr Bicknell would like the list of Community Assets looked at and others possibly added		List of current ACV's sent to Paul Bicknell for comment/next steps 01/02/2023. Chased May 2023	TL
15.05.23	14	23/014	Review of 2022/23	Look into the possibility of an electronic signage board.	Research subject and obtain spec/quotes		CJ

KEY

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



Clerks Report June 2023

Agenda Item 5

1) Planning Applications.

South of Water lane – Work continues on the site.

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

Land at Rustington Golf Centre, A/45/22/PL - A/29/21/PL – Archaeology work is underway on the site and applications coming through for advertising boards and banners.

Ham Manor - A/2/23/PL – Application in for 133 dwellings. Refused.

Chandlers Site A/11/23/PL – New plans have been drafted. We are just waiting on ADC to display them so comments can be made.

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

Russet Play work is well underway and the majority of the equipment is now in. The floor will be the next part to be completed. Thoughts are now turning to the opening.

Southern Water start work continues in the village. A lot of correspondence has been happening between the Clerk and representatives of Clancy Docwra re signage and the issues it has caused for the village shops/businesses.

The Parish Assembly went well with Katy Bourne speaking to over 40 people and fielding their questions. The Fred Rowley Award was given to Neil Rogers-Davis and the Young Volunteer of the Year was handed to the Sports Leaders group from The Angmering School – both very well deserved. A full report is on our website.

Fletchers Field Play Area – final design has been received and work is due to start in August 2023.

Benches and planters have been received for the area by the Blue Star roundabout and work is due to recommence.

Rainbow Bench – the rainbow bench was graffitied with phallic symbols and homophobic slurs. This was caught on CCTV and witnessed. All information has been sent to the police and the ASB team at Arun District Council. The bench was successfully cleaned.

Damage and graffiti was also reported at ADC owned play area off Decoy Drive. The information was passed onto both the ASB team at Arun District Council as well as being reported directly to the Parks team at ADC.

Christine has now completed her information book to go to local developments informing them of our aim to secure more defibrillators for the village. It includes useful information on how to source them, as well as stats on how effective they are. It is hoped that they will come forward and locate defibrillators within their estates.

A meeting with Ferring Nurseries, Angmering in Bloom and the Clerk takes place on Wednesday 7 June. This will result in all organisations knowing what their responsibilities are with regards to planters, troughs, baskets and areas within the village.

Correspondence has been sent to St Margaret's Church and Angmering Village Hall regarding work that is required to be done along the Black Ditch that neighbours both of their properties. Positive responses have been received and quotes are being sourced by the trustees at the village hall.

Work will be needed on the pavilion at Palmer Road Rec due to vandalism and old age. This involves the wooden panels surrounding the building, gutters and some small works to door frames. Quotes are being sourced for this and will come to CLEW in due course.

Hedge and small tree work will need to be completed in certain areas of Bramley Green in the next few months. Correspondence will go to all neighbouring properties with when the work will commence and confirmation will be given that no work will go ahead if nests are still active. The work would be re-arranged.

The councils audit went without any issues and the paperwork is being brought to this meeting for signing off.



Chair's report May 2023

May is always a different month after an election, whilst Councillors settle into a new routine. In our immediate neighbouring parishes Cllr Steve Toney remains Chair at East Preston, Cllr Graham Tyler is the Chair at Rustington, Cllr Terry Gale Chair of Clapham and Cllr Rick Romero Chair of Patching.

I have congratulated Cllr Alison Cooper as Chair of Arun District Council and Cllr Dr. James Walsh as her Vice Chair. I have also written to Cllr Matt Stanley, the new Leader of Arun District Council to congratulate him, and request a meeting at his earliest convenience to discuss the issues for Angmering Parish.

The Annual Parish Assembly, I believe was a success with the Police & Crime Commissioner Katy Bourne, being very engaging and informative, and it was a lovely opportunity to celebrate the achievements of Neil Rogers-Davis by presenting the Fred Rowley Award, and the Sports Leaders from The Angmering School as Young Volunteers of the Year. It is always a shame that more residents do not attend, and a review will be undertaken at Junes CLEW meeting, any thoughts to go into the mix, please pass to Tracy.

It is a delight to walk past the Community Centre every day, and see the installation of the new play equipment at Russet Play Park taking place. This is the busiest park in the village, so the consultation and investment will be worth it.

I also saw the young people who work with the Skill Mill last week, undertaking the maintenance of the shrubs and bushes in Nursery Road, they were fully engaged and have left the area looking great.

Our priorities for the year ahead and in part for the length of this Council, are clearly laid out in our documented plans. We need to all continue to work together to achieve the best for the community in which we live.

Nikki Hamilton-Street

ANNUAL PLAN 2023/2024

Area of focus	Ambition	Who is responsible	Success would be	Time Scale	Budget 2023/24	Precept/S106/CIL/Grant/EMR	Committee	Progress as of 01/06/2023
COMMUNITY								
Work with the community to ensure that the village of Angmering has a positive image and a welcoming feel								
Organisations in Angmering	To develop an overarching "Angmering Community Network" to include all voluntary sector organisations - to enable resource and information sharing	Alison Reigate/Christine Jones	Regular meetings of the Angmering Community Network throughout each year. Meetings deemed beneficial by those attending.	Ongoing	£200.00	Precept	Clew	Meetings set up and 1st one held. Regular emails containing information going out to all who signed up
Volunteer Opportunities and Angmering green spaces	To establish a Community Garden in Angmering	Tracy Lees/Nikki Hamilton-Street/Alison Reigate	An easy to maintain garden, with features to appeal to a wide range of people. A haven for nature.	2023/2024	£5,737.00	Precept	Clew	Plan created - clearance of area needed.
Volunteer Opportunities and Community Schemes	To support the Community Allotment Group to flourish	Alison Reigate	A well stocked and maintained allotment, with a full compliment of volunteers, with all spare produce going to the Community Fridge.	Year Round	£100	Precept	CLEW	Ongoing
Volunteer Opportunities and Community Schemes	To reduce the impact of litter on the parish and ensure all of Angmering is covered by Volunteer Community Litter Pickers	Office	A large group of regular litter pickers help to keep Angmering tidy. Have regular contact with volunteers and maintain their equipment	Year Round	£300	Precept	CLEW	Ongoing
*Kings Coronation	To create village wide celebrations by offering grants to groups, clubs, associations and businesses.	Office/CLEW	Village wide events going ahead in celebration of the Kings Coronation	2023	£8,000.00	Precept	Clew	Completed. 6 grants given. Remaining funds to be vired to where needed.
Residents Voice	To construct an engaging survey that will assist in the annual plan writing and budget setting	Nikki Hamilton-Street/Katie Herr	A large proportion of the residents fill in the survey and their suggestions data collected influences the budget and annual plan	Yearly - in November	£0	NA	Full Council	Ongoing
Community Centre	To work with Community Centre Trustees and staff to ensure that the centre is accessible to all & maintained to a high standard	Office	A well maintained and safe building for all who use it. To budget each year to cover maintenance/improvements.	Year Round	£11,200	Precept	Full Parish	Repair floor quotes are being taken to FP in June 2023 for agreement.

Community Events	To deliver a Parish Assembly annually that is relevant and beneficial to all residents	Tracy Lees	A well attended assembly, with engaging speakers and suitable refreshments.	Held once per year	£800.00	Precept	CLEW	Completed. Meeting had approx. 40 people in attendance with Katy Bourne speaking and handing out awards.
Community Events	To commemorate Remembrance Sunday and provide Angmering residents the opportunity to participate safely	Sylvia Verrinder/Tracy Lees	A well supported event that paid respect to those who gave their lives and involving local churches and groups.	Held once per year	£150.00	Precept	CLEW	Ongoing
Community Events	To host and organise the Angmering @ Christmas in early December each year. Provide a suitable Christmas tree with lights and other decorations for the village.	Tracy Lees/Office	A well attended event, full of Christmas cheer that offered free activities for residents that involved/promoted local traders.	Held once per year	£11,300	Precept/Donations	CLEW	Ongoing
Community Events	To help promote local clubs groups and associations in a fun way for the whole community	Tracy Lees/Office	Angmering Revealed. A well attended event where the local groups, clubs and associations could raise money, get new members and everyone is aware of what Angmering has to offer.	Held once per year	£3,350	Precept	CLEW	Bookings already underway
Community Events	To encourage the creation of events by funding/working with other organisations	Tracy Lees	A well attended Flicks on the Pitch event, that is enjoyed by people of all ages from Angmering	Held once per year	£6,000	Precept	CLEW	Ongoing
Community Events	To create a new style Skate Jam that will encourage the use of the skate bowl and BMX Track	Tracy Lees/Office	Hold regular Skate Jam that is well attended, beneficial to all and encourages ongoing use of the area	Held twice per year	£1,161 + EMR	Precept	CLEW	Ongoing
Community Events	To hold a walk around the Angmering countryside, in order to benefit a local charity	Tracy Lees/Office	A well attended, safe event that raised funds for a local charity and promoted their good work. Angmering Amble - in aid of Men Walk Talk.	Held once per year	£500	Donations	CLEW	Booked in for 2 September 2023
Community Grants	To increase the awareness of Community Grants	Office	An increase in the variety and amount of organisations coming forward to obtain grants	Year Round	£4,000	Precept	Full Parish	5 applications received so far
Resilience Plan	Ensure that the Parish Council Resilience Plan continues to address the risks to Angmering Parish	Office	A regularly reviewed plan with fully trained Councillors, Staff & Volunteers.	Twice yearly reviews	NA	NA	CLEW	Ongoing

HEALTHIER AND HAPPIER

To promote the health and wellbeing of local residents by working with local partners

Loneliness	To bring people together and reduce loneliness	Katie Herr/Christine Jones	Set up several warm spaces for use by all. Maintain it for as long as possible.	Ongoing	£500.00	Precept/grants/ Working with other associations	Clew	Completed Created Community Cuppa event now at Angmering Community Centre and promote Angmering Grange.
*Dementia Awareness	To promote the issues surrounding dementia in order to make Angmering more accessible to those who have the illness	Office	A village full of dementia friendly buildings/spaces. A village wide better understanding of what dementia is.	2023/2024	£100.00	Precept	Clew	Investigation started.
*Getting kids active	To promote a healthy lifestyle, the outdoors, how to have fun and make new friends	Office	Hold twice weekly summer activity sessions at both Mayflower Park and Palmer Road Rec - during the summer holidays.	Ongoing	£3,000.00	Precept	Clew	Locations and dates confirmed. JUNA will be at Mayflower Park.
*Encourage healthy living	To encourage a healthy lifestyle for the residents of Angmering	Office	Enabling the residents of Angmering to access information about healthy options and receive advice on lifestyle changes.	2023	£200.00	Precept	Clew	Completed ADC Wellbeing Sessions set for January 2023 at Community Centre and Village Hall.
*Defibrillators in Angmering	To ensure the safety and wellbeing of residents	Christine Jones	An increase in the amount of defibrillators in Angmering which are accessible to all.	2023	NA	Grant/contributions from other organisations	Clew	CJ created document to encourage house builders/businesses to purchase and house defibs to cover the whole village. Funding options received from Sally.
Defibrillator and CPR Training	To increase awareness of basic first aid, how to use a defibrillator and the use of CPR	Office/Norma Harris	Defibrillator and CPR sessions that give residents the confidence to perform CPR or use a defibrillator.	Held 3 times per year	£200	Precept	CLEW	2 already held in 2023/24. 1 more planned.
Mental Health	To look to provide mental health services not currently available in the village	Office/Nikki Hamilton-Street	A service that is offered to both adults and children with regards to mental health help and advice	ASAP	£0	EMR of £4,000 from 2022/23	Full Parish	Initial investigations being made.

The Village and its Facilities

To maintain, expand and improve Angmering's facilities and greenspaces, for the benefit of its residents

Russet Play Area	To enhance the play options for users of play parks in Angmering. Increase the inclusivity of our play areas.	CLEW Committee/Tracy Lees	Russet Play area is fully refurbished to a high standard and is well used, well maintained and accessible play area.	2023	£130,000.00	Precept/Reserves	Clew	Installation well underway.
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Mayflower Park	To create a welcoming, multifunctional park for the residents of Angmering	Katie Herr/Tracy Lees/Nikki Hamilton-Street	A welcoming, safe and fun area for residents of all ages to meet. Areas for free play, play areas improved, skate bowl/BMX track improved. Addition of a café and toilets.	Long term	TBC	Precept/Grants/Reserves	FP	Feasibility study being completed - with regards to the café.
APC Office	Find alternative office for APC that is fit for purpose and offers extra facilities to the Angmering residents	Katie Herr/Tracy Lees/Nikki Hamilton-Street	A new office for staff to work comfortably in - along with a visitor hub to include photocopying/internet/information etc	Long Term	TBC	Grant/precept/contributions from other organisations	FP	Feasibility study being completed.
*Entrances to village	To create a vibrant entrance to the village, at each location	Tracy Lees/CLEW	Entrance at Station Road - will be an easy to maintain, welcoming, vibrant entrance using plants, trees and street furniture.	2023/2024	£15,000.00	Precept/Grant Funding	Clew	Quote agreed. Area cleared, benches received - planters due by 7 June 2023.
*Aubrey Fletcher Play Area	To have a fully refurbished play area	Office	A fully refurbished play area, to the agreed spec, including accessible equipment, with an increase in usage by the public	2023/2024	£15,000.00	S106	Full Parish	Design confirmed, with start date due in August.
APC owned Play Parks	To ensure all APC owned play parks are maintained to a high standard to offer quality imaginative play for all	Office/Groundsman	Maintain all play areas to the highest standard. Once items begin to fail a review is undertaken which will include consultation.	Year Round	£5,000	Precept / Grants	CLEW	Ongoing
ADC owned Play Parks	To ensure the play area at Palmer Road Rec is well maintained and useable by all	Office	A well maintained and useable play area, with no defects or damage.	Year Round	NA	ADC responsibility	Full Parish	Issues around graffiti and damage reported to ADC.
St Nicholas Gardens	To increase residents use of the area & their knowledge of its history	Office/Groundsman	A well maintained area for all to use. Increase in number of people enjoying it	Maintained throughout the year	Within tree/grass maintenance budget	Precept	Full Parish	Tree/hedge work due
Palmer Road Recreation Ground	To maintain the facilities and support the continued use and development of the area	Office/Matt Want	A well used, well maintained, functional area for sport and recreation.	Maintained throughout the year	£5,500	Precept	Katie Herr/Matt Want	Quotes being sourced for work to pavilion.
Palmer Road Recreation Ground	To support the development of the area with regards to the delivery of the new sports hub.	Nikki Hamilton-Street/Katie Herr	To ensure that the new Sports Hub is delivered and offers high quality facilities for Angmering	Year Round	NA	S106 by ADC	Full Parish/PI	Requested update
Tree/hedge Maintenance	To continue to maintain and update the tree/hedge maintenance policy to ensure the healthy upkeep of the trees/hedges that we are responsible for and to have funds available	Office/Groundsman	Well maintained trees/hedges, which ensures the safety and continued life of the tree/hedge thus also ensuring users of the areas are safe	Year Round	£12,500	Precept	CLEW	Ongoing

Village Centre	To increase the amount of time residents/visitors spend in the village.	Office	An agreeable site for toilets to be found, together with funding	NA	Unknown	NA	Full Parish	Site identified on Chandlers site - since been ruled out.
CLEANER AND GREENER								
To work with the local community towards Angmering becoming a cleaner and greener place to live								
*Climate Action Plan	To address what APC can do to promote and positively affect climate change	Office/Alan Evans/Matt Want	Use our climate action plan of items we can affect. Successfully promote recycling. Promote a drop in session to hear about residents ideas.	Ongoing	NA	NA	FP	Plan adopted by APC. Details of dates for session agreed and will be advertised
*Climate Action Plan	To work on initiatives in order to reduce landfill and encourage the repair/reuse of items	Tracy	The creation of a repair café, which would be accessible and open to all. Create a clothes swap to encourage re-using clothes.	2024	£200.00	Precept	FP	Initial research underway.
Climate Action Plan	To reduce waste going into landfill	Alan Evans	An increase in the awareness of Terracycling and where the points are located. Increase awareness of our recycling bin for 4Sight.	2024	£0.00	NA	FP	Regular advertising and promotion of the collection points and what is being collected.
*Solar Lighting	Create well lit paths and areas in Angmering	Office/PI	More areas of Angmering improved and made safer by solar lighting.	2024	£26,925.00	Grant	PI	Use information from 2022 survey. Currently investigating 1 low level light near ACCA gates
*Dog Fouling	To continue to make Angmering a lovely place to live, with fewer incidents of dogs mess.	Office	A reduction in the number of dogs mess complaints/posts.	2023	NA	NA	CLEW	Chased Finn at ADC regarding new bin on Creswell Park.
Council Vehicle	Reduce emissions and potentially costs	Tracy Lees	A new, fit for purpose electric van is purchased.	Long Term	£3,000.00	Precept	FP	Total EMR of £6,000 from 2021/22 and 2022/23
Traffic and our roads								
To work with local authorities to maintain and implement traffic improvement measures								
Traffic	To address the traffic issues in Weavers Hill/High Street/Water Lane and other locations as identified on the Community Survey 2021	PI Committee/Katie Herr	SID's located around the village to encourage adherence to the imposed speed limits. Reduction in near miss accidents due to speed.	2023/24	£6,000.00	Precept/EMR	PI	Sites being investigated and advice sought from WSCC. Meeting held with WSCC - another one due in June 2023 as well as a site visit from WSCC to Arundel Rd.

Traffic	To have well maintained signage within Angmering, to include floor markings and traffic signs.	PI/Office	All floor markings/traffic signs are fit for purpose and road safety is increased	2023/24	NA	WSCC	PI	Meeting held with WSCC regarding markings by Angmering School - work requested.
*Cycling	To address the current state of cycle paths in Angmering.	Alan Evans	Fully accessible and useable cycle paths in Angmering.	Ongoing	NA	NA	PI	Several areas cut back by APC and others reported to WSCC. Work down Water Lane has been completed.
Highways	To improve the safety of pedestrians in Angmering - work with ADC/WSCC to ensure the Chandlers development includes work on crossing at the bottom of High Street.	Office	Ensure the following action is achieved by ADC/WSCC as part of the Chandlers development. Two formalised crossings are proposed, one on Water Lane outside Eachways and one on High Street. Both can be seen on drawing no: 034.0125.013 and 034.0125.012. As well as the widening of the footway and extension of the footway leading round on to High Street.	2023/2024	NA	NA	PI Committee	Plans on the McCarthy Stone development show its inclusion. Keep track of any changes
Planning in Angmering								
To increase awareness of planning developments in Angmering so we can better protect our green spaces and village								
Conservation Area	To ensure the conservation area in Angmering is maintained and expanded.	Sylvia Verrinder	An extension to the Conservation Area is approved in 2023	2023/2024	NA	NA	PI	Questions to be added to a survey in 2023. New drawings in.
*The Planning System	To increase residents knowledge and encourage information sharing	PI/Katie Herr	Residents are informed and feel confident in making valid comments on planning applications. They are aware of how to deal with building compliance issues through ADC.	Held twice per year	£250.00	NA	PI	Successful 1st session held. An evening session to be scheduled for the Autumn.
Neighbourhood Plan	To review existing Neighbourhood Plan to ensure it is fit for purpose	Katie Herr/Nikki Hamilton-Street	An updated plan that is of benefit to the village	NA	NA	Currently on hold	Full Parish	Ongoing
Planning Services	To form strongly worded comments to planning applications within Angmering	PI/Katie Herr	Engaging the services of a planning expert, when needed, to form comments on planning applications to a very high standard	Ongoing	£2,000.00	Precept	PI	Engaged several times, most recently on Dappers Lane

* = New for 2023/24

Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

31st March 2022		31st March 2023	
Current Assets			
9,075	VAT Control A/c	4,494	
55,423	Current Bank A/c	4,615	
499,886	Lloyds Business Account	3,937	
22	Petty Cash	7	
25,000	CCLA Public Sector Deposit	25,000	
70,000	Hampshire Trust Bnk Deposit	70,000	
0	Flagstone	666,750	
659,406			774,803
659,406	Total Assets		774,803
Current Liabilities			
1,385	Creditors	0	
4,029	Accruals	2,752	
5,414			2,752
653,993	Total Assets Less Current Liabilities		772,051
Represented By			
383,454	General Reserves		373,788
77,771	EMR - Play Park Refurbishment		130,000
41,923	EMR - Office Development		46,253
3,033	EMR - Asset Renewal Programme		3,033
160	EMR - NHP Grant - Locality		160
715	EMR - NHP Grant - ADC		715
12,470	EMR - Elections		12,470
40,000	EMR - NHP Review		40,000
4,188	EMR - BMX/Skatebowl Refurb		4,658
3,000	EMR - New Van		6,000
41,500	EMR - Safer Streets Funding		26,925
1,000	EMR - Festive Lights		2,000
13,580	EMR - Improvements to Mayflowe		54,786
12,500	EMR - Ongoing Tree Work		9,325
10,268	EMR - Community Centre Mainten		10,268
690	EMR - Queens P Jubilee Grant		690
7,740	EMR - Palmer Road Rec		12,700
0	EMR - Angmering Amble Spnsr		164
0	EMR - Rainbow Bench Maint		6,761
0	EMR - Community Awards		2,000

05/06/2023

Angmering Parish Council

10:04

Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

0 EMR - Angmering @Christmas	3,500
0 EMR - Speed Indicator Devices	6,000
0 EMR - Youth/Holiday Activities	6,000
0 EMR - Skate Jam Event	1,579
0 EMR - Lloyd Goring Garden	3,637
0 EMR - CIL Receipts	8,639

653,993

772,051

The above statement represents fairly the financial position of the authority as at 31st March 2023 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial

Date : _____

Angmering Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2023

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/03/2023 Lloyds Treasurers Account	4,615.15	
2	31/03/2023 Lloyds Business Account	3,936.92	
3	31/03/2023 Petty Cash	7.18	
			8,559.25
<u>Other Cash & Bank Balances</u>			
	CCLA Public Sector Deposit	25,000.00	
	Flagstone	666,750.00	
	Hampshire Trust Bnk Deposit	70,000.00	
			761,750.00
			<u>770,309.25</u>
<u>Receipts not on Bank Statement</u>			
0	31/03/2023 All Receipts Cleared	0.00	
			0.00
			<u>770,309.25</u>
<u>Closing Balance</u>			
<u>All Cash & Bank Accounts</u>			
1	Current Bank A/c	4,615.15	
2	Lloyds Business Account	3,936.92	
3	Petty Cash	7.18	
	Other Cash & Bank Balances	761,750.00	
	Total Cash & Bank Balances	770,309.25	
			<u>770,309.25</u>

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>								
1076 Precept	0	397,400	397,400	0			100.0%	
1080 Investment Income	74	8,559	7,500	(1,059)			114.1%	
1090 Bank Interest	14	504	100	(404)			503.5%	
1095 Other Income	0	7,511	750	(6,761)			1001.4%	6,761
1100 Grants Received	0	10,350	0	(10,350)			0.0%	1,172
1105 Donations Received	2,000	2,075	0	(2,075)			0.0%	
1110 Section 106	0	33,351	0	(33,351)			0.0%	33,351
1115 Community Infrastructure Levy	0	8,639	0	(8,639)			0.0%	
1300 Sponsorship/Stall Holders	0	450	0	(450)			0.0%	450
Income :- Income	<u>2,088</u>	<u>468,838</u>	<u>405,750</u>	<u>(63,088)</u>			<u>115.5%</u>	<u>41,734</u>
Net Income	<u>2,088</u>	<u>468,838</u>	<u>405,750</u>	<u>(63,088)</u>				
6001 less Transfer to EMR	0	41,734						
Movement to/(from) Gen Reserve	<u>2,088</u>	<u>427,104</u>						
<u>120</u> <u>Office</u>								
4000 Salary - Clerk	4,513	44,539	43,500	(1,039)		(1,039)	102.4%	
4005 Salary - Office Staff	6,958	85,445	98,000	12,555		12,555	87.2%	
4025 Employer's NI	1,820	12,938	13,700	762		762	94.4%	
4035 Pension - LGPS	1,747	25,217	27,600	2,383		2,383	91.4%	
4055 Travel	23	132	300	168		168	44.1%	
4070 Training	445	1,305	2,000	695		695	65.2%	
4200 Electricity	140	3,188	3,000	(188)		(188)	106.3%	
4205 Gas	272	1,651	1,200	(451)		(451)	137.6%	
4210 Water/Sewage	0	591	1,000	409		409	59.1%	
4220 Office Cleaning	202	1,010	900	(110)		(110)	112.2%	
4225 Office Maintenance	88	919	1,000	81		81	91.9%	
4230 Office Improvements	0	670	5,000	4,330		4,330	13.4%	
4235 Office Equipment	418	997	1,000	3		3	99.7%	
4240 Stationery & Consumables	96	2,039	2,300	261		261	88.7%	208
4250 Telephones	111	1,489	1,800	311		311	82.7%	
4255 Broadband	0	340	1,000	660		660	34.0%	
4265 Photocopying/Printing	0	2,202	3,500	1,298		1,298	62.9%	62
4270 Printing	0	0	0	0		0	0.0%	16
4275 Newsletter Production	244	2,890	3,000	110		110	96.3%	
4285 Books & Publications	0	14	250	236		236	5.6%	
4290 Subscriptions	60	2,801	3,200	399		399	87.5%	
4295 Land Registry	30	243	150	(93)		(93)	162.0%	
4300 Shop Local Map	0	0	500	500		500	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 Queens Platinum Jubilee School	0	1,099	1,600	501		501	68.7%	
4315 Room Hire	362	1,334	1,200	(134)		(134)	111.1%	
4330 IT Support	0	2,491	2,507	16		16	99.3%	
4335 IT Software	13	1,711	2,500	789		789	68.4%	
4340 IT Equipment	0	29	1,000	971		971	2.9%	
4345 Insurance	0	7,822	8,500	678		678	92.0%	
4350 Audit Fees	0	1,378	2,000	622		622	68.9%	
4355 Queens Jubilee Grants	0	5,150	5,000	(150)		(150)	103.0%	
4360 Professional Expenses	922	3,153	3,000	(153)		(153)	105.1%	
4365 Legal Fees	0	1,611	2,000	390		390	80.5%	
4375 Community Grants	0	3,610	4,000	390		390	90.3%	
4585 Rubbish Collection Recycling	55	315	250	(65)		(65)	126.1%	
4715 Community Awards	0	0	2,000	2,000		2,000	0.0%	
4765 Volunteer Checks	0	0	200	200		200	0.0%	
Office :- Indirect Expenditure	18,518	220,321	249,657	29,336	0	29,336	88.2%	286
Net Expenditure	(18,518)	(220,321)	(249,657)	(29,336)				
6000 plus Transfer from EMR	0	286						
Movement to/(from) Gen Reserve	(18,518)	(220,035)						
<u>140 Councillors/Civic</u>								
4070 Training	0	320	1,000	680		680	32.0%	
4335 IT Software	0	0	2,000	2,000		2,000	0.0%	
4400 Councillor's Basic Allowance	0	2,925	3,000	75		75	97.5%	
4405 Chairman's Allowance	45	257	300	43		43	85.6%	
4410 Member's Travel Expenses	0	0	100	100		100	0.0%	
Councillors/Civic :- Indirect Expenditure	45	3,502	6,400	2,898	0	2,898	54.7%	0
Net Expenditure	(45)	(3,502)	(6,400)	(2,898)				
<u>200 Maintenance</u>								
4260 Mobile Telephones	13	151	450	299		299	33.5%	
4500 Protective Clothing	0	65	300	235		235	21.6%	
4505 Tools & Equipment	12	1,506	1,500	(6)		(6)	100.4%	
4570 Dog Fouling Bin Collections	461	461	500	39		39	92.2%	
4580 Green Waste Disposal	544	2,949	2,500	(449)		(449)	117.9%	
4630 Equipment Storage	500	6,000	6,000	0		0	100.0%	
4650 Play Area Inspections	0	403	500	98		98	80.5%	
4655 Play Area Maintenance	0	1,142	5,000	3,858		3,858	22.8%	
4665 Contractor-General	120	3,709	5,000	1,291		1,291	74.2%	1,172

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4670 Contractor-Grass	1,992	8,832	10,000	1,168		1,168	88.3%	
4675 Contractor-Trees & Hedges	0	5,675	2,500	(3,175)		(3,175)	227.0%	3,175
4680 Contractor-Flowers & Beds	1,561	9,409	10,000	591		591	94.1%	
Maintenance :- Indirect Expenditure	5,202	40,302	44,250	3,948	0	3,948	91.1%	4,347
Net Expenditure	(5,202)	(40,302)	(44,250)	(3,948)				
6000 plus Transfer from EMR	0	4,347						
Movement to/(from) Gen Reserve	(5,202)	(35,954)						
<u>210 Village Centre</u>								
4795 Cleaning Village Monument	0	330	200	(130)		(130)	165.0%	
Village Centre :- Indirect Expenditure	0	330	200	(130)	0	(130)	165.0%	0
Net Expenditure	0	(330)	(200)	130				
<u>220 Mowers/Strimmers</u>								
4605 Fuel	49	77	400	323		323	19.3%	
4610 Maintenance	942	1,839	1,500	(339)		(339)	122.6%	
Mowers/Strimmers :- Indirect Expenditure	991	1,916	1,900	(16)	0	(16)	100.9%	0
Net Expenditure	(991)	(1,916)	(1,900)	16				
<u>240 Vehicles</u>								
4345 Insurance	0	901	1,200	299		299	75.1%	
4600 Purchase	0	0	3,000	3,000		3,000	0.0%	
4605 Fuel	236	1,826	1,500	(326)		(326)	121.8%	
4610 Maintenance	0	1,499	1,500	1		1	99.9%	
4620 Road Tax	290	290	270	(20)		(20)	107.4%	
Vehicles :- Indirect Expenditure	526	4,516	7,470	2,954	0	2,954	60.5%	0
Net Expenditure	(526)	(4,516)	(7,470)	(2,954)				
<u>250 Street Lighting</u>								
4200 Electricity	0	2,492	2,300	(192)		(192)	108.4%	
4610 Maintenance	0	5,140	5,500	360		360	93.5%	
Street Lighting :- Indirect Expenditure	0	7,632	7,800	168	0	168	97.9%	0
Net Expenditure	0	(7,632)	(7,800)	(168)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>260 Palmer Road Rec</u>								
4660 Palmer Road Pavilion	0	40	5,000	4,960		4,960	0.8%	
4670 Contractor-Grass	0	2,986	3,000	14		14	99.5%	
Palmer Road Rec :- Indirect Expenditure	0	3,026	8,000	4,974	0	4,974	37.8%	0
Net Expenditure	0	(3,026)	(8,000)	(4,974)				
<u>280 Community Centre</u>								
4450 CCTV Maintenance	0	479	3,000	2,521		2,521	16.0%	
4455 Alarms óo	474	1,412	2,000	588		588	70.6%	
4530 Buildings - Routine Maint.	0	6,076	5,000	(1,076)		(1,076)	121.5%	
4590 Rubbish Collection Gen. Waste	146	1,857	2,600	743		743	71.4%	
4680 Contractor-Flowers & Beds	0	780	0	(780)		(780)	0.0%	
Community Centre :- Indirect Expenditure	620	10,605	12,600	1,995	0	1,995	84.2%	0
Net Expenditure	(620)	(10,605)	(12,600)	(1,995)				
<u>290 Skate Bowl</u>								
4200 Electricity	134	(862)	600	1,462		1,462	(143.6%)	
4610 Maintenance	1,380	1,380	3,000	1,620		1,620	46.0%	
Skate Bowl :- Indirect Expenditure	1,514	518	3,600	3,082	0	3,082	14.4%	0
Net Expenditure	(1,514)	(518)	(3,600)	(3,082)				
<u>310 Angmering @ Christmas</u>								
4240 Stationery & Consumables	0	593	1,500	907		907	39.5%	
4325 Advertising	0	16	100	84		84	16.0%	
4700 Christmas Tree	0	0	3,500	3,500		3,500	0.0%	
4705 Festive Lights	0	0	1,000	1,000		1,000	0.0%	
4755 Event Equipment Hire	0	4,610	4,200	(410)		(410)	109.8%	
4760 Event Staffing	145	165	1,000	835		835	16.5%	
Angmering @ Christmas :- Indirect Expenditure	145	5,384	11,300	5,916	0	5,916	47.6%	0
Net Expenditure	(145)	(5,384)	(11,300)	(5,916)				
<u>330 Flicks On The Pich</u>								
4505 Tools & Equipment	0	5,423	5,000	(423)		(423)	108.5%	
Flicks On The Pich :- Indirect Expenditure	0	5,423	5,000	(423)	0	(423)	108.5%	0
Net Expenditure	0	(5,423)	(5,000)	423				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>350 Community Sessions</u>								
4240 Stationery & Consumables	0	25	1,000	975		975	2.5%	
4315 Room Hire	0	194	200	6		6	97.0%	
4325 Advertising	0	0	100	100		100	0.0%	
Community Sessions :- Indirect Expenditure	0	219	1,300	1,081	0	1,081	16.8%	0
Net Expenditure	0	(219)	(1,300)	(1,081)				
<u>360 Mayflower/Mayflower Way</u>								
4365 Legal Fees	0	1,128	3,000	1,872		1,872	37.6%	
4665 Contractor-General	0	1,460	3,000	1,540		1,540	48.7%	
4725 Solar Lighting	0	14,575	0	(14,575)		(14,575)	0.0%	14,575
4775 Improvements	0	6,413	10,856	4,443		4,443	59.1%	
Mayflower/Mayflower Way :- Indirect Expenditure	0	23,576	16,856	(6,720)	0	(6,720)	139.9%	14,575
Net Expenditure	0	(23,576)	(16,856)	6,720				
6000 plus Transfer from EMR	0	14,575						
Movement to/(from) Gen Reserve	0	(9,001)						
<u>370 Parish Assembly</u>								
4240 Stationery & Consumables	0	611	700	89		89	87.3%	
4325 Advertising	0	82	100	18		18	82.0%	
Parish Assembly :- Indirect Expenditure	0	693	800	107	0	107	86.6%	0
Net Expenditure	0	(693)	(800)	(107)				
<u>380 Volunteers</u>								
4240 Stationery & Consumables	0	50	400	350		350	12.5%	
4325 Advertising	0	0	50	50		50	0.0%	
4505 Tools & Equipment	0	0	400	400		400	0.0%	
Volunteers :- Indirect Expenditure	0	50	850	800	0	800	5.9%	0
Net Expenditure	0	(50)	(850)	(800)				
<u>390 BMX Track</u>								
4610 Maintenance	3,150	3,150	2,000	(1,150)		(1,150)	157.5%	1,150
BMX Track :- Indirect Expenditure	3,150	3,150	2,000	(1,150)	0	(1,150)	157.5%	1,150
Net Expenditure	(3,150)	(3,150)	(2,000)	1,150				
6000 plus Transfer from EMR	1,150	1,150						
Movement to/(from) Gen Reserve	(2,000)	(2,000)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>410 Angmering Revealed</u>								
4240 Stationery & Consumables	0	36	200	164		164	18.1%	
4315 Room Hire	0	122	200	78		78	61.2%	
4325 Advertising	0	16	200	184		184	8.0%	
4505 Tools & Equipment	0	1,970	2,000	30		30	98.5%	
Angmering Revealed :- Indirect Expenditure	0	2,145	2,600	455	0	455	82.5%	0
Net Expenditure	0	(2,145)	(2,600)	(455)				
<u>420 Remembrance Day</u>								
4240 Stationery & Consumables	0	0	100	100		100	0.0%	
4505 Tools & Equipment	0	0	200	200		200	0.0%	
Remembrance Day :- Indirect Expenditure	0	0	300	300	0	300	0.0%	0
Net Expenditure	0	0	(300)	(300)				
<u>440 Lloyd Goring Garden</u>								
4325 Advertising	0	8	200	192		192	3.8%	
4505 Tools & Equipment	0	0	3,000	3,000		3,000	0.0%	
4665 Contractor-General	0	1,363	2,000	638		638	68.1%	
Lloyd Goring Garden :- Indirect Expenditure	0	1,370	5,200	3,830	0	3,830	26.3%	0
Net Expenditure	0	(1,370)	(5,200)	(3,830)				
<u>500 Allotments</u>								
1000 Rent Received	900	900	900	0			100.0%	
Allotments :- Income	900	900	900	0			100.0%	0
4800 Rent Paid	825	825	825	0		0	100.0%	
4840 Honey Lane Resurface	12,000	12,000	0	(12,000)		(12,000)	0.0%	10,000
Allotments :- Indirect Expenditure	12,825	12,825	825	(12,000)	0	(12,000)	1554.5%	10,000
Net Income over Expenditure	(11,925)	(11,925)	75	12,000				
6000 plus Transfer from EMR	10,000	10,000						
Movement to/(from) Gen Reserve	(1,925)	(1,925)						
<u>650 Corner House Flat</u>								
1000 Rent Received	0	6,732	8,000	1,268			84.2%	
Corner House Flat :- Income	0	6,732	8,000	1,268			84.2%	0
4380 Loan Charges	0	8,142	8,142	(0)		(0)	100.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4530 Buildings - Routine Maint.	360	368	1,000	632		632	36.8%	
Corner House Flat :- Indirect Expenditure	360	8,511	9,142	631	0	631	93.1%	0
Net Income over Expenditure	(360)	(1,778)	(1,142)	636				
<u>670 Speed Indicator Devices</u>								
4790 Speed Indicator Device Units	0	0	6,000	6,000		6,000	0.0%	
Speed Indicator Devices :- Indirect Expenditure	0	0	6,000	6,000	0	6,000	0.0%	0
Net Expenditure	0	0	(6,000)	(6,000)				
<u>680 Youth Sessions</u>								
4240 Stationery & Consumables	0	0	250	250		250	0.0%	
4325 Advertising	0	0	250	250		250	0.0%	
4710 MH Youth Sessions	0	0	4,000	4,000		4,000	0.0%	
4720 Holiday Activities	0	0	2,000	2,000		2,000	0.0%	
Youth Sessions :- Indirect Expenditure	0	0	6,500	6,500	0	6,500	0.0%	0
Net Expenditure	0	0	(6,500)	(6,500)				
<u>690 Pumpkin/Halloween Event</u>								
4240 Stationery & Consumables	0	219	200	(19)		(19)	109.7%	
4315 Room Hire	0	42	100	58		58	42.0%	
4325 Advertising	0	16	100	84		84	16.0%	
Pumpkin/Halloween Event :- Indirect Expenditure	0	277	400	123	0	123	69.4%	0
Net Expenditure	0	(277)	(400)	(123)				
<u>700 Skate Jam</u>								
4240 Stationery & Consumables	0	0	445	445		445	0.0%	
4325 Advertising	0	16	50	34		34	32.0%	
4755 Event Equipment Hire	0	305	305	0		0	100.0%	
4805 Leisure Providers	0	600	1,700	1,100		1,100	35.3%	
Skate Jam :- Indirect Expenditure	0	921	2,500	1,579	0	1,579	36.8%	0
Net Expenditure	0	(921)	(2,500)	(1,579)				
<u>710 Kings Coronation 2023</u>								
4835 School Gifts	1,200	1,200	1,200	0		0	100.0%	
Kings Coronation 2023 :- Indirect Expenditure	1,200	1,200	1,200	0	0	0	100.0%	0
Net Expenditure	(1,200)	(1,200)	(1,200)	0				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	2,988	476,470	414,650	(61,820)			114.9%	
Expenditure	45,097	358,412	414,650	56,238	0	56,238	86.4%	
Net Income over Expenditure	<u>(42,110)</u>	<u>118,058</u>	<u>0</u>	<u>(118,058)</u>				
plus Transfer from EMR	11,150	30,358						
less Transfer to EMR	0	41,734						
Movement to/(from) Gen Reserve	<u>(30,960)</u>	<u>106,683</u>						



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Our Ref: MARK/ANG001

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

22 May 2023

Dear Katie

Re: Angmering Parish Council
Internal Audit Year Ended 31 March 2023 – Year-End Audit report

Executive summary

Following completion of our year-end internal audit on 22 May 2023 we enclose our report for your kind attention and presentation to the council. This report should be considered alongside the interim audit report issued following our interim audit on 15 September 2022. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

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

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and 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 effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. 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, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2022/23 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 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 AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported 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 our 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.

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Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments on actions taken since interim visit
BUDGET, PRECEPT AND RESERVES	The general reserve balance is within the recommended range, but at the higher end and I recommend the council keeps this level under review.	Reviewed as part of the year-end audit with comments included in section D of this report.
ASSETS AND INVESTMENTS	I noted that there are some donated/gifted items included on the register without a value, and these should be recorded as £1 where no payment was made.	The year-end asset register has been updated to reflect these amendments.
ASSETS AND INVESTMENTS	The register includes areas of land which are leased to the council, and I would recommend ensuring that these are separated out on the register to ensure it is clear that they do not belong to the council.	The year-end asset register has been updated to reflect these amendments.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

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

Audit findings

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 Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

The importance of secure email systems and GOV.UK

5.205. *All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.*

5.206. *When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.*

5.207. *Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.*

5.208. *For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.*

I recommend the council follows the JPAG guidance on emails for councillors and ensures that all councillors continue to use their official email accounts for all council business.

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

Sample testing of invoices and payments was completed at the interim audit, and I am satisfied that the council continues to follow its adopted Financial Regulations.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.82 per elector.

The council has section 137 expenditure within the allowable threshold for the year.

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.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

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

Audit findings

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“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.”

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

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.

Audit findings

The accounting records show that the council ended the year with income reported as 114.9% of budget and expenditure reported as 86.4% of budget. The underspend reflects the planned earmarked reserve transfers for the year.

At the end of the financial year, the council held circa £398,000 in earmarked reserves (EMR), spread across a range of clearly identifiable projects. I checked the purpose of these EMRs with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The council also held circa £374,000 in the general reserve at the end of the financial year.

The Joint Panel on Accountability and Governance (JPAG) Practitioner’s guide states ‘*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority’s general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*’ (para 5.33).

The general reserve balance is within the recommended range although near the top and should be kept under review by the council.

G. PAYROLL

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.

Audit findings

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and confirmed that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

The council has a Public Works Loan Board (PWLB) loan which was taken for the flat purchase. I was able to confirm the year-end loan balance and in year capital and interest repayments against the PWLB year-end statement.

The council has no long-term investments.

I. BANK AND CASH

Internal audit requirement

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

Audit findings

I reviewed the March 2023 bank reconciliation and was able to confirm the balances to the bank statements and found no errors.

The council's budget exceeds the limit whereby any protection is available from the Financial Services Compensation Scheme (FSCS), but I note the council uses Flagstone as an investment platform and within that has funds with a variety of providers.

J. YEAR END ACCOUNTS

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.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
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>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
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>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
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>	YES – the Clerk advises the council in respect of its legal powers.
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>	YES – the requirements and timescales for 2021/22 year-end were followed.
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>	YES – the council has a risk management scheme and appropriate external insurance.
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>	YES – the council has appointed an independent and competent internal auditor.
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>	YES – matters raised in internal and external audit reports have been addressed.
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>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council is not a trustee.

Section 2 – Accounting Statements

AGAR box number		2021/22	2022/23	Internal Auditor notes
1	Balances brought forward	524,373	653,993	Agrees to 2021/22 carry forward (box 7)
2	Precept or rates and levies	389,850	397,400	Figure confirmed to central records
3	Total other receipts	69,234	79,070	Agrees to underlying records
4	Staff costs	178,841	168,138	Agrees to underlying records
5	Loan interest/capital repayments	8,142	8,142	Verified against PWLB records
6	All other payments	142,481	182,132	Agrees to underlying records
7	Balances carried forward	653,993	772,051	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	650,331	770,309	Agrees to bank reconciliation
9	Total fixed assets plus long-term investments and assets	2,130,613	2,134,046	Matches asset register
10	Total borrowings	136,584	131,882	Verified against PWLB records
11a	Disclosure note re Trust Funds (including charitable)	N/A	NO	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)		N/A	N/A – the council is not a sole trustee

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained using the accounting records. I tested the debtors, creditors and accruals with the Clerk and am satisfied that these are all legitimately posted to the accounts.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2021/22.

The variance analysis has been completed to explain the variances exceeding 15% where required, and in my opinion, contains sufficient narrative and quantitative information for the External Auditor.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2021/22 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

This internal control objective has changed since last year. Where previously it related to the relevant Transparency Codes, a council with annual turnover exceeding £25,000 was recommended to follow the Local Government Transparency Code 2015, but it was not a statutory requirement.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGAR are available for review on the council website for the last five years.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2021/22 Actual	2022/23 Proposed
Date AGAR signed by council	9 May 2022	12 June 2023
Date inspection notice issued	1 June 2022	13 June 2023
Inspection period begins	6 June 2022	19 June 2023
Inspection period ends	15 July 2022	28 July 2023
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2021/22, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2022/23 meet the statutory requirements.

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
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.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
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.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for 2021/22 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Yours sincerely



Andy Beams

For Mulberry & Co

Year-End Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
None		

Annual Governance and Accountability Return 2022/23 Form 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 Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** 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 on the authority website/webpage **before 1 July 2023**.
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 2023**. 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 2023
 - 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 2022/23

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 the authority website/webpage:

Before 1 July 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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 Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 2023**.

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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	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 been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 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 2022/23

Angmering Parish Council

www.angmering-pc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 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	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

15/09/2022 22/05/2023

Name of person who carried out the internal audit

Andy Beams - Mulberry & Co

Signature of person who carried out the internal audit



Date

22/05/2023

***If the response is 'no' please 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 2022/23

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 2023, 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:

12/06/2023

and recorded as minute reference:

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

Chairman

Clerk

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Section 2 – Accounting Statements 2022/23 for

Angmering Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	524,373	653,993	<i>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.</i>
2. (+) Precept or Rates and Levies	389,850	397,400	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	69,234	79,070	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	178,841	168,138	<i>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.</i>
5. (-) Loan interest/capital repayments	8,142	8,142	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	142,481	182,132	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	653,993	772,051	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	650,331	770,309	<i>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.</i>
9. Total fixed assets plus long term investments and assets	2,130,613	2,134,046	<i>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.</i>
10. Total borrowings	136,584	131,882	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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 Representative
presented to

Date

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

12/06/2023

as recorded in minute reference:

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

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Angmering Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters 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 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:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

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 2023.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Katie Herr

Sent: 10 May 2023 15:41
To: Katie Herr; Nikki Hamilton-Street
Subject: RE: APC Meeting - McCarthy Stone Update
Attachments: SO-2729-03-AC-125 Proposed Site Plan.pdf

Hi Katie & Nikki

I hope all is well? Thank you for your time last week, it is greatly appreciated.

I've enclosed our updated site layout plan which omits the public convenience and provides two additional visitor car parking spaces. In total, we are now proposing 34 car parking spaces to 35 retirement apartments, six of which will be designated as visitor car parking. This plan has also been shared with Arun District Council.

With regards to a financial contribution, we are able to increase this to £30k which can be utilised for local projects in the village.

Hannah from BECG is working on the "you said, we did" document and we will be in a position to circulate this to you early next week.

I hope that the amendments to the scheme have gone far enough to gain the support of Angmering Parish Council. If you have any queries, please do give me a call?

I look forward to hearing from you.

Many thanks

Poppy

McCARTHY STONE

Life, well lived



Angmering Community Centre - Request for works and quotation – Hall Floor

Description of works :

Repair main hall floor.

The main hall flooring is damaged in an area of approximately 26 m². Flooring has lifted along the joint and needs to be repaired due to safety reasons for the users and any delay could lead to further potential damage as other parts of the flooring may begin to lift.

Responsible for cost :

Angmering Parish Council.

(As confirmed in the lease APC is responsible for the floor and any necessary repairs. ACC is responsible to clean the floor)

Budgeted for Yes / No :

No.

However, the floor is due to have regular 5 yearly maintenance in 2024. This includes re-sanding and sealing the floor. This can be combined with the repair (see recommendation). The floor should then require no further work until the next regular maintenance in 2028.

Cost :

See quotation summary below.

Timing :

The work needs to be done by August 20th before ACC re-decorate the centre.

Recommendation :

Benefits of carrying out the work key:

- If the repair and maintenance are done together no new work is needed until 2028.
- If the whole floor is not sanded and re-sealed at the same time the newly repaired section will look totally different to the old floor and the regular 5 yearly maintenance will be out of synch in future.
- Completing the works in one go is more efficient – The Centre is disrupted for less time as both the repair and maintenance are done at the same time.
- Comparing a quote made in July 2020 with the current quote December 2022 shows a 42% increase in labour and a 21% increase in the flooring material. Delaying the maintenance to 2024 could lead to significantly higher costs.

The only advantage of not doing the repair and 5 year maintenance together is a short term reduction in cost. However, the maintenance of the total floor must be done in 2024 and costs could be substantially higher by then.

ACC would recommend using quote 3 even though they are slightly more expensive than quote 2. They are experts in large halls and quote 2 were slow to respond to questions which gives them doubts in their expertise / quality.

Company name	Repairing the floor only	Repair, re-sand, seal the total floor	Flooring cost m2	Notes
Quote 1	£2980	£8580 (£4716 re-sand and seal floor, quote given via telephone)	Approx. £100	If additional floor needs to be purchased and existing floor cannot be re-cycled this would be on top of the quoted price. Work can be done by Aug 20 th
Quote 2	£1590	£6306 (£5600 re-sand and seal floor)	Approx. £100	If additional floor needs to be purchased and existing floor cannot be re-cycled this would be on top of the quoted price. Work can be done by Aug 20 th
Quote 3	£3410	£6750 (£3340 re sand and seal floor)	Approx. £100	If additional floor needs to be purchased and existing floor cannot be re-cycled this would be on top of the quoted price. TBC but provisionally work can be done by Aug 20 th

Budget 2023/2024:

As of 30 May 2023 there was the below earmarked reserve for the Angmering Community Centre.

336 EMR - Community Centre Mainten	10,268.00	10,268.00
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The annual budget in total for 2023/2024.

280	Community Centre									
4450	CCTV Maintenance	3,000	479	0	0	2,000	0	2,000	0	0
4455	Alarms óó	2,000	1,412	0	0	2,000	0	2,000	0	0
4530	Buildings - Routine Maint.	5,000	6,076	0	0	5,000	0	5,000	398	0
4590	Rubbish Collection Gen. Waste	2,600	1,857	0	0	2,200	0	2,200	0	0
4680	Contractor-Flowers & Beds	0	780	0	0	0	0	0	0	0

As with every previous year – any unspent funds from the Community Centre budget for 2023/2024 will go into earmarked reserves.

Decisions needed:

To decide on a supplier to complete the repair work on the hall floor which will ensure its function and use for the next 4 years.

To decide whether to re-sand and seal the floor at the same time as the repair.

Angmering Community Centre
Foxwood Avenue
Angmering
West Sussex
BN16 4FU
Attn: Lucy Sunray

Quote 1

16 December, 2022

Quote No: 16544

Contract

Main Hall (Ref: 15145 10/07/2020)

Page 1

Following my visit, I'd like to thank you for giving us the opportunity to quote for your flooring work. For insurance details and independent customer appraisals of our company products and craftsmanship please have a look at

Carefully remove and re-fit the existing skirtings (filling, decorating and any making good of walls/skirting by others as discussed). If when removed we find it is unusable and new is required, the cost of this will be extra.

Carefully pull up the flooring along the complete length and approximately 1800mm back from the side wall to just past the gap.

Relay using new 3 x hole Junckers metal clips to allow for expansion on completion of the laying, sand the lifted/repaired area only.

Sand the floor to a fine finish going through a minimum of three different grades of paper to achieve a high quality finish, both on the edging machine and the main floor sander. Scrape out the corners and around the radiator pipes etc. by hand.

When the floors have been sanded but prior to applying the finish, screen the floor with a mesh pad on our floor buffer to achieve grain uniformity in order to absorb the lacquer/stain evenly. This is especially important on patterned parquet flooring to ensure any cross grain marks are removed.

Vacuum, and apply one coat of primer lacquer. When this has dried, apply first top coat and buff the floor to remove any raised grain.

Angmering Community Centre
Foxwood Avenue
Angmering
West Sussex
BN16 4FU
Attn: Lucy Sunray

264 m²
26 m²

16 December, 2022

Quote No: 16544

Contract

Main Hall (Ref: 15145 10/07/2020)

Page 2

Vacuum, and apply a further coat of lacquer, giving a total of 3 coats.

The sanders we use are Hummel Lagler manufactured in Germany, and are considered to be the best floor sanders available. The sandpaper is a continuous belt, which leaves the floor much more even, unlike sanders which have a gap in the paper that can leave excessive ripple marks.

NB: Where sanding is involved in the contract, we cannot be held responsible for any subsequent dust, although our sanders do have vacuum bags, and we take every endeavour to keep dust to a minimum.

Also due to the DUST/FILLER, PLEASE ENSURE ALL NAKED FLAMES ARE EXTINGUISHED prior to our starting the contract.

██████████ cannot be held responsible for the structural integrity of the floor and its fixings where the existing wooden floors are only being sanded and have not been originally fitted by ██████████

The lacquer we would use is water based, single part, hardwearing, quick drying, and gives the floor a satin appearance.

= £ 2,980.00

26 m²

If any new flooring is needed this will be at a rate of £109.12m².

Key back, clean and reseal the complete Hall area = £ 1,247.00 - optional

Angmering Community Centre
Foxwood Avenue
Angmering
West Sussex
BN16 4FU
Attn: Lucy Sunray

16 December, 2022

Quote No: 16544

Contract

Main Hall (Ref: 15145 10/07/2020)

Page 3

We trust the quote is acceptable and look forward to hearing from you in due course to be able to book your work into our diary. If you need any more information, please do not hesitate to contact us.

When programming in your flooring work, please bear in mind we often have lead times of 6 to 10 weeks, but sometimes less. Please call for current availability.



Further to my visit to look at the Junckers flooring I can confirm the following:

Quote 2

The Junckers flooring has suffered water ingress and as a result the floor has opened up along one of the joints.

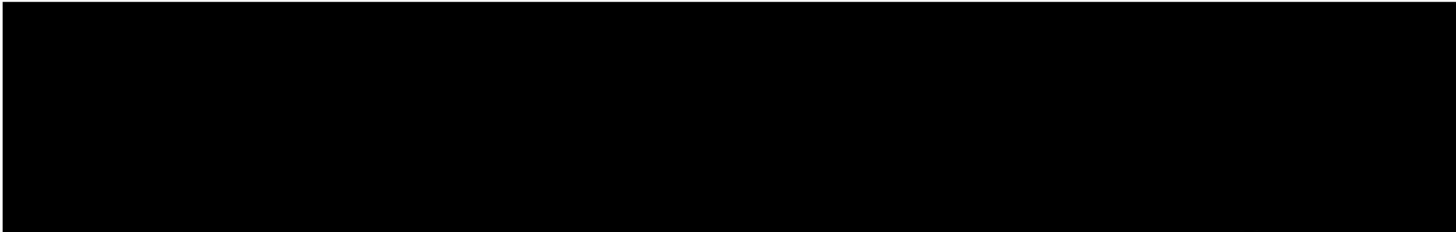

- Option 1: To pull up approximately 20m² of junckers flooring to past where the damage is, de-clip all the good flooring and set aside for re-use replace any damaged flooring with new and lay floor back using new junckers clips. On completion sand and re-seal the whole floor 262m² to a fine finish using 36,60,100 grit papers and then 1 coat of base prime lacquer and 3 coats of Junckers HP sport applied.

PRICE £6,306.00

- Option 2: To carefully take off skirting pull up approximately 20m² of junckers flooring to past where the damage is, de-clip all the good flooring and set aside for re-use, replace any damaged flooring with new and lay back, once laid back refit skirting.

PRICE £1,590.00

On option 2 the new Junckers flooring that gets laid will stand out from the older flooring and would recommend option 1 to get a consistent looking floor.



Angmering Community Centre

From: Angmering Community Centre
Sent: 08 February 2023 13:42
To: Lucy Sunray
Subject: FW: Main Hall floor



Good afternoon,

Good to catch up on site last week.

ALL - £6750

As promised, please see pricing below:

Main Hall: approximately 264m²

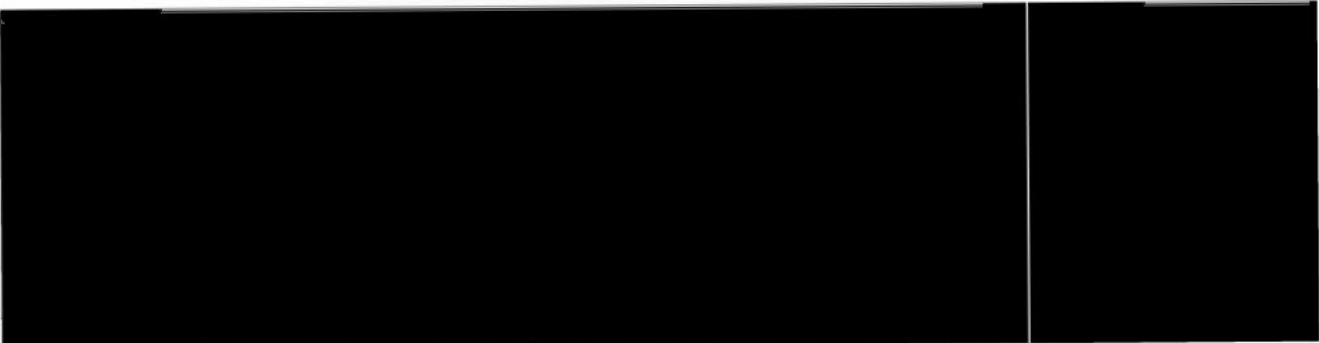
- Carefully remove skirting from one side of the hall.
- Cut through the twelfth row of boards adjacent to open gap in the floor and carefully remove the remaining boards.
- Clean the edges, and by inserting a false tongue and double clips, re-lay flooring back towards the wall.
- This area is approximately 26m².
- Re fit skirting by glue and pin.
- Scrub floor with Junckers Sylvacleaner and rinse with Junckers Neutraliser.
- Buff floor with 120 grit screens.
- Leave to dry overnight and apply 2 coats of Junckers HP Seal.

For the sum of ~~£3,410.00~~ + Vat

Repair only £3410

IMPORTANT NOTES:

- NB We will take due care when removing the skirting, but will not be responsible for damage due to the manner in which it may have been fitted. We have not allowed for any replacement or decoration of the skirting.
- It will be necessary to purchase replacement flooring, but due to the potential gluing effect from sealing of previous refurbishments, we cannot say how much this would be.
- Replacement flooring would be supplied @ £70 + VAT per m² and £85 + VAT collection charge.
- Please note that these will be half length boards which will be laid nearest to the wall where possible. They will be a different colour to the existing boards if the floor has been sanded since it was laid.



- Compose
- Inbox 1
- Starred
- Snoozed
- Important
- Sent
- Drafts 2
- All Mail
- Categories
- More
- Labels
- [Gmail]
- Houses
 - Beeches
 - C centre - Ang Gov
 - Octopus
 - Save Dappers lane
 - Park Road
- Jobs
 - Contact mails
 - Job apps
 - Kouri services
 - Pension
- Medical
- Notes
- Personal
- 📧 VQCA



Sent: Monday, March 13, 2023 3:40 PM
To: Angmering Community Centre <office@angmeringcommunitycentre.org.uk>
Subject: RE: Main Hall floor repair quotation

Hi Lucy,

Please see full sand pricing below:

-
Main Hall: approximately 264m²
 -

- Carefully remove skirting from one side of the hall.
- Cut through the twelfth row of boards adjacent to open gap in the floor and carefully remove the remaining boards.
- Clean the edges, and by inserting a false tongue and double clips, re-lay flooring back towards the wall.
- This area is approximately 26m².

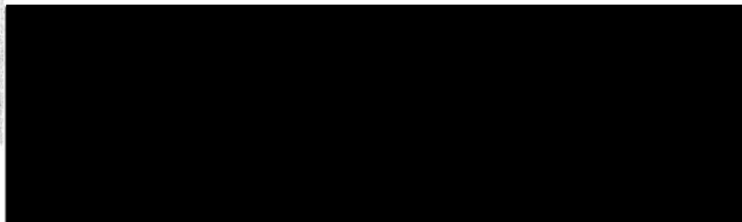
Re-fit skirting by glue and pin.

Sand whole floor to remove seal back to bare wood, and apply one coat of Junckers Baseprime and three coats of Junckers HP Seal.

For the sum of £6,750 + VAT

NB We will take due care when removing the skirting, but will not be responsible for damage due to the manner in which it may have been fitted.

We have not allowed for any replacement or decoration of the skirting.



Sans Serif

Send

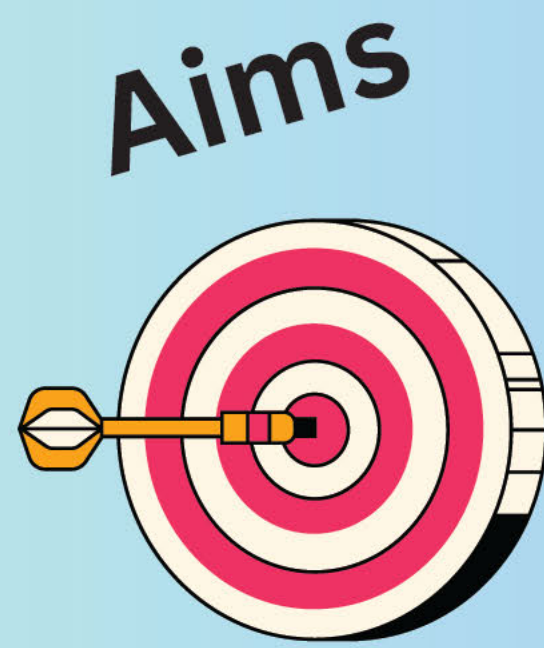


Climate Action Plan



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

To do what we can as a council within our responsibilities and make representation to other organisations as appropriate.



To encourage residents to think about actions they could take by providing information and support.

Utilise West Sussex and other organisations tips and hints, passing them onto residents through communication.

APC will...



By instigating behavioural change within the council important steps towards large emission reductions can be started.

Ensure that residents are kept up to date on what the council is doing to tackle climate change.

Develop Carbon Literacy Training and set up a local group to develop and support ideas.

Contact the office with any suggestions you have

Tel: 01903 772124

Email: admin@angmering-pc.gov.uk

No one is too small to make a difference

Think globally act locally

Buildings:

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



Transport:

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

Planning:

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



Waste:

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



Biodiversity:

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



Supply Chain:

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