

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps
10-Sep	11	18/088	Chandlers Site Redevelopment	Confirm layout of parish office	Confirm layout with working group	Plans talked through and information given to the architect in regards to ideas put forward from the previous staff/cllrs Chandlers meeting. Architect will come back with new drawings. New drawings to bring to meeting 06/03/19
10-Sep	11	18/088	Chandlers Site Redevelopment	Confirm solicitors and contract supplied	Solicitors approached Initial contract received	Draft conditional contract should be with our solicitor this by w/c 4th February 2019. Awaiting update
08-Oct	12	18/108	Accountancy & Bookkeeping	Outsource end of year accounts	Investigate possible accountants Talk to other parishes	KH going on year end finance training on 28th February 2019. Great training. Possibility to get Andy Beams in to assist. Emailed 06/03/19
10-Dec	4	18/142	Update from Andrea Oakley	Angmering Parish Office to update their website with tips on what to look out for	Put information onto the APC website and in the office.	APC Office to contact Andrea for information. Ongoing - TL made contact and waiting information. Andrea has sent over some information but the quality is not great, asking if there is a hardcopy. Matt Rookes will attend the next parish meeting to discuss the moped issue and general ASB. Matt providing more literature. 06/03/19

10-Dec		18/155	Questions On The Already Circulated Notes Of Meetings Of Parish Council Working Parties And Representatives On Other Organisations	Obtain contact details of WSCC re the A259 project to ensure communication regarding work to the road	Find a suitable contact	Gain as much information as possible and share with the Parish via social media (the APC website & Facebook) and office window. Contact obtained 18/12/18
11-Feb	5	18/183	Public Consultation	Concerns over cars potentially mounting the pavement while trying to park on the south side of the Square	Contact Ben Whiffin from Highways for advice	
11-Feb	12	18/189	Toilet Twinning	To confirm we wish to go ahead and confirm we want to twin the Parish office toilet	Contact Cherry to confirm	Cherry contacted via email and response received back. Waiting to hear the next steps.
12-Feb	13	18/190	Office Safe	Removal of the large safe within the office	Arrange removal	Waiting for removal date to be decided

Key

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

Completed Actions have been moved to another tab

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Who	Complete Date
10-Sep	17	18/094	Urgent repairs and improvements to the parish council front office	Window installation	Builders appointed Framework and plastering now completed	Fully completed	Tracy	16-Nov
08-Oct	10	18/106	Purchase of flat above Parish office	Appoint Solicitors Green, Wright, Chalton and Annis	Completed paper work and returned to solicitors	Fully completed	Katie	24-Oct
08-Oct	10	18/106	Purchase of flat above Parish office	Complete and send off application for borrowing to NALC	Paperwork completed and sent	Application sent to PWLB for loan. 04/12/18 Chased 19/12/18. All approved - make phonecall to confirm money 02/01/18. Money in account 11/01/19.	Katie	11-Jan
08-Oct	11	18/107	Payroll	Outsource payroll function to WSCC	Arrange for payroll to be outsourced.	Change of provider from Capita to Sussex Payroll Services happened w/c 26-11 - Payroll should be ready for Decembers pay run. £4,000 saving from previous supplier. Complete. All paid in December 2018	Tracy	20/12/2018

08-Oct	13	18/109	Budget & Precept 2019/2020	Bring 2019/2020 budget and precept papers to next Governance	New meeting to be set.	Draft budget shown to Governannce 15/11/18. Precept numbers in. 04/12/18. Final budget and precept to be advised during January 2019 meeting.	Katie	Agreed - 14/01/19
08-Oct	15	18/111	Garage storage for maintenance staff	Go ahead with lease on a monthly basis	Lease to be signed. Items moved in on an agreed date	Lease agreed and signed - Roy has completed the move The untis we have vacated have been let out - no rent payable to us but both on one months notice should we need to take them back - all notes in the Storage Unit folder in the Outlook under Office	Tracy	15-Nov
12-Nov	10	18/127	Arun Community Transport	Ask for more information regarding stainability and useage by Angmering residents	Confirm information	Sent grant application letter - await response 03/12/18. Grant letter received. Take to Full Parish in Jan 2019	Katie	Grant agreed - 14/01/19
12-Nov	15	18/132	Angmering Community Centre - Extra Camera	Request a 3 year plan of potential works/refurbishment needs.	Complete 3 year works programme	Meeting with Val 27/11/18 with Tracy to discuss. Present letter on 10th Dec PC Meeting. Meeting with Val and A.Evans 09/01/19. Close action as repeated below. 02/01/19	Katie	02/01/2018

12-Nov	17	18/134	Dragons teeth and fencing	Look at long term options for replacements. Obtain quotes for several different materials and report back.	Quotes being obtained.	Collate quotes and present to next CLEW meeting. This action will now move over to CLEW.	Danni	19-Dec
10-Dec	1	18/139	Apologies For Absence	Liaise with Findon Parish Council re meeting dates	Contact Findon PC	Contact made and dates sent round to all Councillors. Now also contacted Patching and Clapham - awaiting reply 10/01/19	Katie	No matches for Clapam or Patching either. 25/01/19
10-Dec	4	18/142	Letter from RPC re crime rate.	Circulate letter from Rustington PC	Send letter to all APC Councillors	Email sent. Completed 18/12/18	Katie	18/12/2018
10-Dec	4	18/142	Letter from RPC re crime rate.	Request for a meeting with the Chief Constable and the Police Crime Commissioner	Clerk to inform Rustington	Confirmation of council decision to add our names to the letter and meeting to align objectives. Completed 19/12/18	Katie	19/12/2018
10-Dec	7	18/145	Chairman's Report	Calculate how much Band D properties would need to go up by in Angmering if Downs Way was passed to East Preston	Calculate figure and report back	For this years proposed precept raise, if we had lost the houses South of the A259 we would have had to put up the precept for the rest of Angmering by 21.47%. £0.41 per week on band D houses. £21.29 increase per year.	Katie	Reported back 14/01/19

10-Dec	10	18/148	Angmering Community Centre	Arranged a meeting between Angmering Community Centre, the Clerk and Cllr. A Evans	Find a suitable date for all and send an invitation to attend	Meeting set for 09/01/19 with Alan Evans at the ACC with Val. Cllr Evans and KH to meet before this date to discuss. Report prepared for 14/01/19	Katie	14/01/2019
10-Dec	11	18/149	Community Grant Applications	Letters and cheques to be sent to all that applied	Two grants approved	Rasie cheques Write letters - TL Send out - Office Team	Katie	03/01/2019
10-Dec	12	18/150	Asset Register – option To Upgrade	Can this package be used on IPADs	Contact supplier to find out	This can not be added. Information confirmed back to Cllr N Hamilton-Street 14/12/18	Katie	14/12/2018
10-Dec	15	18/153	Chandlers Working Group	Arrange a date for the next meeting	Find a suitable date for all and send an invitation to attend	Meeting set for 08/01/19	Katie	02/01/2019
14-Jan	9	18/167	Community Grant Applications	Letter and cheque to be sent out to Arun Community Transport for £105.00	Prepare and send out	Letter prepared by Tracy and given to Katie to be signed and for cheque to be written	Office Team	Completed 21/01/19
14-Jan	10	18/168	Angmering Community Centre	Check if CCTV signage is in place or is required	Contact Community Centre to ask	Tracy emailed Val on Val responded to confirm that there was signage	Office Team	17-Jan
14-Jan	16	18/174	Questions On The Already Circulated Notes Of Meetings	Promote Twinning Association	The Parish office to advertise in the office window		Danni	

14-Jan	10	18/168	Angmering Community Centre	Is a Parish Liaison required?	Contact Val at the Community Centre to ask	Also report back on any issues as and when they come up. Alan emailed Val to say that he would be that person	Katie	06/02/2019
14-Jan	14	18/172	CPR And Defibrillator Familiarisation Sessions	Contact local clubs and the Community Centre, advise about the sessions and ask them to publicise them to their members	Make contact	Tracy has gone into each Trader and advertised the event Has also sent the information to Val and Lucy at the Community Centre. Both sessions are now full 06/02/19	Tracy	06/02/2019
14-Jan	13	18/171	Flat Update – Quotes For Work To Be Completed	Obtain 3rd quote	Once obtained email all 3 quotes to the Councilors	Parish Office should make a recommendation for their preferred supplier when sending the quotes. 2 quotes sent out by email and councilors went for the office recommended builder.	Tracy	14/02/2019
11-Feb	4	18/181	Guest Speaker - Matt Rookes	To access records as a data protection release request from Sussex police	The Clerk to contact Matt Rookes for more information on how to do this	Emailed Matt Rookes 12/02/19 - Chased 18/02/19. Matts boss has said that this information is not possible to get.	Katie	06/03/2019

ANGMERING PARISH COUNCIL

Balances Outstanding as at:

28-Feb-19

	£	£
Long Term Investments		
Consolidated Stock		96.00
 Bank Accounts		
Lloyds Bank Business Account	15,458.78	
Lloyds Bank Current Account	59,472.16	
CCLA Local Authorities' Property Fund	120,000.00	
CCLA Public Sector Deposit Account	25,000.00	
Hampshire Trust Bank	70,000.00	
United Trust Bank	80,000.00	
	369,930.94	
 Petty Cash Imprest Account		
	11.00	
 TOTAL BANK BALANCES AVAILABLE		369,941.94
 Public Works Loan Board		
Outstanding Debt - Office		150,000.00

2017/2018 Budget Monitor

01 February 2018

	Revised Budget	Actual to Date	Known Commitments	Budget Left	Proportion of Total	Comments
	£	£	£	£	£	
Play Areas	6,900	3,021	-	3,879	44%	
Buildings	5,500	30,619	-	(25,119)	557%	
Christmas Tree & Lights	500	5,731	-	(5,231)	1146%	
Street Lighting	6,000	255	5,900	(155)	4%	
Dog Fouling & Waste Bins	500	-	-	500	0%	
Village Maintenance	19,900	46,423	12,390	(38,913)	233%	
Vehicles & Equipment	4,050	6,873	-	(2,823)	170%	
Loan Charges	-	-	-	-	0%	
Transfers to Reserves	49,570	-	(30,040)	79,610	0%	Some of village maintenance costs (football pitch drainage work to financed from reserves
Capital Improvements	-	-	-	-	0%	
Total Expenditure	335,130	332,948	(11,750)	13,932	99%	
Total Net Expenditure/(Income)	(12,300)	(186,918)	(11,750)	186,368	1520%	

General Reserve

Balance b/f	(92,492)	(92,492)				
Less: Net Expenditure/(Income)	(12,300)	(186,918)				
Balance c/f	(104,792)	(279,410)				

2017/2018 Budget Monitor

01 February 2018

	Revised Budget	Actual to Date	Known Commitments	Budget Left	Proportion of Total	Comments
	£	£	£	£	£	
Income						
Precept	(335,500)	(335,500)	-	-	100%	
Grants & Donations	-	(24,399)	-	24,399	0%	
Section 106 & CIL Income	-	-	-	-	0%	
Interest & Investment Income	(10,600)	(8,680)	-	(1,920)	82%	
Other Income	(1,330)	(151,288)	-	149,958	11375%	Loan for flat purchase
Total Income	(347,430)	(519,867)	-	172,437	150%	
Expenditure						
Employees Direct						
Salaries, NI & Pensions	182,900	149,657	-	33,243	82%	
Employees Indirect						
Staff Travel, Subsistence & Training	1,300	2,078	-	(778)	160%	
Supplies & Services						
Office Building Running Costs	2,970	2,011	-	959	68%	
Office Maintenance, Improvements & Equipment	1,050	10,361	-	(9,311)	987%	
Office Running Costs	8,220	7,475	-	745	91%	
Newsletter	5,000	141	-	4,859	3%	
Books Publications & Subscriptions	3,100	2,940	-	161	95%	
Protective Clothing, Tools & Equipment	1,200	747	-	453	62%	
Bank Charges	20	158	-	(138)	788%	
Room Hire	900	1,005	-	(105)	112%	
Event Costs	4,500	7,241	-	(2,741)	161%	
Advertising	25	270	-	(245)	1080%	
IT Support, Software and Equipment	5,100	5,469	-	(369)	107%	
Insurance	12,900	14,410	-	(1,510)	112%	
Audit Fees	1,800	1,872	-	(72)	104%	
Professional & Legal	1,000	22,525	-	(21,525)	2253%	Legal Costs on Defamation advice; Radio Mast; Mayflower Way plus Communications Adviser
Councillors						
Allowances	4,100	2,710	-	1,390	66%	
Chairman's Allowance	300	300	-	-	100%	
Courses/Conferences	1,000	240	-	760	24%	
Official Hospitality	700	-	-	700	0%	
Other Expenditure						
Election Costs	-	-	-	-	0%	
Community Grants	3,300	8,419	-	(5,119)	255%	
Allotment Rent Paid	825	-	-	825	0%	
Christmas Day Event	-	-	-	-	0%	
Maintenance Committee						

RECEIPTS AND PAYMENTS SCHEDULE

Feb-19

Receipts

Date	Payes Name	Reference	Total £	VAT £	Net £
04/02/2019	CCLA	BGC	80000.00		80000.00 SALE OF SHARES
05/02/2019	CCLA	BGC	16.36		16.36 INTEREST
11/02/2019	LLOYDS	LLOYDS	10.81		10.81 INTEREST
TOTAL RECEIPTS			80,027.17	-	80,027.17

Feb-19

Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
01/02/2019	De Lage Landen	DD1101	502.52	83.75	418.77 PHOTOCOPIER
04/02/2019	CXS	DD1102	42.00	7.00	35.00 WEB SHOSTING
06/02/2019	ALLSTAR	DD1103	5.00	0.83	4.17 VEHICLE MAINTENANCE
06/02/2019	ALLSTAR	DD1103	31.97	5.33	26.64 FUEL
06/02/2019	ALLSTAR	DD1103	2.40	0.40	2.00 SUBSCRIPTION
08/02/2019	LAND REGISTRY	CC1101	6.00	0.00	6.00 SEARCH
08/02/2019	SOUTHCOAST SKIPS	CC1102	108.00	18.00	90.00 SKIP HIRE - FLINT WALL
12/02/2019	GWCA FLAT PURCHASE	OL1101	90000.00	0.00	90000.00 FLAT PURCHASE
13/02/2019	GWCA FLAT PURCHASE	OL1101.1	90000.00	0.00	90000.00 FLAT PURCHASE
13/02/2019	GWCA FLAT PURCHASE	OL1101.2	40000.00	0.00	40000.00 FLAT PURCHASE
13/02/2019	GWCA FLAT PURCHASE	OL1101.2	3119.02	262.83	2856.19 LEGAL FEES
12/02/2019	HMRC	FP1101	78.19	0.00	78.19 TAX OWING 2017
12/02/2019	HMRC	FP1102	273.05	0.00	273.05 TAX OWING 2017
15/02/2019	FARROWFIELD ESTATES LTD	SO1101	500.00	0.00	500.00 STORAGE
15/02/2019	BT	DD1104	357.24	59.54	297.70 TELEPHONES
18/02/2019	SAGE	DD1105	71.40	11.90	59.50 ACCOUNTS PACKAGE
18/02/2019	ANGMERING VILLAGE HALL	OL1102	35.00	0.00	35.00 ROOM HIRE
18/02/2019	ARUN MOWERS	OL1102	179.31	29.88	149.43 MOWER MAINTENANCE
18/02/2019	ARUN MOWERS	OL1102	44.40	7.40	37.00 HEDGE TRIMMER MAINTENANCE
18/02/2019	ARUN MOWERS	OL1102	199.49	33.25	166.24 MOWER MAINTENANCE
18/02/2019	BIFFA	OL1102	24.84	4.14	20.70 REFUSE COLLECTION
18/02/2019	BIFFA	OL1102	106.99	17.83	89.16 REFUSE COLLECTION
18/02/2019	BIFFA	OL1102	93.46	15.58	77.88 REFUSE COLLECTION
18/02/2019	CC SOLAR	OL1102	480.00	80.00	400.00 SOLAR PANEL - COMMUNITY CENTRE
18/02/2019	EDEN	OL1102	72.52	12.09	60.43 WATER COOLER
18/02/2019	FUTURE MANAGEMENT & CONSTRUCTIO	OL1102	485.46	80.91	404.55 OFFICE MAINTENANCE
18/02/2019	GRASSTEX	OL1102	786.00	131.00	655.00 VERGE TURFING
18/02/2019	GWCA FLAT PURCHASE	OL1102	131.32	0.00	131.32 LEGAL FEES
18/02/2019	HR SERVICES	OL1102	414.00	69.00	345.00 HR
18/02/2019	STUBBS COPSE WOODYARD	OL1102	83.00	13.85	69.15 GREEN WASTE
18/02/2019	SURREY HILLS SOLICITOR	OL1102	1021.20	170.20	851.00 LEGAL FEES
18/02/2019	SUSSEX PAYROLL SERVICES	OL1102	66.00	11.00	55.00 PAYROLL
18/02/2019	TRAVIS PERKINS	OL1102	15.46	2.58	12.88 NEW GATE LOCK
18/02/2019	TRAVIS PERKINS	OL1102	54.95	9.16	45.79 MAINT TEAM WORK WEAR
18/02/2019	VITA PLAY	OL1102	597.60	99.60	498.00 GYM EQUIPMENT REPAIR
19/02/2019	PENSION CONTRIBUTIONS	BACS PENSION	2534.44	0.00	2534.44 PENSION JAN 2019
20/02/2019	ALLSTAR	DD1106	47.26	7.88	39.38 FUEL
20/02/2019	ALLSTAR	DD1106	2.40	0.40	2.00 SUBSCRIPTION
20/02/2019	VODAFONE	DD1107	74.61	12.42	62.19 MOBILE
20/02/2019	PENSION CONTRIBUTIONS	BACS PENSION	2879.53	0.00	2879.53 PENSION FEB 2019
20/02/2019	SALARIES	BACS SALARY	8025.06	0.00	8025.06 UTILITIES
21/02/2019	SCS	DD1108	120.23	20.04	100.19 WEB SHOSTING
21/02/2019	VICTM SUPPORT GRANT	CHQS972	150.00	0.00	150.00 GRANT
22/02/2019	TAX & NI	BACS TAX & NI	2517.52	0.00	2517.52 TAX & NI
22/02/2019	FUTURE MANAGEMENT & CONSTRUCTIO	OL1103	4793.76	798.96	3994.80 OFFICE MAINTENANCE
22/02/2019	SCREWFIX	CC1103	29.99	0.00	29.99 MAINT TEAM WORK WEAR
25/02/2019	FOCUS IT	DD1109	361.42	60.24	301.18 IT SUPPORT
25/02/2019	LLOYDS BANK CHARGES	PAY1101	150.00	0.00	150.00 BACS CHARGES
25/02/2019	GIFFGAFF	DD1110	10.00	1.66	8.34 MOBILE
28/02/2019	UTILITY WAREHOUSE	DD1111	126.80	6.03	120.77 UTILITIES
28/02/2019	UTILITY WAREHOUSE	DD1111	71.99	3.42	68.57 UTILITIES
28/02/2019	UTILITY WAREHOUSE	DD1111	47.96	2.29	45.67 UTILITIES
28/02/2019	UTILITY WAREHOUSE	DD1111	2.40	0.40	2.00 UTILITIES
			251,933.16	2,150.79	249,782.37

Agenda Item 11.



Prepared by: Katie Herr
Subject: Kick Cancer
Date: 06/03/19

Introduction

- Mr Brennan of Kick Cancer came to the office with a proposal in December 2018. It was requested that he put his thoughts in via an email/letter and then it could be discussed.
- It was taken to CLEW in February 2019, below is a section of the draft minutes

Cllr. Hamilton-Street invited Tony Brennan the representative for Kick Cancer to speak. Mr Brennan took the floor and explained how the charity came about and the events that they hoped to deliver. Questions were asked around proposed dates, parking and how the various events would be run, a discussion then took place.

Cllr. A Evans asked what Kick Cancer needed from Angmering Parish Council which Mr Brennan explained was the use of Mayflower Park.

The point was raised that the proposed Christmas event should not take place when the Village Traders Market takes place. This was agreed by all present.

Cllr. Hamilton-Street commented that Mr Brennan should be aware of the work taking place on the A259 and the new developments being built as this may have an impact on access to the site.

Cllr. Hamilton-Street thanked Mr Brennan and advised that the Office Manager, Tracy Lees, would report back with the committee's decision once it had been agreed.

Cllr. Bicknell and Cllr. Hamilton-Street suggested that the decision was made at the next Full Council meeting to be held on Monday 11 March subject to the advice received from Arun District Council (ADC), all agreed.

Angmering Parish Office will contact ADC and provide Kick Cancer's proposal in the supporting papers for the meeting on Monday 11 March.

Decision

- With the above information and the attached proposal, the council needs to decide if they would like to move forward with this proposal.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
email. [REDACTED]

The Clerk
The Parish Office
The Square
Angmering
West Sussex
BN16 1EA

RECEIVED 22 JAN 2019

21st January 2019

Dear Madam

Kick Cancer Events (KCE)

I am writing to you following our recent correspondence. As requested I enclose, for the approval of Angmering Parish Council CLEW committee, proposals for two events which Kick Cancer Events (KCE) wish to hold in Mayflower Park, Angmering.

I have received some enthusiastic response to what we intend to call, 'Angmering Car Extravaganza'. After careful research there were several weekend dates that may have been suitable but we eventually decided on the 17th-18th August 2019. We expect, with adequate and strategic advertising, the event to have a large attendance.

With regard to the Christmas Wonderland proposal, we have also had positive response from local businesses regarding this.

To reiterate our previous correspondence, KCE will ensure the public are not at risk and that health and safety standards are adhered to, at both events. There will also be ample toilets with hand washing facilities. We will also have sufficient public liability insurance, a police liaison representative and ample marshalls and stewards at the event for security. Along with this we will have a clean up programme during and post event. We would also appreciate councillors considering KCE using the green running parallel to Mayflower Way, as car parking.

RECEIVED 22 JAN 2019

With regard to the Angmering Car Extravaganza, this is a weather dependent event. Whilst we will ensure that we will leave the park in a very clean condition we do not wish to damage the terrain if the weather is inclement so therefore the event would be cancelled.

I would like to add we have other events planned for 2019/20 and the profits raised at KCE's first four events will go to Chestnut Tree House and St. Barnabas as set down in our constitution.

Your permission could go a long way to help a lot of cancer sufferers in the future. Futhermore, if the events are as successful as we anticipate, KCE would be happy to make a financial contribution to a Angmering Festival Committee or whichever organisation you would prefer.

Thank you for your consideration.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Tony Brennan', with a stylized flourish at the end.

Tony Brennan

RECEIVED 22 JAN 2019

Proposal for a Car Extravaganza
Venue: Mayflower Park, Angmering
Organisers: Kick Cancer Events
17th-18th August 2019

Kick Cancer Events (KCE) would like to propose organising an event namely 'Angmering Car Extravaganza'.

Many people like to see beautiful cars whether they be supercars, classic sports cars, vintage cars or even competitive cars such as Nascars. It is KCE's intention to put together a large display of these cars at one venue where the car exhibitors are the stars and invite the public to see them free of charge. We have had a lot of interest in this event, should it proceed, some from prominent car enthusiasts.

We also propose to have a small number of attractions at the event such as:

- A Nascar experience for children (no doubt some adults).
Inviting children to meet the drivers and sit in a Nascar to imagine themselves tearing around the race track.
- An electric go-kart attraction.
- A small number of stalls selling motor memorabilia.
- Food and drink.
We expect to have two or three food and drink outlets. These will be offering sandwiches, the usual burgers and hotdogs. We also hope to offer a vegetarian alternative.
Hot and cold drinks will be available.
No alcohol to be sold at this event and preferably not allowed on site.

The venue is perfect for the event we are proposing, with ample access and egress to and from the event for both cars and the public. Angmering Station being a five minute walk enables the public to visit the event safely.

Proposal for a Christmas Wonderland

Venue: Mayflower Park, Angmering.

Event Organisers: Kick Cancer Events

Kick Cancer Events (KCE) propose, with the councils permission, a Christmas Wonderland creating a happy Christmas ambience. Inviting local businesses in and around Angmering to take part. We propose to hold a Christmas Market where said businesses can display their merchandise to the public as well as other attractions which would be as follows:

Santa's Grotto.

A large Santa's Grotto containing two reindeer and a mini farm with ducklings/goslings, pigmy goats, bunnies. Small animals that children love which are safe to hold and, or, have their picture taken with. Mrs Clause will show the children what the reindeer eat. The Grotto to have a separate area with a Santa's throne, obviously with Santa himself available to talk to the children and offer a small gift. The grotto to be festooned in decorations with background Christmas music. We expect this attraction would be popular and a booking system would have to be in place.

Christmas Market.

Decorated stalls selling a large array of merchandise. Presents you may like to buy for someone such as clothing, shoes, leather goods etc. There could also be fruit and veg, flowers, fresh meat and poultry, an assortment of sauces and jams, sweets and chocolate and other Christmas themed stalls.

Food and Drink.

We would like to organise a ox roast which is not only a visual attraction but a tasty bite to eat. There could be a number of outlets selling food to eat at the venue. These would include two or three hot dog/hamburger outlets, doughnuts, vegetarian options, different ethnic food varieties, roasted chestnuts, toffee apples and candy floss, Hot and cold soft drinks.

Sideshow Attractions.

A number of stalls offering various games to try eg, tin can ally, coconut shy, splat the rat etc. Along with these we would like to have a small number of children's rides.

Christmas Lights

We would like to decorate the park with different Christmas themed lighting and have a designated area for a special display.

Entertainment

At advertised times we would like to have carol singing performed by different choirs and possibly at some stage a brass band.

If organised correctly we would expect a high volume of the public visiting the attraction over the suggested time frame.

We propose the event to start on Thursday the 12th December 2019 and run each day until Saturday 21st December 2019 lasting ten days leading up to Christmas. The event to start at 10am and close each day at 9pm. KCE will ensure that the park is secure each night with permanent overnight security.

Agenda Item 12.



Prepared by: Katie Herr
Subject: Temporary works to tower 566437 - 33kV steel lattice tower
Date: 06/03/19

Introduction

The office received the below email on 1st March 2019 from UK Power Networks. Please also see the attached plans.

Following on from last year (all below), you will recall we had to carry out important works on our tower – one of the tower legs had been reversed/driven into and was severely bent as well as other parts of the tower which required fitting being replaced.

We are due to replace the tower this year, however it would appear the existing tower has been hit again!

This is a great concern to us and it would seem this is an issue that will continue to arise after the new tower has been built. Therefore, it is our intention to erect a safety barrier in front and down the side of the tower to protect the tower legs from further vehicle incidents.

I have attached two plans showing what we are proposing.

I would be grateful if these could be directed to the relevant people in Angmering council.

The proposed barrier is purely for safety reason...

*Major Projects Surveyor
UK Power Networks*

Decision

1. Confirm that you are happy for UK Power Networks to complete the work as described in this document and the attached plans.

SAFETY, HEALTH & ENVIRONMENT (S.H.E.)
HAZARD BOX

IN ADDITION TO THE HAZARDS / RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORKS DETAILED ON THE DRAWING, NOTE THE FOLLOWING:-

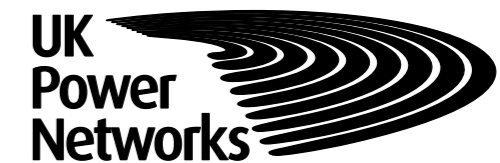
CONSTRUCTION NOTES:

1. ALL DIMENSIONS IN METRES UNLESS NOTED.
2. THE ARMCO SURFACE MOUNTED RSJ POSTS HAVE BEEN POSITIONED ACCORDINGLY FROM LEG A TO ALLOW ADEQUATE CLEARANCE TO THE TOWER AND NEW FOUNDATION CASING.
3. STANDARD ARMCO BARRIER SECTIONS ARE 3.6m IN LENGTH, WITH RSJ POSTS POSITIONED EVERY 1.6m.
4. ALTHOUGH THE PROPOSED ARMCO BARRIER POSITIONING DOES EXTEND INTO THE EXISTING FOOTPRINT OF THE ROAD BY ROUGHLY 0.5m, IT IS DEEMED UNINTRUSIVE DUE TO THE WIDTH OF THE ROAD, 5 - 5.5m IN WIDTH.
5. THE CURRENT CONFIGURATION OF THE ARMCO RSJ POST HAS A BOLT DOWN FOOTING. HOWEVER, OTHER FOUNDATION TYPES ARE AVAILABLE, THIS IS TO BE CONFIRMED.

REFERENCE DRAWINGS:

BK35/54182 - GENERAL ARRANGEMENT SL3 SEE E5'
ARMCO DIRECT - ARMCO PSDs

P01	25/02/19	FIRST ISSUE - PRELIMINARY	DW
			MG
			DP
REVISION	DATE	DESCRIPTION	Drawn
			Checked
			Approved



CONTRACTOR DRG. No. SPNSTD-AFW-CR-DR-0981-8508

12th FLOOR
25 CANADA SQUARE
CANARY WHARF
LONDON
E14 5LQ
TEL: (0203) 2151700
FAX: (0203) 2151701

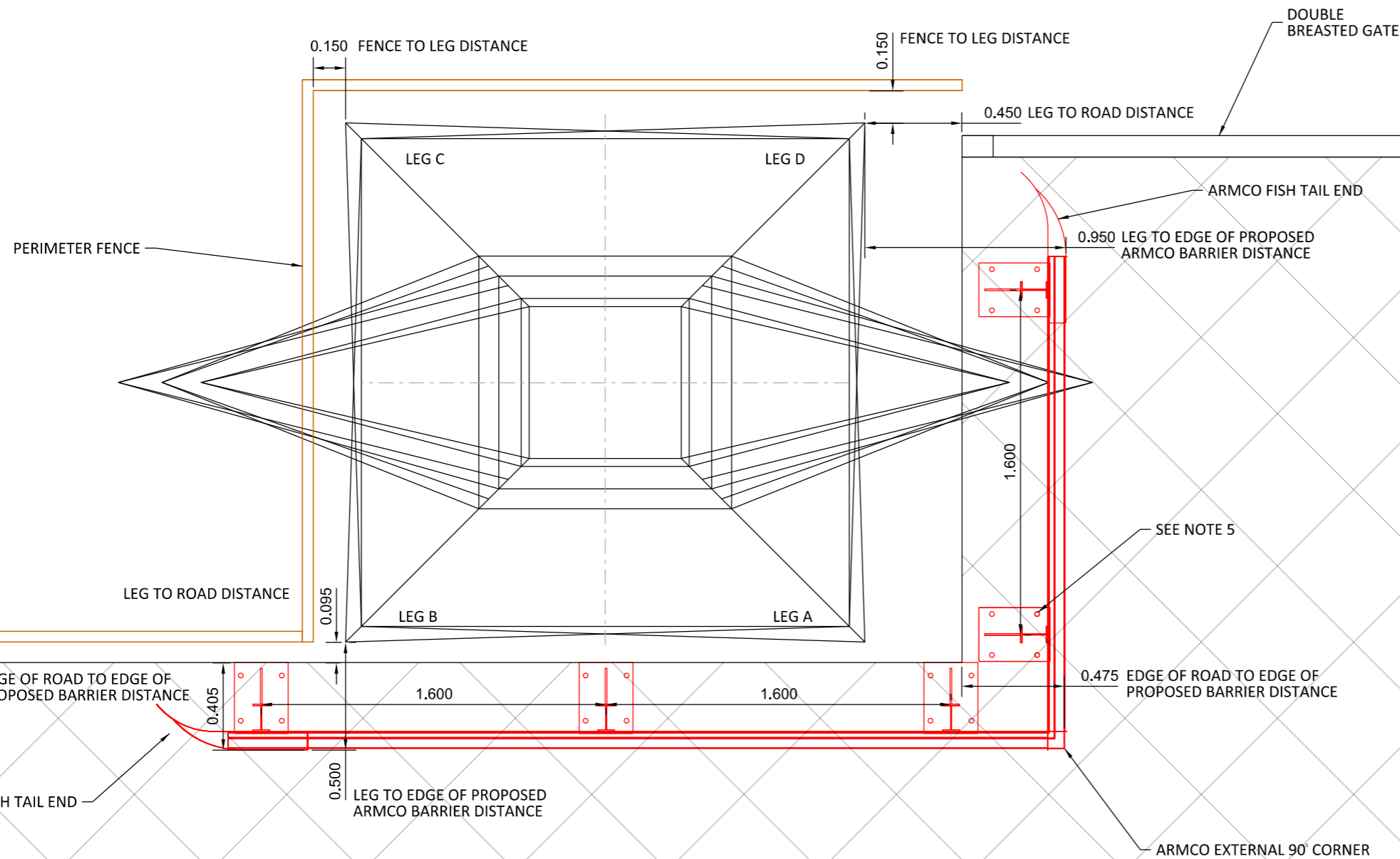


PROPOSED ARRANGEMENT
ARMCO CRASH BARRIER
FOR TOWER 566437

SCALE	1:25 @ A3	SHEET 1 OF 2	Drawn	DW	12/02/2019
			Checked	MG	13/02/2019
			Approved	DP	25/02/2019

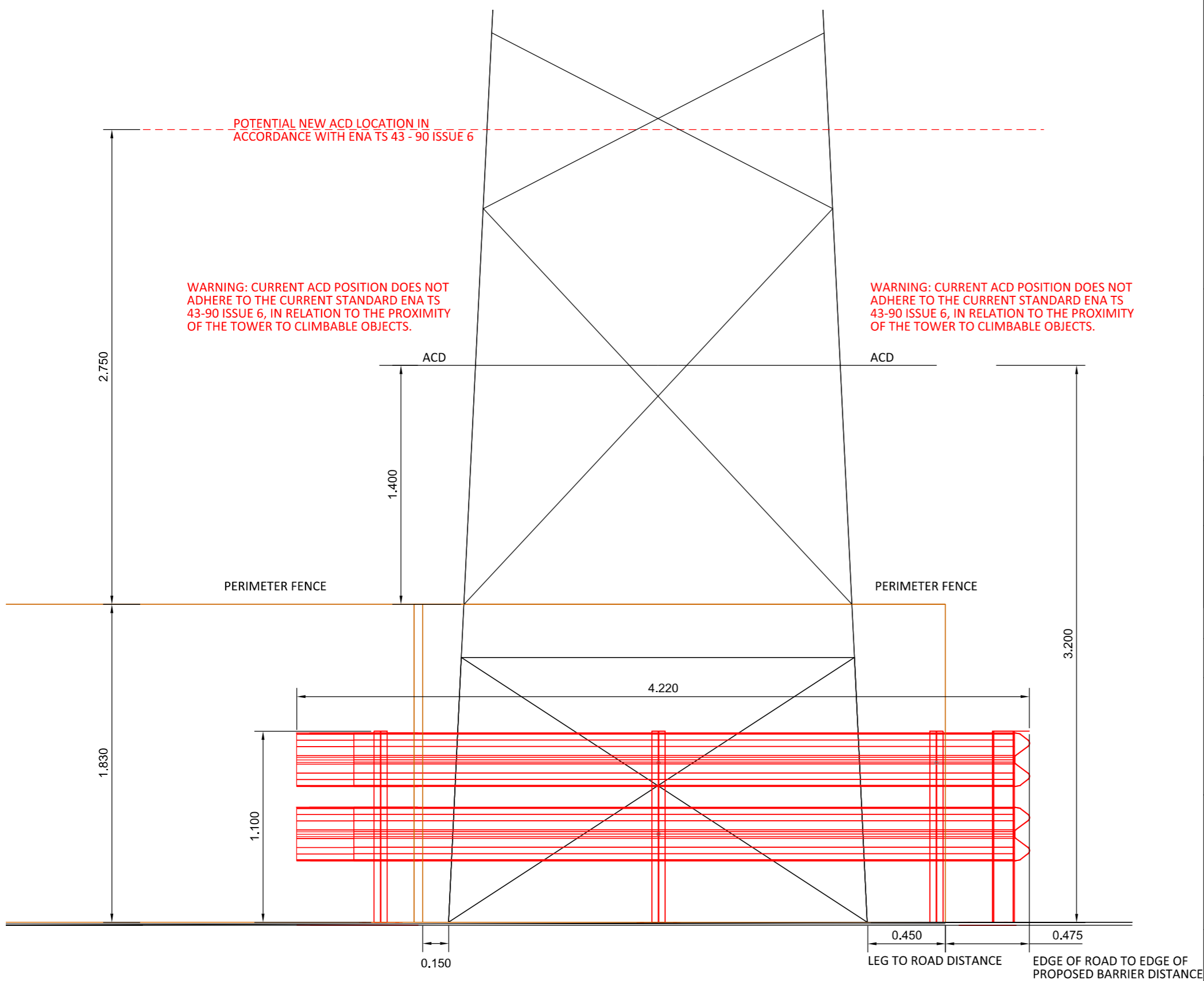
PROJECT DRAWING NO.	STATUS CODE	REVISION
SPNSTD-AFW-CR-DR-0981-8508		P01

SITE SPN LITTLEHAMPTON STEELWORK



ROAD

NOTE THAT THE WIDTH OF THE ROAD IS ROUGHLY 5 - 5.5m WIDE. SEE NOTE 4.



WARNING: CURRENT ACD POSITION DOES NOT ADHERE TO THE CURRENT STANDARD ENA TS 43-90 ISSUE 6, IN RELATION TO THE PROXIMITY OF THE TOWER TO CLIMBABLE OBJECTS.

WARNING: CURRENT ACD POSITION DOES NOT ADHERE TO THE CURRENT STANDARD ENA TS 43-90 ISSUE 6, IN RELATION TO THE PROXIMITY OF THE TOWER TO CLIMBABLE OBJECTS.

SAFETY, HEALTH & ENVIRONMENT (S.H.E.)
HAZARD BOX

IN ADDITION TO THE HAZARDS / RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORKS DETAILED ON THE DRAWING, NOTE THE FOLLOWING:-

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REFERENCE DRAWINGS:
BK35/54182 - GENERAL ARRANGEMENT SL3 SEE E5'
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P01	25/02/19	FIRST ISSUE - PRELIMINARY	DW MG DP
REVISION	DATE	DESCRIPTION	Drawn Checked Approved



CONTRACTOR DRG. No. SPNSTD-AFW-CR-DR-0981-8508

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PROPOSED ARRANGEMENT
ARMCO CRASH BARRIER
FOR TOWER 566437

SCALE	1:25 @ A3	SHEET 2 OF 2	Drawn DW 12/02/2019 Checked MG 13/02/2019 Approved DP 25/02/2019
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PROJECT DRAWING NO. SPNSTD-AFW-CR-DR-0981-8508	STATUS CODE	REVISION P01
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SITE SPN LITTLEHAMPTON STEELWORK

ELEVATION VIEW

Agenda Item 13.



Prepared by: Katie Herr
Subject: GDPR Update
Date: 06/03/19

Introduction

- Process Matters 2 have already produced some documents for us and completed some initial work to insure APC are GDPR compliant.
- This had stalled due to the workload in the office and the changeover of staff.
- It is our intention to complete the required work as soon as possible.

Details

Attached to this report is a detailed document from Process Matters 2 regarding our meeting on Monday 4th March. I asked Maureen Chaffe into the office so that I could understand where the APC office currently were with GDPR and the items still outstanding. Tara also joined me so that she can also understand the process and take on some of the actions.

Model policies/procedures will be provided/updated. We have some of them in place already.

- Data Protection Policy
- IT Security Policy for staff and a separate one for Councillors
- Data Sharing Agreement - to be served on anyone who handles data on behalf of the PC (Accountants, Auditors etc)
- Privacy Notice - for the website and any forms
- Privacy Notice for staff to be given to each staff member
- Subject Access Wording to be put on the website
- Information Security Incident Policy - setting out how a breach would be handled - needs to be understood by all staff and Councillors.
- FOI handling procedures

A quote was received and a subsequent PO was raised by the office back in December 2017. PO 0110 was raised but was never acted on or invoiced against.

The new quote given is for the same price as the original one.

GDPR review - original meeting plus meeting to review all documents £160

Suite of policies and procedural notes £560

Training for up to 25 people £400

Total £1120

Agenda Item 13.

If agreed to - training for all staff and councillors will be put in place for June 2019 to allow any new councillors joining after the May 2019 elections to attend.

Decision

- Decide if you all agree to go forward with the attached quote and proceed with the outstanding actions as soon as possible to ensure we are GDPR compliant.

PROCESS MATTERS 2

Report to	:	Angmering Parish Council
Title of Report	:	General Data Protection Regulations (GDPR)
Purpose of Report	:	To detail findings following review go GDPR compliance
Date of Report	:	March 2019

1 Introduction

1.1 The GDPR introduces a duty on all organisations to comply with the requirements set out in the GDPR and to be able to report certain types of personal data breach to the relevant supervisory authority within 72 hours of becoming aware of the breach, where feasible.

2 Background

2.1 In December 2017 a review of processes was carried out with the Clerk to ascertain what measures were needed to ensure that the Council were compliant with the Regulations.

2.3 A report was produced which used a traffic light approach to highlight areas requiring action. The report detailed almost 50 areas for review. Many related to the I.T. set up and a series of questions were sent to the IT provider for clarification.

2.4 The I.T. responses were mainly good but with some areas of weakness.

2.5 The Council agreed that a set of policies should be supplied and adopted by Processmatters2 and that staff and Councillor training should be undertaken. The policies were supplied but do not appear to have been adopted and the training was never undertaken as the Clerk did not agree any dates.

3 Current position

3.1 A meeting was held with the new Clerk and support staff. As there has been a complete change of staff at the PC there was no knowledge of the previous actions.

3.2 A lot of work has been done to clear out old files and documents but more could be done to reduce the amount held in paper format.

3.3 None of the staff or Councillors have undertaken GDPR training by the Council



3.4 There is no clear understanding of the I.T. set up and what is being done by which organisation. This leaves a vulnerability as something could slip without notice.

3.5 Actions

3.5.1 To take the matter forward and the following actions agreed:

- 3.5.1 the original report would be updated to show the outstanding actions - **copy attached**
- 3.5.2 a time was agreed to carry out a review of the forms and documents held by the PC to determine retention periods, identify where data sharing agreements are needed and where privacy statements should be used
- 3.5.3 new policies would be provided by Processmatters2 and taken to the next meeting of the Council for adoption
- 3.5.4 A date for training of all staff and Councillors would be agreed and also offered to local groups and organisations
- 3.5.5 The Clerk will provide Processmatters2 with copies of all invoices and contracts for I.T. related work so that a baseline can be established before recommendations are made to take the matter forward.

4 Recommendation

4.1 It is recommended that the Council agree the actions and move to compliance without further delay as the current position leaves the Council open to challenge should a breach occur.





Quotation

Client : Angmering Parish Council
Topic : General Data Protection Regulations (GDPR)
Deliverables : Assistance with move to compliance
Date of Quote : 5th March 2019

GDPR review - original meeting plus meeting to review all documents	£160
Suite of policies and procedural notes	£560
Training for up to 25 people	£400
Total	£1120

Agenda Item 14.



Prepared by: Katie Herr
Subject: Chandlers update – latest office plan
Date: 06/03/19

Chandlers Report

The latest plan of the parish office/business hub has been put together by the working party and office staff.

Upstairs

- The upstairs of the building takes into consideration recent findings regarding use of occasional office space in the local area.
- One large meeting room that can be made into two smaller rooms – available for hire. This room will also hold all Parish Council Meetings.
- A small kitchen is provided which will come with the hire of the room if required.
- 2 toilets including 1 disabled.
- Storage for tables and chairs along with regular hirer's items is also provided.
- A lift to the ground floor.

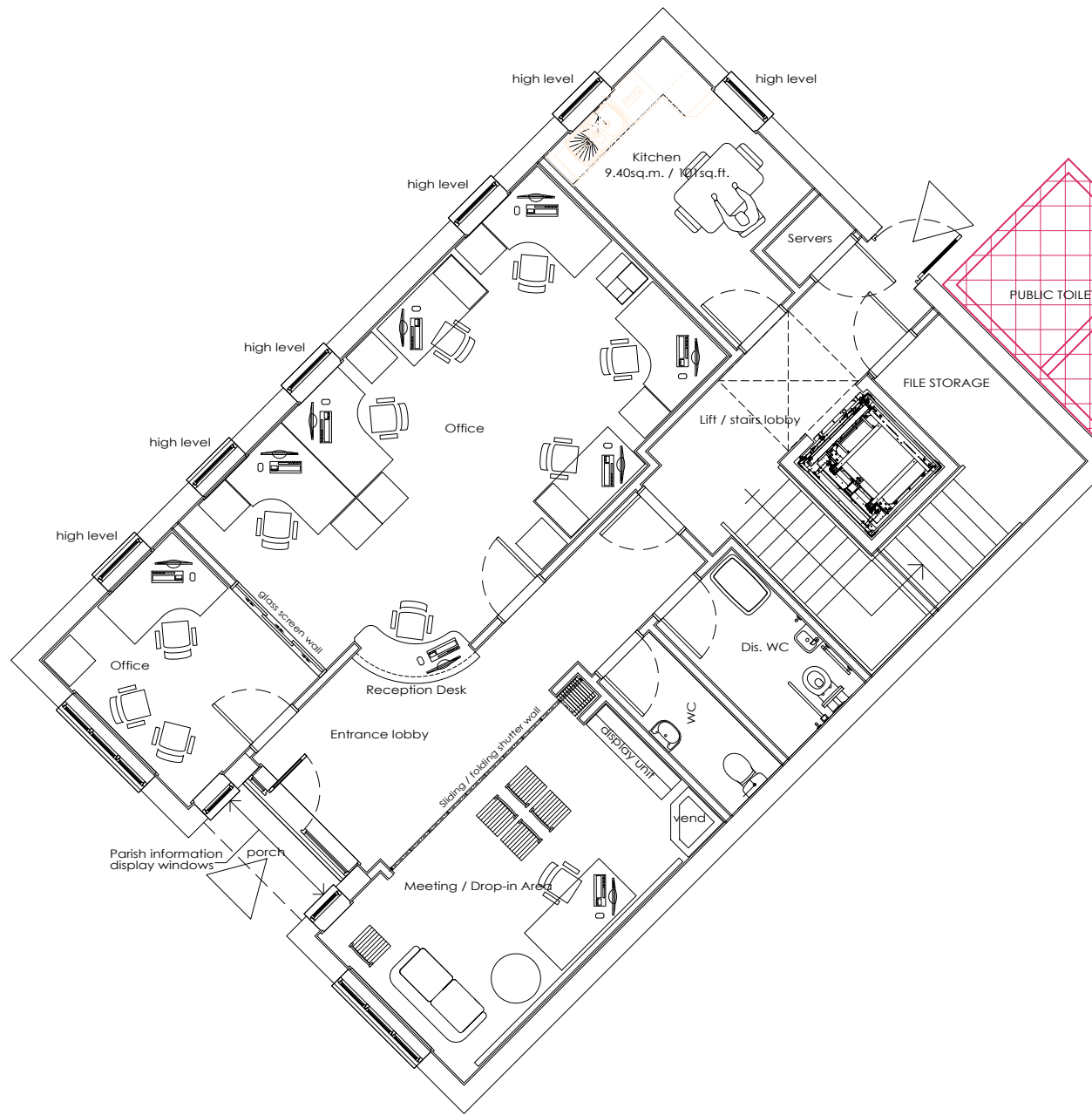
Downstairs

- The APC office space makes sure that we future proof the building to accommodate the staff for many years to come. The space is needed to run the front office, current APC services, support the new buildings functions as well as our grounds team who need regular PC access.
- A small kitchen/staff room
- File storage.
- 2 toilets, including 1 disabled for those using the building.
- The downstairs open seating area will include tables, chairs and sofas as well as booths for small meetings to occur – it is envisaged that there will be a monitor on the wall of these booths to allow for screen use during meetings. The whole area can be closed off and hired out as and when appropriate. We are hoping to include local artifacts on the wall of this area so that the residents of Angmering as well as visitors to the area can view them. This area could also include public PC's.
- A lift to the first floor.

Outside

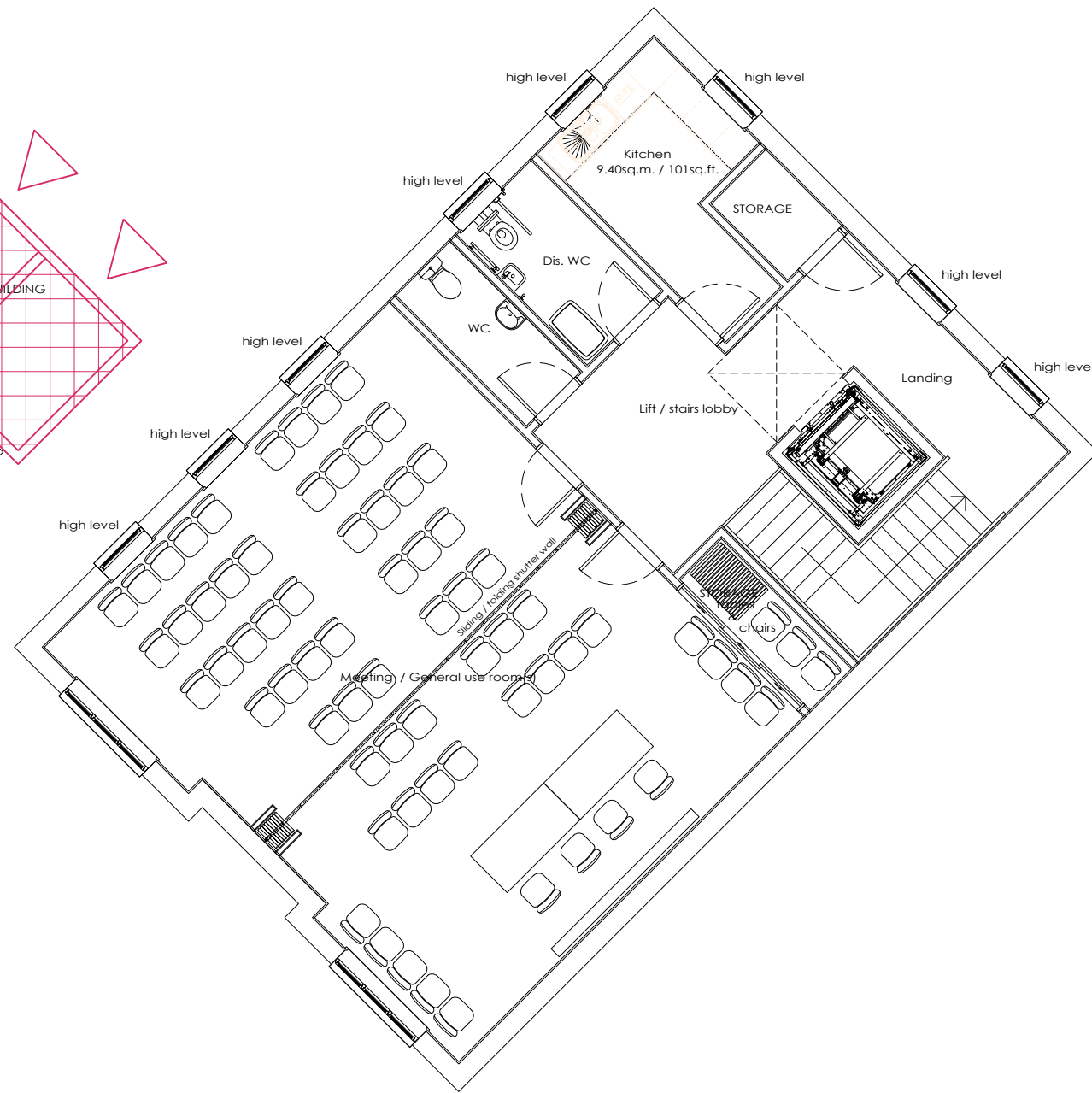
- 2 large disabled toilets to include baby changing facilities.

These plans are not final and can still be amended if required. Ideas are still being encouraged as to the final lay out of the building.



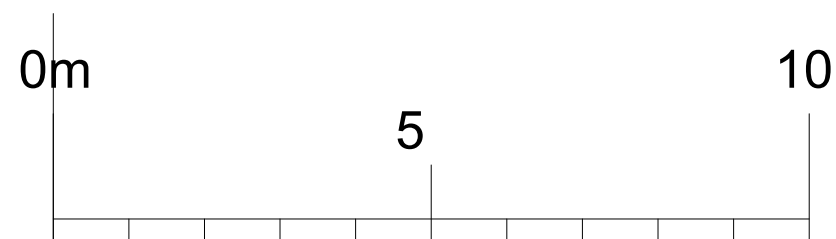
Ground Floor

118.08sq.m. / 1269sq.ft.



First Floor

120.19sq.m. / 1292sq.ft.



Scale 1-100 at A3

New Parish Council Building Sketch Floor Plans

13-02-2019

Parish Council Office Ground Floor (gross internal) 1269sq.ft.
 Parish Council Office First Floor (gross internal) 1292sq.ft.
 Total Gross Internal Floor area = 2561sq.ft.
 Including max. 4 allocated parking spaces