



Established 1894

## Angmering Parish Council

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### MINUTES OF THE MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 8 AUGUST 2022 AT THE ANGMERING VILLAGE HALL, KING SUITE

**Present:** Councillors Nikki Hamilton-Street (Chair), Lee Hamilton-Street, Norma Harris, Alan Evans, Rhys Evans, Sylvia Verrinder, Renee Hobson, John Oldfield and Mathew Want

**In Attendance:** Katie Herr (Clerk), Tracy Lees (Committee Clerk), WSCC Cllr. Deborah Urquhart and one member of the public

**Acronym:** Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & infrastructure Committee (formally HTP) – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee; Sussex & Surrey Association of Local Councils – SSALC; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	22/017	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for ADC Cllr. Andy Cooper, Cllr Alison Reigate, Cllr Paul Bicknell and Cllr David Marsh. Apologies were not received from ADC Cllr. Mike Clayden.	
2	22/018	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> No declarations were made.	
3	22/019	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 11 July 2022</b> were agreed by all and signed by the Chair.	
4	22/020	<b>PUBLIC CONSULTATION</b> No questions were asked.	
5	22/021	<b>THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:</b> The attached report Any subsequent matters that have arisen since the agenda was set.	

The Clerk talked through her report and no questions were asked.

Cllr. N Hamilton-Street took the opportunity to update all those present that the appeal relating to the Land South of Littlehampton Road had been upheld and planning permission granted. After contacting ADC, APC were advised that ADC have yet to decide whether they will appeal the decision and take it to Judicial Review. If ADC decide to review before the six week period APC will be notified. A strongly worded email was sent to Andrew Griffith MP requesting his support.

It was reported that the venue for the appeal regarding Land at Rustington Golf Centre will now take place in the Littlehampton Town Hall. It had been moved to a venue in Bognor Regis.

The Clerk advised all those present that Samantha Fraser (APC Administrator) had resigned and her last day will be Friday 30 September.

Cllr. A Evans commented that there was one area in the bowl at Mayflower Park that looked extremely green compared to the rest of area and he had concerns there may be a water leak somewhere. It was agreed that the Groundsman would be asked to take a look and if required, be asked to do some further investigations.

**6 22/022 CHAIRMANS REPORT**

Cllr. N Hamilton-Street presented her report, no questions were asked.

Congratulations were given to the recent Worthing Rugby Club's 'Flicks on the Pitch' event. Cllr. R Evans reported that approximately 1450 attended which equated to about 20% of the village attending. This event was free to all Angmering residents.

**7 22/023 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart also commented on the Land South of Littlehampton Road and they are also putting pressure on Andrew Griffith MP for a judicial review.

Cllr. Urquhart advised that she would be happy to attend the meeting regarding Travellers which is taking place on Tuesday 30 August and would ask the Chair of the Crime Panel to put something on the agenda regarding Travellers on a meeting she will be attending.

Dappers Lane has now been made no entry from the northern end and WSCC will be issuing a press release.

The Community Infrastructure Levy was discussed in that WSCC was in the process of writing to Parish councils regarding using the money on Infrastructure rather than more decorative items such as flower beds. Cllr. Urquhart said to look out for a letter soon.

It was reported that WSCC and local businesses had produced a selection of 2 minute videos on what they had done to combat climate change and that they had been well received.

Finally Cllr. Urquhart advised that the recycling centers can now take hard plastics, and this was something they had wanted to do for a long time.

Cllr. L Hamilton-Street commented on the pot hole issue he had previously spoken about at past meetings. He reported that 14 pot holes had now been fixed which was good news. Cllr. Urquhart commented that WSCC now have a new patching machine which made the process much faster.

**8 22/024 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllr. Cooper was unable to attend the meeting but had sent in a written report which was read out by Cllr. N Hamilton-Street, detailed below:

District report for APC 8 Aug 2020 Apologies that I cannot be with you this evening.

The planning appeals that affect Angmering continue to be my priority, ensuring they are at the forefront, and I will do my best to work with the Parish, making sure your voice is heard. The money to fight the appeals has been agreed by Arun, I have ensured that the Golf Centre appeal is now being heard in Littlehampton and not Bognor so that those who wish to attend do not have so far to travel.

I am also dealing with several issues relating to individual residents in Bewley Road and other areas that involve maintenance and highways.

Arun met with the Police and other partners about the challenges with unauthorised traveller encampments. Arun are working with the police to ensure they are swiftly moved on and considering what action we need to take on our sites to prevent further encampments.

Some activities across the wider district include:

- \* Levelling-up Fund - we have kicked off the work in Littlehampton by agreeing to commission the team to begin the work. And now bidding for round 2 funding for the Arundel to Littlehampton cycle-path.
- \* Housing - agreeing to progress designs for more council-owned properties.
- \* Refuse collections - agreeing to the continuation of weekly bin collections, to be replaced by weekly food waste once Government funding is available.

At Arun we are now well under way delivering on the priorities associated in our vision document, and projects identified in the budget.

Lastly apologies to Alan and the council for not sending this through earlier, I could not find my original email and I should have sorted this sooner. Officer dealing with Climate Change is William Page, Climate Change and Sustainability Manager at Arun for all aspects please email Philippa Dart head of services.

As always please contact me with any issues that need my attention.

Cllr. Urquhart left the meeting at 19:48, Cllr. A Evans also left the meeting but returned at 19:49.

9        **22/025 NEIGHBOURHOOD PLAN**

Nothing to update.

10       **22/026 ANNUAL PLAN PRIORITIES**

Cllr. N Hamilton-Street talked through the document explaining that the entries highlighted in yellow were to be postponed and looked at in next year's Business Plan. She also gave the reasons why this has been decided. The Clerk will report back at the next meeting with any relevant budget information. All agreed that they were happy with the proposed amendments.

11       **22/027 PARISH ASSEMBLY GOING FORWARD**

Cllr. N Hamilton-Street explained the reason why this was on the agenda mainly due to poor public attendance. Based on the supporting paper that had been produced she invited the councillors to give their thoughts. A discussion then took place with various locations and formats being suggested. The name was discussed, using a survey to promote the event and live performances such as choirs were suggested.

Cllr. A Evans said he had spoken to various other Parish Councils, and all have the same issues regarding getting the right format and encouraging larger audiences.

The Clerk commented that the awards part of the evening was very well received.

Cllr. N Hamilton-Street said that all thoughts would be captured and looked at and a proposal would be prepared for a future meeting.

Action: Put together a proposal for next year's Parish Assembly and present at a later date.

TL

12       **22/028 LOCAL COUNCIL AWARD SCHEME**

Cllr. Hamilton-Street explained what the scheme was about and what it would bring to the council. She also reported that no other council in West Sussex has this accreditation. The Clerk then talked through what steps had been taken to make sure APC was ready to apply for this award, also that the idea to apply for award had gone to the Governance Committee and that all required criteria had been met. The Clerk then explained that a registration fee of £50 was required to apply for the award and a discussion took place.

Comments received from the councillors were that is recognised good practice and Cllr. L Hamilton-Street said it would act as a really good benchmark. He also gave full credit to the office team for pulling together all the documents required.

Cllr. N Hamilton-Street then explained that councillors would need to agree if they wanted to take this forward therefore the following was proposed and agreed:

<p><b>RESOLUTION:</b> Cllr. Want <b>PROPOSED</b> that the Council confirms by resolution that all documentation and information is in place for a specified award. Cllr. Verrinder <b>SECONDED</b> and <b>ALL AGREED</b>.</p>
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Action: Formally apply for the Local Council Award Scheme

KH

**13 22/029 INSURANCE RENEWAL 2022-2023**

This item was deferred as no documentation had been sent though.

**14 22/030 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**

Cllr. N Hamilton-Street explained that both documents had gone to the Governance Committee. There had been two changes to the Risk Register which were highlighted in yellow at the end of the document and no changes to the Financial Risk Register. The Clerk and Cllr. L Hamilton-Street explained the process the documents had gone through and invited questions. None were asked. Cllr. L Hamilton-Street explained that it was important that Cllrs understood that the risk sits with them and not the Clerk.

**15 22/031 INFORMATION SECURITY INCIDENT POLICY**

Cllr. N Hamilton-Street gave an overview of the policies mentioned in items 15, 16, 17 and 18 on this agenda and after a brief discussion on each item and any relevant updates which were given by the Clerk all but Item 16 were adopted.

**RESOLUTION:** Cllr. Want **PROPOSED** that the Information Security Incident Policy was adopted. Cllr. Hobson **SECONDED** and **ALL AGREED**.

**16 22/032 BUSINESS CONTINUITY PLAN**

The Clerk has agreed to work with Cllr. Hobson to amend certain areas of the policy and will bring the amended version back to September Full Parish.

Action: Arrange a meeting with Cllr. Hobson and put back on the September agenda.

KH

**17 22/033 DOCUMENT RETENTION PLAN**

**RESOLUTION:** Cllr. Oldfield **PROPOSED** that the Document Retention Plan was adopted. Cllr. Harris **SECONDED** and **ALL AGREED**.

**18 22/034 IT POLICY**

**RESOLUTION:** Cllr. Want **PROPOSED** that the IT Policy was adopted. Cllr. Verrinder **SECONDED** and **ALL AGREED**.

**19 22/035 FINANCIAL REGULATIONS**

Cllr. N Hamilton-Street explained what the regulations were and that a change had been made to point 5.2 to improve the process making payments as well as to clarify the responsible person in sections 5.5 and 5.6. Advice was sought from WSALC regarding this change and the wording was approved.

**RESOLUTION:** Cllr. R Evans **PROPOSED** that the change to the Financial Regulations were adopted with the changes mentioned above. Cllr. A Evans **SECONDED** and **ALL AGREED**.

**20 22/036 COMMUNITY GRANT APPLICATIONS**

The 2022/2023 budget for Community Grants is £4,000.

No grants were applied for this month.

4 grants have been awarded so far this year, leaving an available budget of £2,390.00.

Various different ways to advertise that APC offer grants were discussed including using Instagram and other social media sites. The APC Office will look at producing a new poster and how to apply for a grant will be actively advertised at Angmering Revealed which is taking place on Saturday 24 September at Angmering Community Centre.

**21 22/037 2022/2023 FINANCIAL REPORT**

The reports were presented and one question was posed about overspend on Queens Jubilee Grants. The Clerk confirmed that it was agreed at a previous meeting that last year's unspent Community Grant fund would be added. Councillors accepted this answer.

Cllr. A Evans signed the reconciliations for June and July 2022.

**22 22/038 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

No questions were asked.

**23 22/039 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

The Planning and Infrastructure Committee – None.

CLEW Committee – None.

Governance & Oversight Committee – None.

**24 22/040 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None.

**DATE OF NEXT MEETING**

The Committee's next meeting will be on **Monday 13 September 2022** at 7:30pm in the King Suite, Angmering Village Hall.

**The meeting concluded at 20.28.**

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Chairman

Date.....



# Clerks Report September 2022

## Agenda Item 6

### 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** – Appeal held 6 September 2022. Members of APC were present on several days and the Chair spoke regarding our objections. Cllr. Andy Cooper was also present.

**Chandlers Site A/110/21/PL** – No further news.

**A/270/21/OUT – Land off Arundel Road** – Requested an update from ADC.

- 2) **Mayflower Park/Parsons Close entrance** – Correspondence is still ongoing but the majority of the work has been completed.
- 3) **Conservation Area Expansion** – Work continues with Martyn White from ADC.
- 4) **Community Centre Fire Doors** – Work has been completed update requested on metal cabinet for the cupboard.
- 5) **GDPR** – A training session for all staff and councillors took place on 20 September 2022. Due to not all councillors being able to make it another session will need to be organised.
- 6) **Incursions** – A successful meeting was held with local parishes, Sussex Police, ADC and WSCC officers. A full report has been sent to all councillors and those present at the meeting.
- 7) **Village Trail** – This has now finished and a winner selected. The trail was a success and could be used again for next Summer.
- 8) **Lloyd Goring Garden** – The lease has now been signed between us and ADC. Paperwork is still outstanding and we await this before progressing.
- 9) **Russett Play Area** – Work continues on the tender process and securing of funds for the Russett Play area. A survey is now live and the boards were used to great success at Angmering Revealed.
- 10) **Events** – Work continues on Pumpkin Carving Competition, Remembrance Day, Christmas First Aid/Defib and Angmering @ Christmas – this is a busy period for us.
- 11) **Angmering Revealed** – More people and more stalls created a bigger and better event this year. The weather helped, but also using indoors was very useful. Feedback received so far has been very positive and we already have bookings for next year.
- 12) **Recruitment** – Work is underway to recruit admin staff for the front office. Job posted 03/10/2022.

- 13) **Ecclesden Park** – 3 councillors visited the site and were given a tour. They visited a show home and were given information on the progress of the whole site. They also brought up about the lack of safe footpath into the village. We will continue to monitor this and engage with ADC.
- 14) **Transport Survey** – almost 100 responses have been received so far and the survey will be advertised in All About Angmering next month.
- 15) **Local Council Award Scheme** – The triage noted a broken link, some heading changes needed on the budget and a missing document. The Publication Scheme is needed on our website – hence why it is on our agenda for today. Once this has been adopted we can finalise the paperwork and submit our application for Foundation Level.

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegate To
14.12.20	10	20/149	Operation Watershed	Chase information on the Honey Lane project and report back.		Grant application not awarded due to its location, despite being encouraged to apply.	KH
14.12.20	10	20/149	Operation Watershed	The Clerk to check that Swillage Lane Pond would not affect the Honey Lane project and report back.		Ecology Report received from resident and forwarded over to WSCC for comment and next steps.	TL
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		The path needs to be a certain width and in its current state it is too narrow. Senior Rights of Way Officer at WSCC planning to attend site to view available space. Chased 03/10/2022	KH
11.04.22	12	21/208	Climate Change	Look into ideas on supporting climate change and report back at a future meeting.		ADC have information in their recent magazine. Alan to investigate. Information collated and will be brought to Aspirations session/next Full Council	MW/AE
08.08.22	11	22/027	Parish Assembly	Put together a proposal for next year's Parish Assembly and present at a later date.		To be brought to November 2022	TL

#### KEY

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





# Chair's report October 2022

## **Change**

As of our October meeting, both Sam Fraser and Tara Gambling will have left the Parish Council Office to pursue careers in new areas. They joined the Council as we saw a whole new team, and I'm sure we would all like to acknowledge their contributions over the last four years. An advert for a replacement is currently out.

## **Out and About**

I was invited to attend a meeting with the ADALC Management group and James Hassett ADC CEO. We discussed how communication is key to a positive relationship between the District Council and Towns/Parishes. It was agreed that this would be looked at as a priority including regular updates and perhaps a round table event.

A number of Councillors attended the GDPR training, highlighting the Parish Councils responsibilities as well as ours as individuals, particularly when communicating with residents. Further use of our Microsoft Package for document sharing and online meetings will be implemented over the coming months.

## **Resident Engagement**

Angmering Revealed was held on 24<sup>th</sup> September, and saw an increase in groups and charities attending as well as residents. Many who spoke with Councillors were new to the area and a tin to find out how best they could get involved in groups, as well as explore the immediate area.

## **Developments**

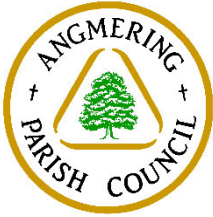
Rustington Golf Centre appeal concluded on Tuesday 13<sup>th</sup> September. Concerns were raised that the representation we and others made, was done without the full knowledge of changes that fundamentally has an effect on the development. That being particularly the removal of the toucan crossing, meaning the only safe way or residents and visitors to walk or cycle south is via the existing crossing adjacent to South Drive. We await the decision of the Planning Inspector.

That has been no recent meetings of the Angmering Advisory Group, we are aware that ADC Officers do not see value in this group or that there is anything that needs discussing. Cllr Cooper continues to push for a date as soon as possible. We will look at alternatives if ADC do not support the reconvening of this group. The issues currently needed to be scrutinised;

- North of Water Lane including the new A280 roundabout
- Angmering Sports Hub
- Dappers Lane pathway connectivity
- Angmering Flood Alleviation Scheme phase 1 & 2
- Manor Nursery
- S106 for schools and health care

The Clerk and I continue to explore how we can receive support to make the most robust comments on individual planning applications. We have recently met with a Planning Consultant to give a brief, and await details back.

**Nikki Hamilton-Street**



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# SUPPORTING PAPER

## ANGMERING PARISH COUNCIL MEETING

### MONDAY 8 AUGUST 2022

#### **AGENDA ITEM 10. Fletchers Field (Aubrey Fletcher) Play Area - Refurbishment**

Our aim has always been to maintain play areas, that we are responsible for in the village, to the highest standard. With regards to the Aubrey Fletcher Play Area being owned by ADC we had no control over the upkeep and maintenance of the play area and were not responsible for removing equipment from this site.

A brief overview is given below – reports taken to meetings can be requested from the Clerk.

We were contacted in 2019 regarding the play area and a paper taken to Full Council – as per the below.

#### **Background**

- ***The office have been contacted by \*\* who is the Environmental Services and Strategy Manager at Arun District Council with regards to asking the Parish to consider the future provision of Aubrey Fletcher Play Area and their involvement in this provision.***
- ***The prompt for this review is that the play area is once more in need of significant refurbishment, estimated at £20-25,000 as a minimum - if refurbishing in line with the current layout/design.***
- ***\*\* Stated that "In the early 2000's it is our understanding that Angmering Parish Council funded the refurbishment of this play area, on the basis that ADC took on day to day responsibility for its management, inspection and repair. The project was procured and delivered by ADC."***
- ***\*\* also stated "From the District Council's perspective as the play area is not on our land, it is difficult to justify ADC taking responsibility for this refurbishment and the future management of this site. However, we accept that locally this is a well-used, popular and important amenity and therefore are looking to work with the Parish Council to identify a positive and sustainable solution. As discussed at our recent meeting, I believe that both parties contributing equally towards the refurbishment, with Angmering Parish Council taking future responsibility for management/inspection/repair would be a positive way forward.***

*If it helps, it is possible that ADC could offer some flexibility to the Parish from a financial perspective – i.e. ADC initially funding the full refurb, with the Parish providing their contribution in a future financial year as finances allow. This would be subject to our internal procedures for approval.”*

**Details**

- **\*\* provided the below when asked to comment on current maintenance costs. “Grounds maintenance costs (litter collection and grass cutting) are approx. £125 per year, based on rates tendered as part of the wider greenspace contract. NB these are not necessarily reflective of the ‘real’ costs incurred.**

**Maintenance of the equipment/surfacing/fencing etc is delivered through our play area contract which is based on hourly rates of pay & material costs. Cost for all works at Aubrey Fletcher over the last couple of years have been as follows; 2018 £753.78 2017 £384.97”**

- **Please also see the attached which is the last play park inspection report provided to Arun.**

- **I have advised \*\* that we have not allocated any money for the refurbishment of this play park in our 2019/2020 budget as it not currently being maintained by APC.**

**Next Steps**

**Councillors need to decide on how to move forward bearing in mind the above information.**

As a result of this paper the below minutes were recorded

<b>18/225</b>	<b>FLETCHERS FIELD PLAY PARK</b> The Clerk gave an update and explained that the finer details still needed to be agreed before a decision could be made.
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Questions and comments were invited, and a lengthy discussion took place. It was commented that this Play Park is probably the most used park in the Village, this has been acknowledged by ADC.

The discussion then moved to who owned the area that the Play Park occupied. It was suggested that there is an agreement between APC and the Church. The Clerk will investigate and report back.

**KH**

After the discussion it was **PROPOSED** by Cllr. N Hamilton-Street **SECONDED** by Cllr. R Evans and **AGREED** by **ALL** to request that ADC replace the play park to our specifications before APC would agree to take this over.

**KH**

ADC have continued to maintain the area since.



In March 2022 the below email was received.

***We have been maintaining the above named play area for many years which we have established the land is owned by the church PPC with the field left in trust to the Parish of Angmering in 1919. We haven't been able to locate any old agreement documents to what happens when the existing play equipment brought by the Parish council needs replacing. I understand that you are in the process of trying to secure new funding via a CIL bid, but we haven't heard back from you recently.***

***We now have an issue with the small multi play unit that has rot on the platform and in the corner and in order to repair the unit it requires major works costing around £1490.00 which includes removing and replacing part of the flooring by the leg. We need to consider at this point valve, is it worth the large costs of repair or remove soon under health and safety and make the area safe instead. We have only just change the net on the climbing unit costing £879.82 plus labour. Since January 2021 we have spent £ 641.25 on minor repairs and power washing and we have just been advised that some the links on the swings needs replacing as they are now at 40% wear which is the maximum our insurance company advised before changing.***

***Could you please update us on your funding bid as a decision on the unit needs to be made within the next month please.***

The office were not getting anywhere with requesting CIL funding for the play area and this was advised. Our situation was clarified back to ADC (as per the minutes from 2019) and the below.

***We have not allocated any funding from our 2022/2023 budget for Fletchers Field play area. We already have responsibility for 7 play areas on Bramley Green, plus a skate park and BMX track.***

Later in March 2022 we received an email back from another officer stating the below

***Please can I ask that we review this.***

***Obviously it's disappointing that the CIL funding hasn't come to anything and I accept that the process appears to have been a frustrating one, although this is not something we have any remit over.***

***I know from our historical discussions that the Parish value the Aubrey Fletcher Play Area due to its central locality and local popularity. I am still keen to find a partnership solution, but there has to be an acceptance here that ADC do not own the land and have no obligation to refurbish this play area. As you are aware our responsibility is for day to day maintenance and inspection following the previous refurbishment some 15+ years ago which was funded by the Parish.***

***In the absence of an agreed way forward, our only option will be to remove equipment when it is beyond serviceable repair. In the case of the fence this would likely mean closing the whole play area as a result.***

***In order to facilitate progress we would be willing to fund all up-front costs of a refurbishment, and lead delivery of the project in consultation with the Parish. This offer is made on the basis of agreement that the Parish will provide a retrospective 50% contribution which can be budgeted for and paid over subsequent years (to be agreed) and that the Parish will at the point of completion assume management responsibility.***

***We would estimate a reasonable refurbishment cost would be approx. £30-£40k and can procure accordingly once a total budget has been agreed.***

***Is this something that you can revisit with your Council?***

A paper was then taken to Full Council in April 2022, the below minutes were recorded

**11 21/207 FLETCHERS FIELD PLAY PARK**

Cllr. Reigate gave the history of this park as well as information on the land owner, St Margaret's Church. Currently the play park is owned and maintained by ADC and APCs only involvement is cutting the grass on Fletchers Field around the play park.

The Clerk gave an overview of the report that was submitted in 2019 and explained why this item was on the agenda drawing the councillors attention to the information on the supporting paper.

It was also stated that the park is very well used and after a recent residents survey it showed that residents would very much like to see the park refurbished.

A discussion then took place with one of the councillors stating that they felt APC were being blackmailed into putting half the funds towards the refurbishment and then taking over the park by ADC, or the park would be closed - all agreed. The statement from the report they were referring to is below.

***"In the absence of an agreed way forward, our only option will be to remove equipment when it is beyond serviceable repair. In the case of the fence this would likely mean closing the whole play area as a result"***

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After discussion it was agreed that the Clerk would contact APCs ADC councillors with a strongly worded email to officially ask for their help with this matter as well as requesting a copy of the last play park inspection to ascertain the state of the park.

Action: Email to be written requesting the ADC councillors to look into this matter urgently and to receive the latest play park inspection document.

As a result of the above meeting an email was written to our 3 district councillors and Cllr. Andy Cooper was the only one who replied and offered assistance. Since then he has liaised on our behalf and spoken with officers and councillors at ADC.

Meetings were held on site and virtually with the parish and options talked through.

In May 2022 the below email was received.

**Following a recent Report of Inspection from Allianz our insurer, they have given one month's notice on several structural elements on the main small play unit in the above play area. We have already mentioned back in March rot and costing of £1500 but the report now highlights the scramble net too. We therefore have no alternative but to remove the whole unit within the next 3 weeks and make safe. The report also highlights issues, rot and not fully secure problems with the spring horse and we will remove that too at the same time. Failure to act may result in equipment failure and in turn any insurance claims invalid.**

**While on site today with the team we reviewed the rest of the equipment and will carry out the following repairs;**

- **Fill in the large splits on both the cradle swings and junior swings supporting posts, these are showing signs of rot**
- **Add an extra support post to the back fencing**
- **Add a metal post inside the main large post holding the gate up to secure it and to stop it dragging on the ground**

**Sorry this is not good news but we have to act as a duty of care.**

It was suggested that the Clerk email officers and state what APC's current obligations are with regards to play areas etc and request further information about the previous agreement. The below email was sent in June 2022 to officers at ADC.

**I can not find any paperwork in our files regarding the refurbishment of this play area or any communication regarding APC paying for the refurbishment of the play area and ADC maintaining it.**

**If you have the relevant information I would really appreciate copies of the documents.**

**Below shows our current commitments to the play areas we already own. As you can see we are due to refurbish the majority of the areas we already own.**

A	B	C	D	E
Play Park Name	Location	Built	Refurbed/Due for Refurbishment	Cost to Refurb
Blenheim	Lucksfield Way, Angmering	2001-2004	Refurbished in 2020	£18,500.00
Braeburn	Beech Way, Angmering	2001-2004	Due for refurbishment	£25,000.00
Pippin	Roman Avenue	2001-2004	Due for refurbishment	£50,000.00
Discovery	Rowan Way/Parson Close, Angmering	2001-2004	Due for refurbishment	£65,000.00
Russett	Community Centre Open Space, Angmering	2001-2004	Due for refurbishment	£130,000.00
Russett Trailblazer	Community Centre Open Space, Angmering	2001-2004	Due for refurbishment	
BMX Track	Mayflower Way, Angmering	2015	Being Maintained	
Skate Park	Mayflower Way, Angmering	2008	Due for refurbishment	£50,000.00
Fitness Equipment	Mayflower Way, Angmering	Unknown	Due for refurbishment	£60,000.00
				£380,000.00
Figures in blue are estimates based on previous quotes/similar projects				
<b>Other responsibilities</b>				
ASRA Pavillion and grass cutting contribution up to £10,000 per year. Includes maintenance on pavillion, ADC grass cutting 50% and pitch works				
Bramley Green grass cutting approximately £10,000 per year				
Bramley Green tree work approximatly £5,000-£10,000 per year				

Emailed response received on 17 June 2022.

*I know you have been in contact with \*\* and \*\* with regards to this so I am contacting you on behalf of us all. Having checked our files we can offer no other information beyond that is your own Council minutes which Oli responded to you by email on 11 April 2022. That related to ADC project managing the refurbishment of the play area in 2002. Angmering PC paid for the works following value engineering of the project which originally came in over the budget allowed, I can recall the project at that time. It was agreed that ADC would continue to inspect and maintain the play area, but have not paid any larger capital investment beyond the usual repair of wear and tear.*

We were then issued with a revised proposal with regards to funding.

The following proposal was received.

### **Arun District Councils Proposal**

Proposal for the Aubrey Fletcher play area, Angmering  
September 2022

Estimated cost for the above play area is between £30-40K.

- ADC to work up a brief with the cost estimate and share with the parish council.
- The brief would be informed by public consultation which can be undertaken jointly with the parish.
- Once the brief is agreed quotes for the work will be obtained.
- Once quotes are received a final decision over contributions can be agreed – however this is in the knowledge that the parish at present propose to cap at £15K.
- All project management and supervision of works to be carried out by ADC in consultation with the parish.
- The parish to then take on the future management and maintenance following completion of the work.
- ADC services would be available for professional advice as they are at present.

Time scale for delivery has been estimated at July/August 2023, but it is hoped this can be shortened.

### **Decision Needed**

Councillors need to decide if they are happy with the proposal above, with a cap on funds from Angmering Parish Council of £15,000. This amount can be added to our 2023/24 budget.



## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

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

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

### **SUPPORTING PAPER** **ANGMERING PARISH COUNCIL MEETING** **MONDAY 10 OCTOBER 2022**

#### **AGENDA 11 – QUARTERLY ANNUAL BUDGET REVIEW AND SUGGESTED VIREMENTS**

The Clerk has reviewed the budget for 2022/23 and is happy to report that the budget is on track with only one area needing attention at this point.

The events held so far have all been within budget and at this point no future events need their budget amending.

The following virements are being put forward in order for us to keep our accounts in order. This will assist with future years spending and budgeting. A larger amount has not been proposed as we can make further adjustments if needed.

From Budget Heading	Original Budget (£)	Amount to move (£)	Reason	New Budget Amount	Left for the year
4305/120 QPJ Trees for schools	£2,800	£700	Not Required	£2,100.00	£1,001.00
4305/120 QPJ Trees for schools	£2,800	£500	Not Required	£1,600.00	£501.00
To Budget Heading	Original Budget (£)	Amount to receipt in (£)	Reason	New Budget Amount	Left for the year
4200/120 Electricity - Office	£2,300	£700	Increase in cost	£3,000	£2,058.00
4205/120 Gas - Office	£700	£500	Increase in cost	£1,200	£911.00
To Budget Heading	Original Budget (£)	Amount to move (£)	Reason	New Budget Amount	Left for the year
4325+4755/143 0 Sundowners	£1,200	£1,200	Not Required	£0.00	£0.00

From Budget Heading	Original Budget (£)	Amount to receipt in (£)	Reason	New Budget Amount	Left for the Year	Original Budget (£)
4755/310 Angmering @ Christmas	£10,100	£1,200	Allow for better event	£11,300	£11,290	

**Decision Needed**

- 1) To agree to the movement of the funds within the 2022/2023 budget.



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**ANGMERING PARISH  
COUNCIL  
BUSINESS CONTINUITY  
POLICY  
2022**

**ANGMERING PARISH COUNCIL  
Authored by: Katie Herr/Tracy Lees  
Date Updated: July 2022  
Version: 3**



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## Introduction

Angmering Parish Council has recognised the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the Council. This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within Angmering Parish Council's area of responsibility.

This Plan includes the response to some key risks which have been identified.

The document should be reviewed every 2 years and at every change in personnel, and at this time all previous versions (including electronic copies) should be destroyed or replaced.

Every staff member will hold a telephone number contact list listing numbers of all other staff members for emergency use and individual members are responsible for keeping this up to date.

Training: Selected aspects of the Plan are to be discussed regularly.

## General Responsibilities

The Clerk is responsible for:

- Reviewing the plan at agreed intervals



- Updating the plan as changes occur (e.g. in personnel)
- Distributing the plan to all staff at each update
- Holding a hard-copy and a copy on SharePoint.
- Ensuring that the parishioners, if relevant, receive up to date information regarding the situation by the designated means (see below)
- Liaising with the Arun District Council bodies / services

Councillors:

Responsible for:

- Holding a hard-copy of the plan at work/home and via SharePoint
- Contributing to the plan content
- Initiating response / recovery action as detailed below
- Liaising with the press / media if appropriate

Staff:

Responsible for:

- Contributing to the plan content
- Advising the Clerk of changes to personal circumstances to allow the plan to be updated.
- Dealing with parishioner enquiries.

This plan will be distributed to the Councillors and staff at each update, and contributions or comments will be invited from everyone.

The Clerk and the Councillors as a collective body will be responsible for implementing the plan in the event of a recovery situation.

## **Core Business of Angmering Parish Council**

The Council provides local services to its electorate which includes the provision of:

- Website, notice boards, newsletter information and the use of other social media to communicate important and relevant matters
- Parks and Open Spaces including 7 play areas

- Skate Bowl and BMX Track
- Benches
- Waste bins in the play areas
- Angmering Community Centre
- Christmas trees and lights in the High Street
- War Memorial
- Issuing of grants
- Acting as a statutory consultee on planning applications
- Managing the finances of the Council and using the precept for the benefit of the community
- Liaising with the District and County Councils and other partner organisations on issues that affect the parish

## Potential causes of disruption

### Damage caused by:

- a) Storm, flood and snow
- b) Fire
- c) Terrorism
- d) Civil riots, unrest and vandalism

### Inability to carry out the duties of the council due to:

- a) Major or critical incident (Local or national, e.g. pandemic)
- b) Cyber attack

### Failures to:

- a) Equipment
- b) Public services

### Losses of:

- a) Staff through death, illness or injury or resignation, whilst on or off Council duty
- b) Cllrs by any reason which leaves the Council inquorate

EVENT	MINIMISE	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
<p><b>LOSS OF CLERK</b> Loss of Clerk due to death, sudden/ long term illness, incapacity or resignation</p>	<p>Ensure staffing team are aware of their responsibilities.</p> <p>Ensure rolling program is up to date and all key Chairpersons and Vice-Chairpersons to be informed. Chairperson to Inform Council. Call SALC for a temporary replacement. Seek and employ permanent Clerk. Review procedures to ensure minimal impact from loss.</p> <p>Access to log ins and passwords are available via the IT consultant.</p>	<p>Chairman and Vice-Chairman to be informed. Chairman to Inform Council.</p> <p>Call extraordinary meeting to confirm appointment of temporary cover, recruitment is started as appropriate for event.</p>	<p>Recruit temporary replacement. Seek and employ permanent Clerk.</p>	<p>Review procedures to ensure minimal impact from loss.</p>
<p><b>DEATH OR INJURY</b> Death or serious injury to member of staff whilst carrying out Council duties</p> <p>Prolonged absence or resignation or dismissal of staff.</p>	<p>Having others trained or acquainted with the duties of all members of staff.</p> <p>Written procedures are in place for tasks such as Planning Committee, play area risk assessments, website, agenda and minutes, newsletter, Basic finances.</p>	<p>Clerk to be informed who will report to the Council.</p> <p>Clerk to inform the insurance company.</p> <p>Clerk to inform HSE if necessary.</p>	<p>Seek temporary help.</p> <p>Start recruitment procedures to seek replacement.</p>	<p>Review procedures to ensure improvements.</p>

EVENT	MINIMISE	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
<b>COUNCILLORS</b> Loss of Cllrs due to multiple resignations (causing Council to be inquorate).	Co-option of Cllrs who may be in reserve.	Clerk to inform remaining Cllrs and employees of the Council.  Clerk to inform the Returning Officer at Arun District Council.	Arun District Council to decide on temporary working strategy for Council business to be maintained followed by the instigation of a by election or co-option procedure	Council to review procedures for recruitment of Cllrs.
<b>DOCUMENTATION</b> Loss of Council documents due to fire, flood or other causes.	Scan important documents and store on computer.  Provide secure storage of paper documents.	Clerk to inform Council and insurance company if necessary.	Council to discuss at next meeting.	Review procedures to ensure improvements and security.
<b>IT &amp; WEBSITE</b> Loss of Council electronic data due to fire, fault or breakdown.	The regular backup is carried out by the IT provider.  Full specifications of all IT equipment on the premises including system details and software is held by the IT supplier.	Clerk to inform Council and insurance company if necessary.  The IT provider has Angmering Parish Council passwords in a secure place off site and a back-up plan if anything should happen to him.	Instigate use of stored material.	Review procedures to ensure procedures are in place and to research improvements to the system.

<p><b>CYBER ATTACK</b>  <b>Loss of IT (including email; software systems and web services) due to cyber attack or similar</b></p>	<p>Regular back up of data as above</p>	<p>Revert to paper-based systems to enable critical functions to continue</p> <p>Put poster in parish Office window advising of situation and what to do if APC need to be contacted urgently</p>	<p>Means of communication is available (landline/mobile)</p> <p>Printed stock of any electronic forms for critical business available</p>	<p>Ensure process in place to transfer any paper-based records to electronic systems once restored</p>
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EVENT	MINIMISE	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
<p><b>EQUIPMENT</b> Loss of Council equipment due to theft, fault or breakdown.</p>	<p>Back up data to the server.</p> <p>Clerk has Council laptop at her home. Access for all staff via Office 365.</p> <p>Lock up is always locked after use and only office and Groundsman have access.</p> <p>Work van is always locked and tools removed and located in secure lockup.</p>	<p>Report theft to police and insurance company.</p> <p>Decide on immediate replacement/repair for whatever was stolen, faulty or broken down.</p>	<p>Replace in accordance with current financial regulations.</p>	<p>Review procedures to ensure improvements.</p>
<p><b>TELEPHONE SYSTEM</b> Loss of Parish Office phone system.</p> <p>Loss of mobile network.</p>	<p>Maintain phone system and update on a regular basis. Phones supplied by Spike at Wire Wizard on 0844 880 7680.</p> <p>Groundsmans work mobile is not on the same network as his personal mobile.</p>	<p>Contact SCS on 01273 874200 for the fault to be investigated. Account number: SC2083</p> <p>APC Staff to inform Cllrs and employees of the Council.</p>	<p>Update website with current situation, DO NOT give out personal mobile numbers.</p> <p>Office staff can use Groundsmans personal mobile number in order to contact him in an emergency.</p>	<p>Review procedures to ensure improvements.</p>



<p><b>PARISH OFFICE</b>  <b>Loss of Parish office due to major/critical incident (national or local)</b></p>	<p>Parish office staff have laptops for use at home plus mobile phones that contain the app to enable staff to make and answer calls.</p>	<p>Clerk to communicate with parish office staff:</p> <p>Work from home with immediate effect</p>	<p>Mobile IT and telephone</p> <p>Office staff personal contact details to be held by Clerk and 1 other staff member</p>	<p>Review procedures to ensure improvements</p>
<p><b>PREMISES</b>  Damage to Parish office or Lock Up</p>	<p>Maintain adequate insurance cover.</p> <p>Carry out fire risk assessment.</p> <p>Review Resilience Plan regularly.</p> <p>Ensure areas are left tidy at all times.</p> <p>Ensure buildings are locked and secure when exiting.</p>	<p>Clerk to inform insurance company.</p> <p>Ensure building is locked. Set alarms if electricity still available.</p> <p>Office - Post sign on the front door explaining the situation and give contact details (a pre- prepared sign to be ready).</p> <p>Lock up – inform site manager.</p>	<p>Office - Use alternative premises for administrative work or admin team to work from home.</p> <p>Lock up – Stay out of area until confirmed by site manager. Complete other jobs where access to the lockup is not needed.</p> <p>Update website with current situation, regularly.</p>	<p>Review risk assessment.</p>

EVENT	MINIMISE	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
<p><b>STAFF</b> Office not manned due to combinations of sickness, holiday, unable to get to work due to weather conditions or attendance at meetings.</p>	<p>The Clerk and staff to access the SharePoint from home / All staff have laptops that can be taken home.</p> <p>Staff that live locally can walk to work.</p> <p>All staff have contact details for each other.</p> <p>Always check calendar when booking in holiday/meetings.</p>	<p>Clerk to update the website to advise residents that the parish office may be closed.</p> <p>Staff to contact the Clerk if they are unable to get to work.</p> <p>Clerk to advise the Chairman of the situation.</p>	<p>Clerk/staff to carry out tasks from home.</p>	<p>Review procedures to ensure improvements.</p>
<p><b>LOSS OF POWER</b> Loss of electricity within the building.</p>	<p>Regular inspection and testing of all electrical equipment to minimize risk.</p>	<p>Check the main fuse box (located in IT cupboard within the middle office). If not call Electricity Plus Supply Ltd. to report the issue on 0800 783 8866.</p> <p>Call 105 for emergency help and advice.</p> <p>Inform PM Security on 07887 771961 to re-set the alarm when power restored.</p>	<p>All electrical items to be switched off at the socket to prevent damage when the power is restored.</p>	<p>Review procedures to ensure improvements.</p>



EVENT	MINIMISE	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
<p><b>LOSS OF GAS</b> Loss of gas within the building.</p>	<p>Regular inspection and testing to minimize risk.</p>	<p>Call Gas Plus Supply Limited to report an issue on 0800 111 999.</p>		<p>Review procedures to ensure improvements.</p>
<p><b>LOSS OF WATER</b> Loss of water supply</p>	<p>If a flood has occurred (e.g. burst pipe) close off effected area.</p>	<p>Clerk to inform insurance company.</p> <p>The stop valve for the water supply can be found under the sink in the kitchen area.</p>	<p>While the water supply is off, water should be conserved. Toilet flushing should be reduced (disinfectant used rather than flushed where possible). Anti-bacterial soap (which cleans hands without the need for water) should be placed beside all washbasins.</p> <p>Bottled water should be available for drinking</p>	<p>Review procedures to ensure improvements.</p>

# Important documents to be scanned

Important documents to be scanned and stored in a secure location on the server include, but not limited to:

- Staff contact details
- Staff next of kin details
- External contacts – including the accountants and auditors’ details
- Land registry documents
- Leases/tenancy agreements
- Bank account details

## Contact Lists

### Staff

NAME	MOBILE
Katie Herr (Clerk)	07535 026 068
Tracy Lees (Office Manager)	07976 614 021
Roy Squires (Groundsman)	07824 553 438

### Councilors

NAME	MOBILE
Nikki Hamilton-Street (Chair)	07889 267 757
Alison Reigate (Vice Chair)	07946 346 037
John Oldfield	07850 731 894
Lee Hamilton-Street	07912 022 856
Rhys Evans	07989 740 097

Paul Bicknell	07719 208 048
Norma Harris	07546 842 644
David Marsh	07482 804 848
Sylvia Verrinder	07873 818 811
Alan Evans	07795 575 525
Matthew Want	07732 637 290
Renee Hobson	07841 461 220

## **JNR Computers Business Continuity Plan for Angmering Parish Council**

Business continuity regarding access to documents, email and other data for day-to-day running of the office and administration is provided through our cloud-based strategy. All documents, email and other data are stored in the cloud, where possible and can be accessed anywhere via the Internet and secured with personal user accounts.

In the event of a severe incident preventing physical access to office computers or such related equipment or Internet failure, access to email, documents and data is provided through Microsoft Exchange, OneDrive and SharePoint and can be securely accessed online.

Financial data is held onsite however, backups are taken at the end of each session and stored in the Office 365 cloud. These can be restored onto a remote computer and accessed through secure logins.

Our phone lines can be temporarily transferred to either a personal mobile or land line so communication can continue.

Microsoft cloud data is dual located in the UK with data centres in the Kent, and Somerset. Microsoft has its own Business Continuity planning and the capability of transferring the data outside of the UK should the need arise.

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RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	Medium
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **2 years**

Meeting policy was approved at: Full Council

Date:

Date of next review: October 2024



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**ANGMERING PARISH  
COUNCIL**

**PUBLICATION SCHEME**

**2022**

**ANGMERING PARISH COUNCIL**

**Authored by: Katie Herr**

**Date Updated: October 2022**

**Version: 1**

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## Information available from Angmering Parish Council under the model publication scheme.

This document is to be used in conjunction with the Freedom of Information Policy.

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website or Hard Copy via the Council Office (See contact details below)
Who's who on the Council and its Committees	Website or Hard Copy via the Council Office
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address.	Website or Hard Copy via the Council Office
Location of main Council office and accessibility details	Corner House Office, The Square, Angmering, West Sussex, BN16 4EA Tel: 01903 772124 Opening Hours: Monday to Friday – 9am until 5pm
Staffing structure	Website or Hard Copy via the Council Office

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website or Hard Copy via the Council Office
Annual return form and report by auditor	Website or Hard Copy via the Council Office
Finalised budget	Website or Hard Copy via the Council Office
Precept	Website or Hard Copy via the Council Office
Borrowing Approval letter	Hard Copy via the Council Office
Financial Standing Orders and Regulations	Website or Hard Copy via the Council Office
Grants given and received	Hard Copy via the Council Office
List of current contracts awarded and value of contract	Hard Copy via the Council Office
Members' allowances and expenses	Hard Copy via the Council Office
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy via the Council Office
Parish Plan (current and previous year as a minimum)	Website or Hard Copy via the Council Office
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hard Copy via the Council Office
Local Council Awards Scheme	Not Applicable
Local charters drawn up in accordance with DCLG guidelines	Not Applicable



<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Agenda & Minutes of all meetings from are available on the Website or as a hard copy via the Council Office
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or Hard Copy via the Council Office
Agendas of meetings (as above)	Website, Noticeboards or Hard Copy via the Council Office
Minutes of meetings (as above)	Website or Hard Copy via the Council Office
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy via the Council Office
Responses to consultation papers	Hard Copy via the Council Office
Responses to planning applications	Minutes of meetings available on the website or hard copy via the Council Office. Comments also available via the ADC planning portal online.
Bye-laws	Website or Hard Copy via the Council Office
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	Website or Hard Copy via the Council Office

Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website or Hard Copy via the Council Office
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy	Not Applicable Website or Hard Copy via the Council Office
Health and safety policy Recruitment (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or Hard Copy via the Council Office
Information security policy (Privacy Notices)	Hard Copy via the Council Office
Records management policies (records retention, destruction and archive)	Hard Copy via the Council Office
Data protection policies	Hard Copy via the Council Office
<b>Class 6 – Lists and Registers - Currently maintained lists and registers only</b>	
Any publicly available register or list – Electoral Register	Arun District Council
Assets Register	Website or Hard Copy via the Council Office
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not Applicable

Register of members' interests	Links on the Parish Council website to Arun District Council
Register of gifts and hospitality	Hard Copy via the Council Office
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - Current information only	Website or Hard Copy via the Council Office
Allotments	Via Honey Lane Allotment Association
Burial grounds and closed churchyards	Not Applicable
Community centres and village halls	Website or Hard Copy via the Council Office. Also via Angmering Community Centre Association and Angmering Village Hall.
Parks, playing fields and recreational facilities	Website or Hard Copy via the Council Office
Seating, litter bins, clocks, memorials and lighting	Website or Hard Copy via the Council Office where applicable
Bus shelters	Website or Hard Copy via the Council Office
Markets	Not Applicable
Public conveniences	Not Applicable
Agency agreements	Not Applicable

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable
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<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None
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**Contact details:**

Clerk to the Council, Katie Herr, Angmering Parish Council, Corner House Office, The Square, Angmering, BN16 4EA  
 admin@angmering-pc.gov.uk

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per A4 sheet -black & white	Actual cost incurred
Photocopying @ 12p per A3 sheet -black & white	Actual cost incurred
Postage	Cost of Royal Mail standard 2nd class postage

RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	Medium
Are there any legal/regulatory issues this policy covers	Yes

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Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **2 years**

Meeting policy was approved at: Full Council

Date:

Date of next review: October 2024



# Annual Governance and Accountability Return 2021/22 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 2021/22

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 2022**.
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 2022**. 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 2022
  - 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 2021/22

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 2022 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 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 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) 2021/22

- 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. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report 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 2022.
- 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.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant 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 external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

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 <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2022</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2021/22

Angmering Parish Council

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During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b>	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

Name of person who carried out the internal audit

01/12/2021

27/04/2022

DD/MM/YYYY

Andy Beams - Mulberry & Co. INTERNAL AUDITOR

Signature of person who carried out the internal audit

Date

27/04/2022

\*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 2021/22

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 2022, 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:

09/05/2022

and recorded as minute reference:

21/014

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

Chairman

Clerk

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## Section 2 – Accounting Statements 2021/22 for

### Angmering Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<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	203,561	524,373	<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	385,100	389,850	<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	324,879	69,234	<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	176,917	178,841	<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	204,108	142,481	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	524,373	653,993	<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	505,681	650,331	<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	2,060,763	2,130,613	<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	141,169	136,584	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being

Date

09/05/2022

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

09/05/2022

as recorded in minute reference:

MINUTE REF: 22/015

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



## Section 3 - External Auditor Report and Certificate 2021/22

In respect of

Angmering Parish Council

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

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

### 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

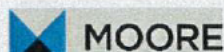
NONE

### 3 External auditor certificate 2021/22

We certify/~~do not certify~~<sup>\*</sup> 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 2022.

<sup>\*</sup>We do not certify completion because:

External Auditor Name



External Auditor Signature

## Angmering Twinning Association/Ouistreham, France

The Twinning Association has been running for 46 years, having been set up by Angmering Council after a group of French visitors called in at the office to ask where to go. It has been very successful over the years, but now several members on both sides of the Channel have found they are unable to participate again, particularly after Covid, so new members will be very welcome.

As you might know, Ouistreham is a town in Normandy, France who, with Angmering, welcome each other into their homes on alternate years, offering an additional outing and meal together, over a three day period during the summer.

This year it was Angmering's turn. 24 members from Ouistreham came over on Friday 19<sup>th</sup> August until Sunday 21<sup>st</sup>. On Friday evening, the party had a very good meal together at Ham Manor Hotel after which, the Mayor of Ouistreham presented a magnificent basket of goodies for the Council, to encourage closer contact between both Councils; it is hoped that a member is able to go on the return visit next year.

Saturday was a visit to Beaulieu Motor Museum – the weather was good and all had a really good day. On Sunday morning, everyone met at the Angmering School to see the visitors off, with many good wishes and talking about next year's visit to France.

The Angmering committee hold several functions during the year as well as a monthly Coffee Morning at The Spotted Cow to ensure members are able to meet up with each other and to build up funds for the French visitors. Also, at least once each year, they join activities with other Twinning Associations in the area.

I have written this rather long report to give you some idea about our local Twinning Association and what a valuable asset it is. Unfortunately, numbers are slowly declining – so we need to enlist more families and friends to join the Twinning Association so that this important sharing experience can continue and expand. If you know of anyone who might be interested, please tell the Office so that this can be passed on.

Thank you.

Norma