



Established 1894

## Angmering Parish Council

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

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

### MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN ANGMERING VILLAGE HALL ON MONDAY 11 NOVEMBER 2019

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

**In Attendance:** Katie Herr, Clerk; Tracy Lees, Committee Clerk and 1 member of the Public

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	19/123	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from West Sussex County Councillor Deborah Urquhart, District Cllr. Andy Cooper and District Cllr. Mike Clayden.	
2	19/124	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> No declarations were received.	
3	19/125	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 14 October 2019</b> were agreed by all and subsequently signed by the Chairman.	
4	19/126	<b>PUBLIC CONSULTATION</b> The member of the public did not wish to ask a question.	

Cllr. Marsh wanted to speak as a member of the public regarding the Remembrance Day event held on Sunday 10 November. The question was raised on why the two minutes silence could not take place at 11:00 in the village square and also the timings for the road closures. It was explained that Angmering Parish Council (APC) were following the schedule that had been in place for many years. A discussion took place.

Cllr. Bicknell suggested that APC approach St Margret's Church to discuss the possibility of moving some of the timings. Cllr. N Hamilton-Street suggested that this event should be discussed further at the next Community, Leisure, Environment & Well-Being Committee (CLEW) meeting being held on Wednesday 27 November, all agreed.

Action: Remembrance Day 2020 to be added to the next CLEW agenda.

**TL**

Cllr. A Evans commented on how social media could be used for events and a discussion took place.

Cllr. Verrinder thanked Tea in the Square for supplying free tea and coffee to those that attended the event.

Thanks was given to the APC Office team for their efforts in stepping in to help make sure the event went ahead and ran smoothly.

Cllr. A Evans commented on a message that had been put on social media regarding the traffic report from residents after the last full parish meeting. A discussion took place. The Clerk commented that the minutes of that meeting were a true and accurate account and had been shared to the general public.

**5 19/127 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**

- a) The attached action list.  
For the Action List see **Appendix 1.**
- b) Any subsequent matters that have arisen since the agenda was set.  
None.

The Clerk then asked if there were any questions. None were asked.

**6 19/128 CHAIRMAN'S REPORT**

Cllr. Oldfield read out his report and invited questions.

For the Chairman's Report see **Appendix 2** – please note JEAAC stands for Joint Eastern Arun Area Committee.

At the end of his report Cllr. Oldfield thanked all APC Councillors and Staff who took part in the Remembrance Day event on Sunday 10 November.

**7 19/129 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart was unable to attend then meeting.

**8 19/130 REPORT FROM THE ARUN DISTRICT COUNCILLOR**

Cllrs. Cooper and Clayden were unable to attend the meeting.

**9 19/131 NEIGHBOURHOOD PLAN**

The Clerk gave an update on the AirS meeting and asked that Councillors confirm if they were attending as soon as possible. The Clerk also confirmed that the 'Call for Sites' was ready to go and will be finalised at the AirS meeting.

Questions were then invited. None were asked.

**10 19/132 FINANCIAL RISK ASSESSMENT**

The Clerk explained that the document was on the agenda so it could be considered for adoption and asked for comments. A short discussion then took place.

**RESOLUTION:** Cllr. N Hamilton-Street **PROPOSED** that the Financial Risk Assessment was adopted, Cllr. Jones **SECONDED** and **ALL AGREED.**

**11 19/133 UPDATE TO WEBSITE**

The Clerk invited comments on the updated website. The suggested changes were given by the APC Office team with the intention to make it easier to navigate. A short discussion took place.

Cllr. N Hamilton-Street suggest that if no further comments or objections were received by Friday 15 November 2019 then the suggested updates were adopted.

**RESOLUTION:** Cllr. Oldfield **PROPOSED** that the updates to the Website were adopted, Cllr. A Evans **SECONDED** and **ALL AGREED.**

**12 19/134 COMMUNITY GRANT APPLICATIONS**

The Clerk commented that the APC Office has been promoting community grants and actively encouraging new applications.

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

Application 1

An application for a grant has been received from **The Angmering Garage Sale Trail** for the sum of £895 for improving the event website/registration and emailing service for residents.

After discussion it was agreed by all that regrettably a grant could not be given. A letter will be written to explain why. It was deemed that this would not be an appropriate venture to support due to the fact that it was not a charity but for personal gain.

Application 2

An application for a grant has been received from **The Cat and Rabbit Rescue Centre** for the sum of £300 towards an anaesthetic machine for the veterinary area.

After discussion it was agreed by all that regrettably a grant could not be given. A letter will be written to explain why. Research has been undertaken on the location of the charity and also the amount of funds available to them which look to be quite substantial.

Application 3

An application has been received by **Angmering Community Boxing Day Buffet** for as much as the Council see fit for food, decorations and gifts for the event.

After discussion it was agreed by all that regrettably a grant could not be given. However, after discussion it was agreed that an amount up to the value of £150.00 would be made available. When funds are needed to purchase items such as food APC should be advised and would make the purchase on their behalf. Cllr. Bicknell commented that local shops should be used where possible.

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**RESOLUTION:** Cllr. Bicknell **PROPOSED** that sum of up to £150 be made available for this event, Cllr. L Hamilton-Street **SECONDED** and **ALL AGREED**.

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The 2019/2020 budget for Community Grants is £3,500.00. Payments of the approved grants so far would leave £2,300.00 for the remainder of the year.

**13 19/135 2019/2020 FINANCIAL REPORT**

Statements of the Bank Account Balances and Loans Outstanding as at 31 October 2019 were presented.

- Income and Expenditure compared with the Revised Budget, for the period to 31 October 2019.
- Lists of cheques and other payments for October 2019.
- Bank reconciliation for October 2019.

The Clerk advised that the report looked like the percentage spent so far was over but that this was due to the purchase of the flat located over the APC office. It was a timing issue which is why it looked incorrect. The Clerk than invited questions.

Cllr. N Hamilton-Street commented that clarification re showing all of the APC financial assets on the report was going to be brought up at a training session later in the month.

Cllr. Verrinder raised the question regarding possible monies being owed to APC by the Angmering Community Centre going back to when it was first built, known as

'Kick Start' money. Cllr. Bicknell commented that he doesn't think this is correct. A discussion took place.

Action: APC Office to investigate and report back at the next meeting.

**KH**

**14 19/136 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**

Cllr. Oldfield asked if anyone had anything to report.

Cllr. A Evans reported that he was gathering information on the recycling project he was asked to look into and would be reporting back at the next CLEW meeting.

**15 19/137 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Housing, Transport & Planning Committee meeting held on Tuesday 22 October 2019 – None.
- CLEW Committee meeting held on Wednesday 30 October 2019 – Cllr Bicknell commented that he thought the new venue worked well.
- Governance & Oversight Committee held on Wednesday 6 November 2019 – None.

**19/138 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

Cllr. A Evans gave an update on the report he asked a young disabled boy to do about disability within the village. The boy has been working on a book which was shown to the Councillors. It was agreed that a certificate for all the boys work should be given and presented by the Chairman, all agreed.

Action: APC Office to produce a certificate and arrange a presentation.

**Office**

**DATE OF NEXT MEETING**

The Committee's next meeting will be held in the Kings Suite, Angmering Village Hall on Monday 9 December 2019 at 19:30.

**The meeting concluded at 21.32**

.....  
Chairman

Date.....

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10/06/2019	4	19/029	Public Consultation	Contact the Environment Agency re possible flood risks regarding the Chandlers development	Chairman to contact the Environment Agency		Chairman
10/09/2019	4	19/029	Public Consultation	Obtain list of land ownership and maintenance responsibilities	Locate the list if possible	Land ownership could be obtained from Arun Land Charges. TG working on this 05/08/19. TL got a list of Arun land that gets cut 03/12/19	Tara
12/08/2019	14	19/078	Angmering Library Update	Find out about Creative Heart at Tamerisk Centre in Littlehampton	Email to arrange a meeting for more information.	Emailed 03/09/19. Replied and said opening had been delayed and they would be in contact once they are open and running.	Katie
14/10/2019	10	19/110	Communication Strategy	Add version number and date to front cover and publish on the APC website	Add version number and date. Publish		Tracy
14/10/2019	12	19/112	Traffic Meeting Update	Contact WSCC to see if a traffic count can be done.	Contact WSCC	Waiting for email back from WSCC 03/12/19	Katie
14/10/2019	14	19/114	Tree work needed within Angmering	Overgrown private hedges - advertise on FB and APC website	Create advert/information piece		Office
14/10/2019	14	19/114	Tree work needed within Angmering	Work to be confirmed with Mulholland and price for Parson Close to be agreed.	Contact Mulholland.	Contacted 31/10/19 and 04/11/19. New price given - waiting for date to commence work. Emailed for this 03/12/19	Katie
11/11/2019	10	19/132	Financial Risk Assessment	Add adoption date to document and add to calendar	Add adoption date		Katie

11/11/2019	14	19/136	2019/2020 Financial Report	Investigate money given to Community Centre - does it need to be paid back.	View contract etc and contact Community Centre		Katie
11/11/2019	16	19/138	To consider any urgent matters, for information only, arising since the preparation of this agenda	Produce a certificate and arrange presentation for Samuel Pallant regarding the book he has compiled on wheelchair accessibility	Create certificate and arrange presentation		Office

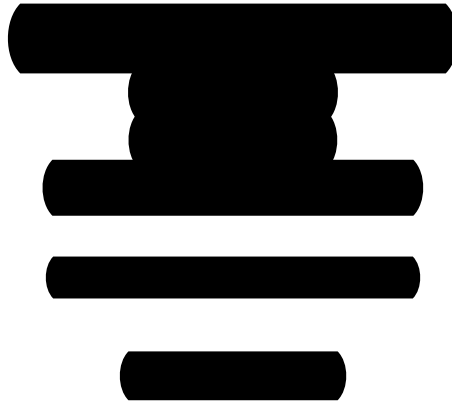
Task has been started
Task to remian on the list
Completed
Task not yet started

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

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

- 1) **Primary School** – Cllr Oldfield, Cllr N Hamilton-Street, Cllr D Marsh and the Clerk met with 2 officers from WSCC at the Mayflower site. The land swap was discussed, including the size of the piece the APC are willing to swap. It was then discussed to use the current WSCC land as the playing fields for the school, instead of the APC land. The covenants on the land were discussed as well as the length of the whole process. WSCC are continuing their investigations and will keep us informed.
- 2) **Angmering Advisory Group** – Meeting on 5<sup>th</sup> December at ADC. Update will be sent round on Friday 6 December 2019.
- 3) **A/45/19/PL Chandlers** – We are currently waiting for an update regarding the issues that were flagged with the contract.
- 4) **A/46/19/PL Crayfern** – Decision is due by 10 December 2019 according to the ADC website.
- 5) **A/122/19/OUT** - Land of Arundel Road, 160 houses, commercial units and sports pitches. Decision due by 31 January 2019 according to ADC website. Meeting with Gladmans as part of the Angmering Advisory Group Meeting on 5<sup>th</sup> December.
- 6) **HGV's through village** – Continuing to report HGV's coming through the village – 8 in total now have been contacted, with only one respons
- 7) **Office/Maintenance Activity – not exhaustive**
  - First Aid session run 2<sup>nd</sup> December 2019 – great feedback and well attended session by the residents of Angmering.
  - Litter Pick – well attended and update given at CLEW.
  - Memory Tree Event 29 November – The whole event went very well. The sausage rolls, mince pies and mulled wine went down very well indeed. Carol selection will be looked into for next year's event as well as booking a choir early to ensure attendance. It was great to see so many tags on the tree and so many people in attendance.
  - Traders Evening – 4<sup>th</sup> December – event yet to happen – full update will be given at CLEW.
  - Tree work ongoing at Community Centre with Parson Close work to be completed in January 2020. This will then be followed by
  - Winners have been selected for the Christmas Card competition and they will be displayed in the window until Christmas. Thank you to everyone who voted.
  - Lots of people given Love West Sussex app details and reporting of potholes etc.
  - Countryside Access Ranger – Contact has been made regarding a fencing issue that is ongoing. I believe this will be a very valuable relationship going forward.
  - Lots of work has been done on our policies including Resilience Plan and Branding Policy.

## Item 8



The Chairman

Angmering Parish Council  
Corner House  
Angmering  
BN164EA

November 2019

### Parking, Village Centre

One of, if not the biggest problem our village shops and businesses face, is parking. Every type of shop is duplicated in neighbouring towns, villages and retail parks which have better parking, our customers/potential customers are being forced away from us and to them, daily. In the current retail environment, it is small shops that suffer most and when basic access is denied the problem is exacerbated

Although, unlike every neighbouring village, we have no public car park(s), the amount of spaces (marked bays) in the centre of the village are fairly adequate, or rather, would be were it not for three factors and I am appealing, on behalf of all shops and their customers, for these factors to be addressed. They are: -

1. Lack of enforcement.
2. Unrestricted bays.
3. Unnecessary yellow line.

#### Enforcement

Arun's enforcement officers rarely come here, and the reason is revenue, not support for local business; restrictions simply do not mean the same here as they do in, say, Rustington. Our non-domestic rates are calculated the same as they are in places where the enforcement is daily, so "lack of resources"



simply does not cut it. Vehicles are regularly left in restricted bays for days, even weeks, with no action taken.

**(1) Could Arun be taken to task over this?** At least get them to state – in writing - what they believe to be a reasonable frequency of visits per week/month by their officers and then held to that. We don't expect every day but to go for weeks and months on end with no presence is not fair, especially as we contribute to their wages. As I understand it the actual traffic order cannot be made without commitment to enforce.

Another idea could be to train one or two of the Parish Council ground/office staff as enforcement officers and use him/her/them for just a few hours a week, as part of their normal duties within their normal hours. Maybe a precedent for other villages.

### **Unrestricted spaces**

Half of the marked bays in front of the main row of shops are unrestricted, a situation, locally, which is unique to Angmering and one that no explanation was ever given for.

Maybe it would be nice if there could be spaces like this for customers/visitors who need more than an hour, for any reason but....

- a. We have no unique situation regarding businesses whose customers may need that time (which would include my own shop for many customers) or residents with no private/off street parking
- b. People are idle! They must park as close as they possibly can to where they work or live, without thought to the impact they may have on local trade and spaces like this are just too much to resist.

There are vehicles left in these spaces pretty much permanently, e.g. two car families who use one vehicle daily and the other hardly ever and leave that one in one of these bays Mon-Fri then both at weekends. People have gone on 2-week plus holidays and left his and her cars here for the duration. The current residents of Conyers have FIVE vehicles between them and no private parking of their own whatsoever. There are several families/couples with two personal vehicles and one company vehicle – one will always be here, regularly joined by one or both of the others. These very few people regularly write off every single unrestricted space between them and sometimes, as stated above, some of the restricted ones too and there is only one reason, because they can!

Add to these few people a handful of local business employees, even business owners who do not have the basic business sense to not obstruct their own customers, and these spaces are more-or-less permanently written off to customers. We do have a traders organisation who work together on this and other matters and most, even estate agents who come and go on business, make an effort to not park in marked bays or at least not for very long but businesses and employees/owners within them, come and go and it is a constant battle to persuade them to walk a bit further to work than they have to.

It is about time the problem was shared or swapped, we, i.e. local business owners and all our customers (i.e. the massive majority), have had it for too long. There are far more people that would monopolise these spaces than physically can, and if they had the problem instead of us, it would, at any

one time, simply inconvenience a maximum of 9 of them and the village, especially now Chandlers has gone, can easily cater for them outside of marked bays.

**(2) Please apply for a traffic order** to restrict all marked bays to one hour. on the grounds that trade is being affected due to these spaces being monopolised by the same few people, also to bring us in line with all neighbouring villages – Assuming an eight-hour restriction Mon- Sat, restricted bays are still unrestricted for 6882 hours of the 8760 hours in one year! (That is bearing in mind that leaving in the first hour and arriving in the last hour is safe).

**(3) Please also write a letter to all residents** of Church Rd, High st (from the flat above the Parish office to the Cottrels), station road (up to village hall) and flats above the shops (currently the Laurels are both one car families and use private parking at the rear) just to raise awareness of the effect they are having on trade. We could do this ourselves, but it would be better coming from you. Even if only one or two of them made an effort, it would help.

### **Single Yellow Line**

The yellow line at the bottom of the high street is partly on a one-way piece of road and where parking was (and now, still is) never a problem. Again, no reason or justification was given for the positioning of this line.

Due to the line being broken and overgrown/obscured, also due to its signs being obscured by foliage, it has been unenforceable for many years and before that, just like the restricted bays, was rarely enforced anyway. If these issues are rectified and it becomes enforceable again, those that currently park there all the time, rather than risk a ticket, however unlikely, **will** move to the next nearest place, which is the unrestricted bays. I should imagine that if it does not happen sooner, it will happen when the Chandlers site is developed.

**(4) Please apply for a traffic order to remove the line** on the grounds given above – i.e. the length of time it has been unenforceable, and the number of vehicles permanently parked on it, plus the lack of enforcement to start with, is evidence that it is unnecessary.

Some of these actions may well initially upset and/or slightly inconvenience a few people, but it really is, at any one time “a few” - the actions would not lose any of them a penny and, in time it would be just how it is.

The closest people could (legally) park to where they work or live, just for six hours of six days of the week would simply be slightly further away.

I hope you can see the sense in all this and if so, form a working party to action the 4 highlighted points above.

Yours Sincerely.



## Item 9

**Sent:** 05 November 2019 21:21

**To:** Angmering Parish Council <[admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)>

**Subject:** Planning application - A/122/19/OUT

Dear Mr Oldfield,

I wish to enquire about APC's current processes when considering planning applications for housing developments that can impact upon the safety and well being of your parishioners.


The above application was discussed on 22nd October at THE HOUSING, TRANSPORT AND PLANNING COMMITTEE meeting where 6 councillors were present. The outcome only being supported by 4 councillors. Given the impact this development could have on Arundel Road / surrounding roads and the village centre, should this not require the views of all councillors in order to fully represent your parishioners? Of particular concern, is the fact that the application appears to be against the principals of the existing Neighbourhood Plan. That the plan may well need review, is not in question but until such time as a viable alternative has been formulated, adopted and approved, the current plan is the relevant document.

I note that at your last general council meeting (14th October) there was an agenda item relating to the traffic calming issues and the high flow of vehicles already passing through the village. This highlights further the need for a more robust approach by APC when deciding upon such planning applications.

Please feel free to share this e-mail with all councillors on APC - I would value their feedback and thoughts on the current planning process.

Kind regards,





My apologies for not responding sooner.

As you say the application A/122/ 19 was discussed at the HTPC on 22nd Oct. The decision was to support the application in principle subject to further details being received on Employment and Unit Types, Parking and Highway matters. Arun District Council are consulting both the WSCC and Highways England.

The existing Neighbourhood Plan includes the aspiration to improve the sports facilities at Palmer Road and considerable commitments to finance for this have been earmarked in a number of planning applications. We are assured by the ADC that, with their contribution, these committed sums are sufficient to provide the facilities shown including a new pavilion. The layout of pitches, pavilion etc are not part of the application but the drawings submitted show how the facilities could be contained in the land to be handed over by the landowner. In the past approaches by Arun and the Parish have been made to the landowner to purchase the land for the sports improvement but they have been unsuccessful.

Clearly the APC would prefer to have the sports improvements without having to agree to the provision of more housing in this location. It was felt however that the benefit to be gained outweighed other considerations. Final approval by ADC will of course be dependent on any requirements of the two Highway Authorities being met.

The plan of this proposal was made public by the APC at the Parish Assembly in May of this year. The event was very well attended by villagers and the proposal was generally well received.

Discussions between ADC and the Developer are still taking place and I expect that further details etc will be reported to our HPTC in due course.

With kind regards

John Oldfield

# Item 11

## Council/Committee Meetings 2020/2021

Committees	Clerked by	Day	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	NOTES
Parish Council	Katie/Tracy	Mon	11th	8th	13th	10th	14th	12th	9th	14th	11th	8th	8th	12th	May 11th will act as the AGM
HTP Planning	Tara/Tracy	Tues	19th	9th 30th	21st	11th	1st 22nd	13th	3rd 24th	15th	5th 26th	16th	9th 30th	20th	Dates in <b>red</b> will be held in the Community Centre from <b>7.15pm</b>
Governance	Katie/Tracy	Wed	6th			5th			4th			3rd			
CLEWC	Tracy/Sam	Wed	27th	24th	29th	26th	30th	28th	25th	30th - 16th?	27th	24th	31st	28th	
Parish Assembly	N/A	Thurs	27th												Held in the Community Centre

**Meetings of the Parish Council and the HTP Committee will be in the Kings Suite, Angmering Village Hall**

**Meetings of the CLEW Committee will be held at the Baptist Church**

**Meetings of the Governance Committee will be held at the Library**

**The above meetings will all commence at 7:30 pm**

### Notes

Parish Council Meetings	2nd Monday of the month
HTP Meetings	Tuesdays - every 3rd week
CLEWC	Wednesdays - last Wednesday of the month
Governance	Wednesdays - 1st Wednesday of every third month
	Late April/May - Final Accounts / Annual Return / Review Internal Audit / Internal Financial Review
	August - Insurance Review
	November - Internal Financial Review / Budget Setting / risk Assessment Monitor
	February - Overall Budget Monitor



Established 1894

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## APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2019 – 2020

### GUIDELINES FOR APPLICATIONS

A grant is any payment made by the Parish Council, to be used by an organisation which is not directly controlled or administered by the Parish Council, for a specific purpose in the furtherance of the well-being of the local community.

The contribution made by the numerous organisations to the well-being of the local community is highly valued. In support of such voluntary efforts the Parish Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of the grant is to support voluntary and community initiatives which enhance the quality of life for residents in Angmering.

Funding is available, throughout the year, subject to budgetary constraints, and in line with the Parish Council's specified application deadlines (see page 9). Organisations wishing to apply for a grant from the Parish Council are advised to read the following Grant Criteria to ensure their application is eligible for a grant. It is also encouraged that applicants contact the Parish Council to discuss their project prior to applying for a grant.

### GRANT CRITERIA

Applications will be considered from voluntary, community groups and organisations. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules, which include the aims and objectives for the group.

In order to help ensure a fair distribution of funds, only one application, per financial year, per organisation may be submitted to the Parish Council.

Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised signatories. Any monies awarded shall be the responsibility of the recipient organisation.

Applicants may apply for start-up funding, running costs, and / or the purchase of one-off pieces of equipment or capital projects. A clear budget breakdown must be provided with each application. Please refer to the following table for the maximum levels of funding that can be awarded for different types of expenditure:

PURPOSE OF GRANT	Up to a maximum of:
Start-up grant (for newly established groups, defined as those in	£750

existence for less than 12 calendar months), can include applications for running costs and equipment)	
Running costs	£250
One off cost (e.g. purchase of equipment)	£500
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750

<b>CONDITIONS AND EXCLUSIONS</b>
Typically, awards will not be given for administration costs
Awards must be seen to be for the benefit of a significant number of Angmering residents
Awards will not generally be given to individuals
Awards must be used for or towards the specific project or item applied for
Once project completed, evidence must be provided that the award was used appropriately

#### THINGS TO NOTE

1. Organisations must be able to submit a copy of their previous year's accounts. In the case of new organisations, a full budget for the proposal must be submitted.
2. Applicants must provide an answer to all the questions on the application form.
3. Applicants must be able to demonstrate how a grant would benefit the community of Angmering.
4. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.
5. On-going commitments to award grants in future years will not be made by the Parish Council.
6. The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Parish Council may decide to defer the application to a future meeting whilst further information is sought from the group.
7. In the event the grant is not used in part or in full, the group must notify the Parish Council with a full explanation. If the grant is not used for the purpose intended, the Parish Council reserves the right to request its return.
8. Please note: The Parish Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 4 weeks after each deadline date with the outcome of the Full Parish Councils decision.

## **APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT**

Please ensure you read the **Guidelines for Applications** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

**SECTION A: ORGANISATION DETAILS**

**NAME OF ORGANISATION/GROUP**

THE ANGMERING SCHOOL

**DETAILS OF APPLICANT**

To whom all correspondence should be sent

Name: [REDACTED]

Position within the organisation: SCHOOL NURSE

Address: THE ANGMERING SCHOOL  
STATION RD  
ANGMERING, BN16 4HH

Postcode: BN16 4HH

Telephone Number: [REDACTED]

Email: [REDACTED]

Website:

**WHAT TYPE OF ORGANISATION ARE YOU?**

Tick relevant box

A Charity providing services available to residents of Angmering	<input type="checkbox"/>
An existing local group or organisation providing services available to residents of Angmering	<input checked="" type="checkbox"/>
A new group or organisation, wishing to provide services for the residents of Angmering	<input type="checkbox"/>

**BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP**



SECONDARY SCHOOL SERVING  
 ANGMERING & SURROUNDING AREA.  
 INCLUSIVE SCHOOL WITH THE  
 ADDITION OF THE LAVINA NORFOLK  
 CENTRE SUPPORTING STUDENTS  
 WITH PHYSICAL DISABILITIES, HEARING  
 IMPAIRED & VISUAL IMPAIRMENTS

WHEN WAS YOUR ORGANISATION / GROUP FORMED?

--

HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

This should include people who are involved in the activity

Adult	202
Junior (under 16)	1294

WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?

apx 25%
---------

IS YOUR ORGANISATION A REGISTERED CHARITY?

Tick relevant box

Yes	<input type="checkbox"/>	If yes, please provide the registered charity number below
No	<input checked="" type="checkbox"/>	Charity Number: .....

PROJECTED INCOME

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months

Information from the organisation's latest accounts

Account Year Ending	
Total Income for the year	£
Total expenditure for the year	£
Surplus or deficit	£
Total savings or bank reserves at year end	£

## SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

1. Please give a description of the purpose for which you are seeking a grant

many students will not receive a xmas lunch this year, due to finances, family break  
As a school we would like all students to be able to experience a traditional xmas dinner with crackers, turkey, xmas music, gingerbread & decorations enabling all students to enjoy xmas.  
We are recycling, making and requesting donations of decorations, but would like to request a small amount of money to purchase a few extra to decorate our halls being used for the lunch.

2. How will / does your project or activity benefit the residents of Angmering?

Inclusivity of all students, encouraging friendships & enabling our students with physical disabilities, vision impaired, hearing impaired, behavioural student support to have fun with peers without worry of feeling different & alone.

3. Who will benefit from this activity? How many people and how often?

All students & staff at the Angmering School.

Once a year.

4. How will you know that your activity was successful? How will you record its success?

Feedback from students, staff & parents/carers  
Photos & advertising on social media

5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.

**SECTION C: AMOUNT OF GRANT REQUESTED**

1. What is the amount of the Grant you are seeking from Angmering Parish Council?

£100

2. Please indicate in which category you feel your request for funding falls into:

Please tick the relevant box		
Start-up grant (for new groups, can include running costs and equipment)	£750*	<input type="checkbox"/>
Revenue (running costs)	£250*	<input type="checkbox"/>
One off cost (e.g. purchase of equipment)	£500*	<input checked="" type="checkbox"/>
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	<input type="checkbox"/>

(\*Figures shown indicate the maximum grant allowance for this category)

3. What is the total cost of the project or activity?

UNSURE

4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?

Tick relevant box

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	
No	<input checked="" type="checkbox"/>

If **YES**: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

N/A

5. Please give details of your own fund-raising efforts:

Requests to companies for donations of crackers & cinema posters (theme Disney/traditional).  
Requests to staff  
staff and students making decorations  
Teachers & students making gingerbread

6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.

N/A

7. Has your organisation received a grant from Angmering Parish Council before?

Tick relevant box

Yes	<input type="checkbox"/>	If yes, please state when and how much awarded?
-----	--------------------------	---

No	<input checked="" type="checkbox"/>	Amount £	Year awarded:
----	-------------------------------------	----------	---------------

How did you hear about this grant scheme?

COUNCILLOR LEE HAMILTON-STREET

#### SECTION D: BANK DETAILS

Please provide your organisation's bank details below:

Account name:

Sort code:

Account number:

Bank/Building Society Name:

Address:

Post Code: N/A
If your organisation is VAT registered, please supply your VAT number N/A

A **Cheque** can be arranged if required, please advise who it should be made payable to.

The cheque should be made out to: [REDACTED]
--

THIS PAGE WILL BE DESTROYED AND NO RECORDS KEPT ONCE PAYMENT HAS BEEN MADE IF A GRANT IS AWARDED

**SECTION E: DECLARATION**

**Declaration**

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

<b>Chairman</b> (signature) [REDACTED]	<b>Treasurer</b> (signature)	<b>Secretary</b> (signature) [REDACTED]
---	------------------------------	--

School Nurse

Date: 18.11.19	Date:	Date: 18.11.19
Please print full name [REDACTED]	Please print full name	Please print full name [REDACTED]

<b>SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:</b>	<b>APPLICATION DEADLINE:</b>
<p>Email: <a href="mailto:admin@angmering-pc.gov.uk">admin@angmering-pc.gov.uk</a></p> <p>Post: Katie Herr – Clerk          Angmering Parish Council          The Corner House          The Square          Angmering          West Sussex          BN16 4EA</p> <p>Tele: 01903 772124</p>	<p>The application form should be submitted on or before the 1<sup>st</sup> Monday of every month</p>

<b>SECTION F: DATA PROTECTION</b>
<p>As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.</p> <p>We will use the information you give us on the application and supporting documents for:</p> <ul style="list-style-type: none"> <li>• Grant application</li> <li>• Monitoring grants</li> <li>• Evaluating the way our funding programmes work and the effect they have</li> <li>• Reporting statistics to Government</li> </ul> <p>We may also give copies of this information to individuals and organisations such as:</p> <p>Accountants, auditors and external evaluators.          Other organisations or groups involved in delivering the project.</p> <p>Please tick the box the box to confirm your understanding of Data Protection <input checked="" type="checkbox"/></p>



Established 1894

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone: 01903 772124

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

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

# APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2019 – 2020

## GUIDELINES FOR APPLICATIONS

A grant is any payment made by the Parish Council, to be used by an organisation which is not directly controlled or administered by the Parish Council, for a specific purpose in the furtherance of the well-being of the local community.

The contribution made by the numerous organisations to the well-being of the local community is highly valued. In support of such voluntary efforts the Parish Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of the grant is to support voluntary and community initiatives which enhance the quality of life for residents in Angmering.

Funding is available, throughout the year, subject to budgetary constraints, and in line with the Parish Council's specified application deadlines (see page 9). Organisations wishing to apply for a grant from the Parish Council are advised to read the following Grant Criteria to ensure their application is eligible for a grant. It is also encouraged that applicants contact the Parish Council to discuss their project prior to applying for a grant.

## GRANT CRITERIA

Applications will be considered from voluntary, community groups and organisations. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules, which include the aims and objectives for the group.

In order to help ensure a fair distribution of funds, only one application, per financial year, per organisation may be submitted to the Parish Council.

Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised signatories. Any monies awarded shall be the responsibility of the recipient organisation.

Applicants may apply for start-up funding, running costs, and / or the purchase of one-off pieces of equipment or capital projects. A clear budget breakdown must be provided with each application. Please refer to the following table for the maximum levels of funding that can be awarded for different types of expenditure:



<b>PURPOSE OF GRANT</b>	<b>Up to a maximum of:</b>
Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment)	£750
Running costs	£250
One off cost (e.g. purchase of equipment)	£500
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750

<b>CONDITIONS AND EXCLUSIONS</b>
Typically, awards will not be given for general running/administration costs
Awards must be seen to be for the benefit of a significant number of Angmering residents
Awards will not generally be given to individuals
Awards must be used for or towards the specific project or item applied for
Once project completed, evidence must be provided that the award was used appropriately

#### THINGS TO NOTE

1. Organisations must be able to submit a copy of their previous year's accounts. In the case of new organisations, a full budget for the proposal must be submitted.
2. Applicants must provide an answer to all the questions on the application form.
3. Applicants must be able to demonstrate how a grant would benefit the community of Angmering.
4. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.
5. On-going commitments to award grants in future years will not be made by the Parish Council.
6. The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Parish Council may decide to defer the application to a future meeting whilst further information is sought from the group.
7. In the event the grant is not used in part or in full, the group must notify the Parish Council with a full explanation. If the grant is not used for the purpose intended, the Parish Council reserves the right to request its return.
8. Please note: The Parish Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 4 weeks after each deadline date with the outcome of the Full Parish Councils decision.

# APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

Please ensure you read the **Guidelines for Applications** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

## SECTION A: ORGANISATION DETAILS

### NAME OF ORGANISATION/GROUP

4 Sight Vision Support

### DETAILS OF APPLICANT

To whom all correspondence should be sent

Name:

Jessica [REDACTED]

Position within the organisation:

Marketing & Communications Officer / Community Fundraiser

Address:

[REDACTED]

Postcode:

[REDACTED]

Telephone Number:

[REDACTED]

Email:

[REDACTED]

Website:

www.4sight.org.uk

**WHAT TYPE OF ORGANISATION ARE YOU?**

Tick relevant box

A Charity providing services available to residents of Angmering	✓
An existing local group or organisation providing services available to residents of Angmering	
A new group or organisation, wishing to provide services for the residents of Angmering	

**BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP**

Making a positive difference for people living with sight loss in West Sussex, to ensure that a diagnosis of sight loss is not a one-way road to loss of independence and isolation. Supporting members to lead independent lives as an active part of their community.

**WHEN WAS YOUR ORGANISATION / GROUP FORMED?**

1921 (soon approaching our 100<sup>th</sup> birthday)

**HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?**

This should include people who are involved in the activity

Adult	1810
Junior (under 16)	11

**WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?**

0.7% (13 individuals living with sight loss)

**IS YOUR ORGANISATION A REGISTERED CHARITY?**

Tick relevant box

Yes	✓	If yes, please provide the registered charity number below
No		Charity Number: 1075447

## PROJECTED INCOME

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months

Information from the organisation's latest accounts

Account Year Ending	
Total Income for the year	£ 416,895
Total expenditure for the year	£ <del>440,811</del> 475,299
Surplus or deficit	£ -58,404
Total savings or bank reserves at year end	£ 1,089,705 (carried forward with

£474,805 in fixed assets and a

## SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

1. Please give a description of the purpose for which you are seeking a grant

To deliver our outreach project, trained outreach staff provide face-to-face contact with people living with sight loss and act in a proactive way to ensure that a diagnosis of sight loss is not a one-way road to loss of independence and isolation. This vital service will alleviate isolation and loneliness, reducing the risk of mental health issues such as depression, provide skills & advice to continue living a fulfilling and independent life & remain active in their community.

2. How will / does your project or activity benefit the residents of Angmering?

Ensuring residents of Angmering living with sight loss are supported and encouraged to remain as an active member of their community. This will benefit the wider community of Angmering too.

significant  
negative with  
This that  
has been  
allocated  
(see accounts)

**3. Who will benefit from this activity? How many people and how often?**

13 direct members  
as well as their families / friends & the wider community  
as they are encouraged and grow to be independent & active.

**4. How will you know that your activity was successful? How will you record its success?**

Data of members reached,  
written feedback & testimonials from members &  
as part of our annual member survey seeing that  
they feel supported to remain independent & active.

**5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.**

—

**SECTION C: AMOUNT OF GRANT REQUESTED**

**1. What is the amount of the Grant you are seeking from Angmering Parish Council?**

£250

**2. Please indicate in which category you feel your request for funding falls into:**

Please tick the relevant box		
Start-up grant (for new groups, can include running costs and equipment)	£750*	
Revenue (running costs)	£250*	✓
One off cost (e.g. purchase of equipment)	£500*	
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	

(\*Figures shown indicate the maximum grant allowance for this category)

3. What is the total cost of the project or activity?

£49 pp X 13 members in Angmering = £637

4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?

Tick relevant box

Yes	
No	<input checked="" type="checkbox"/>

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	<input checked="" type="checkbox"/> *
No	

If **YES**: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

~~\*~~

5. Please give details of your own fund-raising efforts:

\* We have an active fundraising team that seeks geographical funding for projects and services across the county. From grants to events, our team wants to ensure we can remain offering our services to our members for free.

6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.

As stated above.

7. Has your organisation received a grant from Angmering Parish Council before?

Tick relevant box

Yes	<input checked="" type="checkbox"/>	If yes, please state when and how much awarded?
No	<input type="checkbox"/>	Amount £ 400      Year awarded: 2018      *

How did you hear about this grant scheme?

Other staff within our organisation.

\* for delivering Low Vision Assessments for members in the area. This outreach project will build on this work.

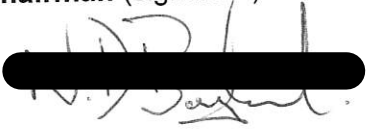

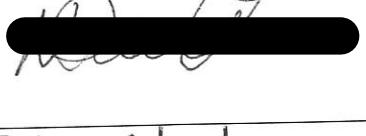



## SECTION E: DECLARATION

### Declaration

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

<b>Chairman (signature)</b> 	<b>Treasurer (signature)</b> 	<b>Secretary (signature)</b> 
<b>Date:</b> 7/11/19	<b>Date:</b>	<b>Date:</b> 6/11/19
<b>Please print full name</b> 	<b>Please print full name</b> 	<b>Please print full name</b> 

SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:	APPLICATION DEADLINE:
<p>Email: <a href="mailto:admin@angmering-pc.gov.uk">admin@angmering-pc.gov.uk</a></p> <p>Post: Katie Herr – Clerk          Angmering Parish Council          The Corner House          The Square          Angmering          West Sussex          BN16 4EA</p> <p>Tele: 01903 772124</p>	<p>The application form should be submitted on or before the 1<sup>st</sup> Monday of every month</p>



## SECTION F: DATA PROTECTION

As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application and supporting documents for:

- Grant application
- Monitoring grants
- Evaluating the way our funding programmes work and the effect they have
- Reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

Please tick the box the box to confirm your understanding of Data Protection



Ms Katie Herr  
Clerk to Angmering Parish Council  
Parish Office  
The Square  
ANGMERING  
BN16 4EA

Victim Support  
Unit 11 Riverside Business Centre  
Brighton Road  
Shoreham By Sea  
West Sussex  
BN43 6RE

12 November 2019

Dear Ms Herr

### **Supporting people in Sussex affected by crime**

Once again, I am writing to ask if Angmering Parish Council would consider making a contribution towards our essential work in supporting people in Sussex who have been affected by crime when you have your next meeting. Previous Parish Council monies donated have gone towards 4 Initial Training Courses in the past 12 months, together with specialised Training (see attached list).

### **The impact of crime**

The impact of crime can be far reaching, not only to the victim but also their family, friends and the wider community. For example a Hate Crime can divide a local community and increase the fear of crime, making people feel unsafe where they live. The impact on a victim and their family can be huge affecting them financially, emotionally, physically and psychologically.

### **Victim Support - What we do**

- We offer a free and confidential service to victims of crime, their family, friends and anyone else affected.
- We support people from all communities, whatever crime they have suffered, whenever it happened, even when they have felt unable to report it to the police.
- We give information, emotional support and practical help for as long as it takes for the victim(s) to find the strength to move on with their lives.
- We operate the Young Witness Service in Sussex. Without this service many offenders would not be brought to justice because the young witnesses would not feel able to give evidence without our support.

### **The Benefits for Local Communities**

- Our diverse volunteer workforce, live and work locally.
- The high quality of our volunteers' training and the skills with which we equip them develops your communities and has a positive local impact beyond the criminal justice system.

- With their help victims of crime in Sussex are better able to recover and move on with their lives.
- Young witnesses can be more confident about giving evidence, helping to create a more effective justice system and a safer community and sense of well-being.
- We can help reduce the harm that crime does to people in Sussex.

### What victims say about us

Here is just a small selection of the feedback we receive:

- “Victim Support genuinely care about you - this makes a huge difference because you feel your issues are important and will be dealt with.”
- “Victim Support helped me from the moment I reported the crime to the police until I said I didn’t need them anymore. They were there for me emotionally, answering all my questions, explaining every step of the way to me.”
- “This is the biggest fight I’ve had to face, but we will get through it. I didn’t have support like this when it happened to me when I was younger - I had no one to believe me. But Victim Support sticks by you - I thank them from the bottom of my heart.”
- “Thank you to your Young Witness Service team for looking after me, without which a very stressful time would have been unbearable.”
- “I had not received information before going to court and went in ‘blind’. On the day, the Young Witness Service did an excellent job of making me feel prepared and more at ease about giving evidence. Thank you.”

### How your donation will be spent

Every contribution to the work that we do can make a big difference. For example:

- £50 could pay for us to give 5 burglary victims information about securing their home in the future.
- £250 could help us to support 10 young victims of bullying and harassment.
- £500 could help meet the cost of 10 volunteer’s expenses while they support a victim of domestic violence.
- £200 could assist us in giving support to a young witness before, during and after the trial.
- £500 could help us give ongoing support to a family recently bereaved due to a violent crime.
- £250 could pay for 15 volunteers to receive one day training on serious crime.

No matter how big or small your donation, it will make a real difference to us in our work with victims and young witnesses. Payments can be made by BACS to Lloyds Bank 30-00-02: Account No. 4115819 Quoting ref SO38VN00 (which will allocate the payment to Sussex) or by cheque to Victim Support.

If you would like to read more about Victim Support you can find details on our website:

[www.victimsupport.org.uk](http://www.victimsupport.org.uk)

Yours sincerely,

[Redacted signature]

[Redacted name]

Volunteer Administrator/Fundraiser - Sussex

[Redacted contact information]



## Grant Application

I have enclosed my letter about the work of Victim Support in Sussex. There are currently approximately 160 volunteers in Sussex and if none live in your Parish, there will be members allocated to visit the Parish residents if required.


**YOUR PREVIOUS GRANTS HAVE BEEN USED TO HELP RECRUIT, TRAIN AND SUPERVISE NEW VOLUNTEERS IN SUSSEX, SOME OF WHOM WOULD HAVE BEEN ALLOCATED TO WORK IN YOUR PARISH.**

As you are probably aware, Victim Support is now a national charity divided into areas throughout the country. Sussex and Surrey have merged for Administration purposes but each area is responsible for its own fundraising budget and all funds raised are allocated to individual areas.

In order to minimise accountancy costs, one set of accounts is now produced for all areas nationally and not individual areas, although our budgets and fundraising targets are based on individual areas. I have enclosed a list of donations from Parish councils which has been circulated, together with a breakdown of Sussex costs. To access the National accounts follow the link <https://surf.victimsupport.org.uk/aboutus/factfigs/Pages/Corporate%20materials.aspx>.

Although Victim Support has become a national charity we are very much committed to the support of victims and witnesses of crimes at a local level and have local offices and training for Sussex to ensure this takes place..

Yours sincerely

  
Volunteer Fundraising  
Victim Support Sussex

January 2019



Established 1894

ANGMERING PARISH COUNCIL

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone: 01903 772124

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

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

## APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2019-20

In order to be eligible for a Parish Council Grant you or your organisation must fulfil at least one of the criteria in Section A and the application must fulfil at least one of the criteria in Section B. In addition, all applications must be supported by the information in Section C, and have regard to the exclusions in Section D. The details of the application must be completed in Section E.

<b>NAME OF ORGANISATION</b>	<b>Victim Support (Sussex Area)</b>
-----------------------------	-------------------------------------

### Section A

	<b><u>What type of organisation are you?</u></b>	<b>Tick relevant box(es)</b>
A1	A Charity providing services available to residents of Angmering	X
A2	An existing local group or organisation providing services available to residents of Angmering	
A3	A new group or organisation, wishing to provide services for the residents of Angmering	

### Section B

	<b><u>Which criteria will your application fulfil?</u></b>	<b>Tick relevant box(es)</b>
	<b>Reaching new people</b>	
B1	Increasing group membership and/or widening participation	
B2	Starting up new activities and/or expanding existing services for residents of Angmering	X
B3	Organising community events and activities	
B4	Bringing the community together	
	<b>Developing Services and supporting the local economy</b>	
B5	Organising one-off events to increase visitors to Angmering	
B6	Activities aimed at developing skills for local unemployed	

	people and assisting them to gain employment	
B7	Raising the profile of the village and its community	
B8	Improvements for the Angmering community infrastructure and developing community held assets	
	<b>Encouraging community growth and self-reliance</b>	
B9	Helping groups and organisations to develop their initial or starting assets and/or resources to support future financial independence	
B10	Helping the community to influence the planning and delivery of local services.	
B11	Protecting the environment and promoting sustainable local development	

### Section C

	<b><u>Supporting information required</u></b>	<b>Tick relevant box(es)</b>
C1	The last year's certified accounts or, for new organisations, the current business plan, or equivalent.	X
C2	Information on the membership, or proposed membership of your organisation. How many current members, in total, and how many live in the village. <i>Approx 170 volunteers in Sussex. Volunteers are allocated to give emotional and practical support to <u>any</u> victims in Angmering should they want it. This can be on long or short term whatever their needs. We also support vulnerable victims of internet crime which is increasing</i>	X
C3	A project plan, if applicable, showing total costs and other sources of income already secured.	
C4	Charity Number, if applicable	298028

### Section D

	<b><u>Conditions and Exclusions</u></b>
D1	Typically, awards will not be given for general running/administration costs
D2	Awards must be seen to be for the benefit of a significant number of Angmering residents
D3	Awards will not generally be given to individuals
D4	Awards must be used for or towards the specific project or item applied for.

D5	Awards will not be given retrospectively.
D6	Upon completion of the project, evidence must be provided that the award was used appropriately

**Section E**

Name of contact for grant purposes	[REDACTED]
Position of contact	Volunteer fundraiser/Admin assistant
Full contact postal address, including postcode.	Victim Support. Unit 11 Riverside Business Centre Brighton Road SHOREHAM BY SEA BN43 6RE
Email address and website (if applicable)	[REDACTED]
Telephone number of contact	[REDACTED]
Total Project Cost	Approx £700 per new volunteer for first year, which includes core training, specialised training in Hate Crime, Sexual Violence, Domestic violence etc plus supervision
Amount of grant applied for	£150 (or what you feel appropriate)
Where is the remainder to be financed from?	Grants from Parish councils, local fundraising and contacting local supermarkets for their charity funding
Cheque to be made payable to	Victim Support
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	Recruit and train new volunteers to support victims and witnesses of crime in Sussex. Volunteers are allocated areas so Angmering would have volunteers to support your Parish. Support can be on long or short term depending on their needs and any age, ethnic group etc
How many Angmering residents in organisation?	Sorry I am unable to access this information but see above
How many Angmering residents will benefit from the grant?	<u>Any</u> resident affected by crime would be eligible if they wanted our service
If you received a grant from the Parish Council during 2017-2019 please outline how the grant was spent	Recruiting and training. See list attached

*[Signature]*  
Volunteer Admin/  
Fundraiser

12.11.19.

**Victim Support Sussex**  
**Financial summary**  
**Year-ending 31/3/19**  
**CONFIDENTIAL**

	£	£
Total income		935,701.00
<i>Expenditure-</i>		
Staff (including travel)	669,425.00	
Volunteers	31,527.00	
Other (premise/office cost, client costs, support)	233,819.00	
Total expenditure		934,771.00
Total - surplus		<u>-930.00</u>

Note - the above summary includes Contract income from the OPCC Sussex; other Grant funding; Fundraising income and Donations from individuals etc. This data is confidential and personal to its recipients and should not be copied, distributed or reproduced; nor passed to any third party.



## Parish Council Donations 2018-19 (April to March)

Aldwick	£150.00
Angmering	£150.00
Bersted	£100.00
Berwick	
Billingshurst	£ 75.00
Bosham	£100.00
Brightling	£ 55.00
Broadbridge Heath	£
Cuckfield	£100.00
Donnington	£ 50.00
East Preston	£200.00
Ebernoe	
Ewehurst	£ 50.00
Fairlight	£ 50.00
Felpham	£150.00
Forest Row	£100.00
Funtington	£ 50.00
Hassocks	£200.00
Heathfield & Waldron	£200.00
Herstmonceux	£100.00
Hurst Green	£ 50.00
Hurstpierpoint & Sayers Common	£150.00
Lancing	£
Lindfield	£100.00
Maresfield	£500.00
Normandy, Surrey	£ 50.00
North Horsham	£500.00
Peasmarsh	£ 50.00
Petworth	£
Pevensey	£100.00
Pulborough	£150.00
Ringmer	£
Rustington	£150.00
Shere (Surrey)	£100.00
Sompting	£150.00
Storrington & Sullington	£
Southwater	£
Ticehurst	£100.00
Upper Beeding	£ 50.00
Westfield	£ 50.00
Willingdon & Jevington	£200.00
TOTAL	£4030

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## TRAINING PLAN 2018 – 2019

Sept 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19
Core Training pt1 Core Training pt2	Domestic Violence  Mental Health	Homicide  Domestic Violence	Hate Crime  Mental Health	Core Training pt1 Core Training pt2  Working with Young victims	Core Training pt1 Core Training pt2  Sexual Violence	Domestic Violence  Children & Young People
Domestic Violence						
Apr 19	May 19	June 19	July 19	Aug 19	Sept 19	
Core Training pt1 Core Training pt2	Young Witness Training  Children & Young people	Safeguarding Multi Crime – Core training 1 & 2	Sexual Violence – 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Hate Crime – 15 <sup>th</sup> , 16 <sup>th</sup> 17 <sup>th</sup>	Mental Health	Domestic Abuse Multi Crime Core training 1 & 2	