



Established 1894

Angmering Parish Council

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

Telephone/Answerphone 01903 772124

E-mail: admin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

MINUTES OF THE ANGMERING PARISH COUNCIL VIRTUAL MEETING HELD ON MONDAY 12 APRIL 2021

Present: Councillors Nikki Hamilton-Street (Chair), Mike Jones, Alison Reigate (Vice Chair), Rhys Evans, Lee Hamilton-Street, Norma Harris, Alan Evans, David Marsh, Sylvia Verrinder, John Oldfield and Kevin Haag

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk), District Cllr. Andy Cooper, West Sussex County Cllr. Deborah Urquhart and 2 members of the public

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – CLT; Housing, Transport & Planning Committee – HTP; 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.

Prior to the start of the meeting Cllr. N Hamilton-Street stated the following:

At this time of national mourning to recognise the passing of His Royal Highness The Prince Philip the Duke of Edinburgh, our thoughts must turn to Her Majesty and her family, we offer our condolences.

He devoted his life to public service, as a serving officer in World War 2 through to work that he has done in founding The Duke of Edinburgh's Award programme and Outward Bound Trust, giving many young people in our community the opportunity to develop their skills and themselves, whilst helping others.

I was fortunate to meet His Royal Highness on a number of occasions through the DofE and was always surprised at how he put people at their ease and was truly interested in what they had achieved.

Let us take a minute to remember, a minutes silence then followed.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	20/215	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. Paul Bicknell. Apologies were not received from District Cllr. Mike Clayden.	
2	20/216	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. No declarations were made.	

3 20/217 APPROVAL OF MINUTES

Approval of the minutes of the meeting of the committee from **Monday 8 March 2021** were agreed by all and will subsequently be signed by the Chair.

4 20/218 PUBLIC CONSULTATION

Cllr. Marsh raised a question regarding Children and Family Center closures in Angmering on behalf of a resident that was unable to attend the meeting due to IT issues. Cllr. N Hamilton-Street gave her understanding of the situation and explained what services were currently held in the area and how important it was to complete the survey relating to the potential closures. More information, including the survey could be found on a dedicated website <https://yourvoice.westsussex.gov.uk/early-help-redesign>

A member of the public then asked the following:

- Was there any progress with the suggested idea of Village Gates? The Clerk gave an overview of what had been ascertained so far and will continue to chase for information to try and move this forward. Updates will be given at future meetings.
- Regarding Item 14 on the agenda relating to the old Chandlers site, would APC be discussing with McCarthy Stone the inclusion of a public toilet into the proposed plans? Cllr. N Hamilton-Street advised that this was the only the site that had been identified as suitable in the village. APC were very keen for there to be a public toilet on this site and would make this known to the developer and push for its inclusion into the scheme.

The member of the public finished by commenting on the re-planting of the CALA homes site and that a good job had been done, thanking those involved for their efforts.

At this point Cllr. N Hamilton-Street asked if there would be any objection to bringing **Item 12** up to be heard before **Item 5**. All were in agreement and the item was moved up.

12 20/219 A280 – PROPOSED SPEED LIMIT CHANGE

The member of the public that had contacted APC regarding this matter explained her concerns and why she felt a speed limit change and a camera were needed on this stretch of road. She referred to the speed that cars were travelling at, the number of pet deaths and especially the number of fatalities. She also commented on who she had spoken with at WSCC.

Cllr. N Hamilton-Street drew the committees attention to the supporting paper and opened up the floor for discussion.

The possibility of a roundabout was discussed, Cllr. N Hamilton-Street explained that this was proposed as part of an outline planning application for the development Land North of Water Lane and that this developments build date was still unknown. It was also commented on that when reports are written they do not always have a feel for what the area really needs i.e. local knowledge rather than just quoting statistics. At this point Cllr. Urquhart explained the national guidelines, the process involved in applying

for a reduced speed limit and that police support was needed to be able to get the speed limit reduced.

Cllr. Urquhart also advised on the time scales involved for applying for TROs. She advised TROs are looked at in October where it is decided which ones are designed in the following year and delivered the year after that. If this deadline were missed it would not get considered again for a whole year.

Cllr. N Hamilton-Street advised that she had a new contact and that she would contact them as well as a Senior Highways Manager to establish their point of view.

Action: Make contact to understand their points of view regarding the speed limit on the A280.

NHS

APC will need to look at this from a community engagement point of view on how APC could make as many people and businesses aware of the situation to be able to demonstrate that a change was needed.

The member of the public advised that a petition had been started to get the speed reduced to 50 miles per hour and already had 165 signatures without really being advertised. It was suggested that the petition be advertised as soon as possible as the more signatures it had the more weight it would carry.

There was a lot of support for the proposed speed change and Councillors agreed that the amount of accidents on the road was of great concern.

Cllr. N Hamilton-Street finished by saying that this was still at the very early stages and more work needed to be done in the background. Once there were more answers this would be brought back to the relevant committee for next steps to be put in place. It was also confirmed that the member of the public would be kept up to date at all times and involved all the way through. The member of the public was happy with this suggestion.

Cllr. L Hamilton-Street asked about a 3 Year Care Sign Map for Angmering, after a short discussion it was advised that the Clerk should be able to access this from Parish on Line.

Action: Obtain a 3 Year Care Sign Map from Parish on Line and pass to Cllr. L Hamilton-Street.

KH

1 member of the public left the meeting at **19.26**.

5 20/220 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:

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

The Clerk advised there were not any updates to her report and invited questions.

Cllr. Marsh commented that he had spoken with a resident that remembered the flint wall being repaired in the 1980's and talked about the lengths the repairer had to go to for it to be repaired in the proper way. He felt that if that was the case back then surely this should be the case now, all agreed.

Cllr. L Hamilton-Street asked about the Bramley Green cycle path and if the complete length of the path was being looked at for repair. The Clerk confirmed that it was the complete length of the path. Unfortunately, there was no further news on when any potential repairs may be done but the Clerk will continue to chase to get this issue resolved as soon as possible.

6 20/221 CHAIRMAN'S REPORT

Cllr. N Hamilton-Street asked if there were any questions regarding her report, there were none.

Before moving on to the next agenda item Cllr. N Hamilton-Street wanted to highlight the final paragraph in her report regarding the hard work of the APC Team over the last year and everything that had been achieved.

7 20/222 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart added her thanks to the APC Team before beginning her report.

Cllr. Urquhart reported that due to Purdah (the period leading up to an election) she would keep her report factual and give updates where needed.

She commented on the Children's Family Centre and that it was important to look at how WSCC could support children of the village in a more modern way with outreach services. She said the consultation is absolutely crucial to get the voice of Angmering across.

Dappers Lane, in terms of the top of Dappers Lane, Cllr. Urquhart thought it would be useful to have a meeting between APC, Patching Parish Council, relevant interested residents and the Highways department in the next month or so to see what could be done. It might be possible to obtain a temporary TRO, and this could be looked into to see if it were possible.

Cllr. N Hamilton-Street commented that the working group under the guidance of Cllr. Verrinder were currently looking at gathering more information to help move this forward.

8 20/223 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper thanked APC for the 1 minute silence at the start of the meeting.

He then echoed what Cllr. Urquhart had said about Purdah. He also gave his apologies for not being able to attend the McCarthy Stone - Chandlers Site meeting later this week.

Cllr. Cooper commented that it was his understanding that Sussex flint walls were all protected and as such should be protected from removal. He asked to be copied in to all correspondence so he can assist where possible. The Clerk explained the situation as it stood today and will copy Cllr. Cooper into

any further correspondence. Cllr. Haag asked about legislation surrounding flint walls, Cllr. Cooper will dig deeper and report back.

The Clerk then reported that on the recommendation of Cllr. Verrinder a local resident had been recruited as part of a group that is looking at extending the conservation area and it was known that this resident had knowledge of flint walls and may be able to help.

Action: Email to be sent to the resident regarding flint walls.

KH

Cllrs. Cooper and Urquhart left the meeting at **19.46**.

9 20/224 NEIGHBOURHOOD PLAN

The Clerk confirmed there had been no further updates.

10 20/225 ANNUAL GENERAL MEETING – CHANGE OF DATE

The Clerk explained why the dates needed to be moved and proposed that the AGM be moved to **Wednesday 5 May 2021** and the Governance and Oversight Committee meeting be moved to **Tuesday 27 April 2021**.

After a short discussion this was agreed.

RESOLUTION: Cllr. Reigate PROPOSED the new meeting dates as above, Cllr. Verrinder SECONDED , and ALL AGREED .
--

11 20/226 CHANDLERS SITE – MCCARTHY STONE VIRTUAL EXHIBITION

Cllr. N Hamilton-Street explained why APC had requested a meeting, one point was to make sure McCarthy Stone, at a regional level, knew what APCs thoughts and concerns were regarding the site and also to see the virtual presentation of the site. Cllr. N Hamilton-Street referred to the letter that she had written on Thursday 8 April 2021.

Cllr. Haag commented that the letter written to McCarthy Stone was very well written and asked if any contact had been made before, Cllr. N Hamilton-Street said that this was the first contact.

Cllr. N Hamilton-Street will share feedback for those not able to attend the meeting.

12 A280 PROPOSED SPEED CHANGE

This Item was moved up between agenda Items 4 and 5.

13 20/227 COMMUNITY GRANT APPLICATIONS

Two grant applications had been received in time to be heard at this meeting.

An application for a grant has been received from **Home Start** for the sum of £250.00. A discussion then took place regarding the application.

After discussion it was agreed by all that more information was required regarding how many people in Angmering would benefit from this grant before it could be considered.

Action: Inform Home Start of the further information required.

KH

An application for a grant has been received from **The Poppy Club** for the sum of £360.00. A discussion then took place regarding the application. After discussion it was agreed by all that a grant of £360.00 should be given.

RESOLUTION: Cllr. Reigate **PROPOSED** that a sum of £360.00 was granted to The Poppy Club, Cllr. Jones **SECONDED**, and **ALL AGREED**

Cllr. N Hamilton-Street asked that when informing The Poppy Club of the awarded grant that APC thanked them for everything they do.

Action: Make sure APCs thanks is noted in the correspondence.

KH

The 2021/2022 budget for Community Grants is £3,500.00. The total grant pot available for the remainder of the year is £3,140.00.

Before moving onto the next agenda item Cllr. A Evans commented that he would like to see a report from those awarded a grant on what the money had been used for, this could be 3, 6 or 9 months after it was given; how they see themselves going forward and if this would be a regular request to enable APC to understand what requests to expect during the year.

14 20228 2020/2021 FINANCIAL REPORT

The Clerk presented the report, no questions were asked regarding the report.

Cllr. Marsh agreed to sign the bank reconciliation for March 2021 and will attend the APC Offices to sign the reconciliation as this is a virtual meeting.

15 20/229 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

No meetings had been attended.

16 20/230 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- The Housing, Transport & Planning Committee meeting held on Tuesday 30 March 2021 via Zoom – Cllr. A Evans asked about how many TROs can be applied for in a year, Cllr. Oldfield advised that it was two. A short discussion took place.
- CLEW Committee – held on Wednesday 31 March 2021 via Zoom – None.
- Governance & Oversight Committee – held on Wednesday 3 February 2021 via Zoom – None.

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, which will act as the AGM, will be virtual meeting on **Wednesday 5 May 2021** at 19:00 via Zoom.

The meeting concluded at 20:07.

.....
Chairman

Date.....



Clerks Report May 2021

Agenda Item 13

1) **Planning Applications.**

South of Water lane – Several updates to plans have been circulated to HTP and are being dealt with in conjunction with ADC planning department.

2) **Operation Watershed.**

Cow Lane – No further update regarding resurfacing – still in touch with WSCC.

Honey Lane – Email received from Honey Lane Residents Association requesting information about next steps etc.

Swillage Lane – Work will be undertaken to start this project as soon as possible

3) **ASRA Lease** –Setting up a call to go through the report provided and amendments needed.

4) **COVID-19 Office** – The office remains closed and only open on Tuesdays for litter pick volunteers to collect equipment and sign up.

5) **Bramley Green Cycle Path** – The site has been measured up and quotes requested by WSCC. The office continue to request updates.

6) **Litter Picking** – The volunteers continue to do an amazing job and many comments have been received on the difference being made in Angmering.

7) **CLT Deed of Variation** – Updated deed now with CLT solicitor for confirmation.

8) **All About Angmering** – If you have any ideas or suggestions for upcoming editions of the magazine then please do let the office know.

9) **Mayflower Park Lighting** – Further quotes have been received for the installation of lighting through Mayflower Park. There is also the potential to have solar powered lights, thus negating the need for the digging of trenches and making use of renewable energy.

10) **Chandlers** – an update has been requested from McCarthy Stone – still awaiting a reply.

11) **A280** – A meeting was held with WSCC to discuss the request to reduce the speed on the A280. WSCC will be going back to the resident who raised the petition direct.

12) **Village Gates** – Discussed with WSCC the possibility of village gates. Ongoing work with a couple of councillors to investigate and put suggestion forward.

13) **Welcome Pack** – Final touches on the pack and quotes being sought for design.

- 14) **Conservation Area** – meeting date set for 25 May 2021 to discuss the possible extension to the Conservation Area. Councillors and residents involved in the process.
- 15) **Virtual Meetings** – correspondence will be sent out shortly regarding how APC will handle meetings between 7 May 2021 and 21 June 2021. We are no longer able to hold virtual meetings.
- 16) **Traffic Survey** – 113 responses were collected regarding the traffic survey for residents living in and around Water Lane, Weavers Hill and High Street. Information regarding next steps will be published shortly.

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10.08.20	4	20/068	Pulic Consultation: Cow Lane	Report back on what surface options are available from WSCC		Awaiting update from WSCC re start date to works.	KH
12.10.20	15	20/114	Bore Holes at Community Centre	Instruct the company to go ahead and drill the bore holes, share report once received.	Email sent to company to start the process	Two new quotes have been obtained, one for Bore holes and one other option - both will be presented to the committee.	TL
14.12.20	10	20/149	Operation Watershed	Chase information on the Honey Lane project and report back.		Email received from Honey Lane Residents Ass regarding next steps. 30/04/2021	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.		More research to be done on this item after new information from Sue Furlong. 04/02/2021	KH
14.12.20	14	20/153	Angmering Community Centre Accounts	Speak to the Community Centre Chair regarding an APC councillor attending their meetings.		Email sent regarding possibility April 2021.	NHS
08.03.21	4	20/198	Village Gates	Look into the possibility of installing village gates		Met with Rob Torrance to discuss. Now looking at options with DM, LHS and AE.	KH

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



ANGMERING PARISH COUNCIL Code of Conduct

ANGMERING PARISH COUNCIL

Authored by:

Version:

Date Updated:

Contents

SECTION IN PLAN	PAGES
Joint Statement	1-2
Introduction	3
Definitions	3-4
Purpose of the code of conduct	4
General Principles of Councillor Conduct	4-5
Application of the code of conduct	5-6
Standards of Councillor Conduct	6-13
Appendix A – The Seven Principles of Public Life	14
Appendix B – Registering Interests	15-19
Appendix C – The Committee on Standards in Public Life	20-22
Risk and Review	22

Joint statement issued by the Local Government Association on the adoption of the LGA Model Code of conduct 2020

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations

by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

Angmering Parish Council (the authority) has adopted this Code of Conduct in accordance with the Localism Act 2011 to promote and maintain high standards of behaviour by its members and co-opted members whenever they are acting in their capacity as a member of the authority.

As an elected or co-opted member of Angmering Parish Council, councillors have a responsibility to represent the community and work constructively with the Council's staff and partner organisations to secure better social, economic and environmental outcomes for all.

Definitions

For the purposes of this Code of Conduct,

“councillor” means a member or co-opted member of a local authority or a directly elected mayor.

“co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee, sub-committee working group of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

“local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

“meeting” means any meeting organised by or on behalf of the authority including:

- any meeting of the Council, or a Committee, Sub-Committee, Working Group, Working Party or Panel constituted by the Council
- any individual meetings with residents, businesses and organisations

- any briefing by officers
- any site visit.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local

authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- **you are acting in your capacity as a councillor and/or as a representative of your council**
- **you are claiming to act as a councillor and/or as a representative of your council**
- **you are giving the impression that you are acting as a councillor and/or as a representative of your council**
- **you refer publicly to your role as a councillor or use knowledge you could only obtain in your role as a councillor.**

The Code applies to all forms of communication and interaction, including:

- **at face-to-face meetings**
- **at online or telephone meetings**
- **in written communication**
- **in verbal communication**
- **in non-verbal communication**
- **in electronic and social media communication, posts, statements and comments.**

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the**

third party agrees not to disclose the information to any other person; or

iv. the disclosure is:

- 1. reasonable and in the public interest; and**
- 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
- 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- **office support**
- **stationery**
- **equipment such as phones, and computers**
- **transport**

- **access and use of local authority buildings and rooms.**

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and declare my interests.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to

demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011. Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly

registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the local authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor/member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion

or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.

7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a body included in those you need to declare under Disclosable Pecuniary Interests

you must disclose the interest.

9. Where the matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and which has not been fully discharged.

<p>Land and Property</p>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy (b) or to receive income.</p>
<p>Licenses</p>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<p>Corporate tenancies</p>	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<p>Securities</p>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that</p>

	body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
--	--

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a

full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	High
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:

Date:

Date of next review:



ANGMERING PARISH COUNCIL FINANCIAL REGULATIONS 2021

ANGMERING PARISH COUNCIL
Authored by: Katie Herr

Contents

SECTION IN PLAN	PAGE
General	1-4
Accounting and audit (internal and external)	4-5
Annual estimates (budget) and forward planning	5
Budgetary control and authority to spend	6-7
Banking arrangements and authorisation of payments	7-9
Instructions for the making of payments	9-11
Payment of salaries	11-12
Loans and investments	12-13
Income	13-14
Orders for work, goods and services	14
Contracts	15-16
Payments under contracts for building or other construction works	17
Stores and equipment	17-18
Assets, properties and estates	18-19
Insurance	18-19
Risk management	19
Suspension and revision of Financial Regulations	19
Risk Level	20

General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;

-
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a monthly basis and at each financial year end, a member other than the Chairman, or a cheque signatory, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council, during Full Council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;

-
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

Annual estimates (budget) and forward planning

3.3. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council - CLEW – up to £7,500 per project
- the Clerk, in conjunction with Chairman of Council for any items below £1,000

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in December/January for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is

satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments. These will be presented to 2 councillors, who are signatories. Each invoice will be initialled and the attached report signed and dated. These payments will then be loaded onto the banking portal by an authorised member of staff (not the RFO). The payment will be processed by the other member of staff and a secondary authorisation is given by the RFO and the payments are sent. A detailed list of all payments shall be disclosed as an attachment to the agenda of Full Council each month. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or

c) fund transfers within the councils banking arrangements up to the sum of £50,000. Details of these transactions will make up the monthly accounting paperwork taken to each Full Parish Meeting

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or

instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by bank transfer.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site. This is covered by our IT provider.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Full Council in writing before any order is placed.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of up to £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on

the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report

in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

-
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent,

plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

Risk management

16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management registers in respect of all activities of the council. Risk management registers shall be reviewed by the council quarterly.

16.2. When considering any new activity, the Clerk shall prepare a draft risk register including risk management proposals for consideration by the council.

Suspension and revision of Financial Regulations

17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	High
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 **3 years, or when the model policy is updated.**

Meeting policy was approved at: Full Council Meeting

Date:

Date of next review: May 2024

Annual Business Plan 2021/22

Area of focus	Aim	Objective	Action	Budget	Precept or Grant	Who is responsible	Completion Date	Updates	RAG	Priority
CLEW										
New Residents/Promoting what Angmering has to offer	To increase the knowledge people have to being part of Angmering Parish.	To ensure that all residents are aware of which parish they reside in.	To request all Estate Agents market propeties correctly. Discussion with ADC regarding postcode/electoral role.	Nil	NA	Alison Reigate	2021/22			
New Residents/Promoting what Angmering has to offer	To let people know what Angmering has to offer. Highlight areas of interest, promote what Angmering has to offer, visibility of local charities, sevrices and events in the area. Highlight sports etc	To ensure new residents are made aware of what Angmering has to offer.	To produce a Welcome Pack for all new residents paper & electronic. For new residents and developments	£300.00	Precept	Tray Lees/Kev Haag	2021/22	Maybe adjusted to £1,000		
Residents Voice	To ensure that all residents are encouraged to have a voice in the village	To increase the number of under 25's particpating in changes to the village	Hold forums to gain children & young peoples views	£200.00	Precept	Nikki Hamilton-Street	2021/22			
Residents Voice		To host regular "Meet the Councillor" events	Establish online and face to face around the Parish	Nil	NA	Rhys Evans	Annually			
Residents Voice		To create residents workshops	Offer workshops on various aspects of Council business for people to learn more about what we do and what we are responsible for.	£200.00	Precept	Sylvia Verrinder	As required			
Residents Voice		To hold an annual survey to gain residents opinions and aspirations for the village	Create survey to go out in November each year	Nil	NA	Nikki Hamilton-Street	Annually			
Volunteer Opportunities and Community Schemes		To develop an overarching "Friends of Angmering" to include all voluntray sector orgainsiations	To share ideas, resources and develop a coordinated approach	Arrange meet ups 2-3 times per year.	£200.00	Precept	Sam Fraser/David Marsh	Annually		
Volunteer Opportunities and Community Schemes	To support the Community Allotment	To develop a self supporting Community Allotment Group, to develop the project	To develop a plan Continue to recruit volunteers	£100.00	Precept	Alison Reigate	Annually			

Volunteer Opportunities and Community Schemes		To ensure that excess produce is shared in the community	To establish links with Community Fridge	Nil	NA	Sam Fraser/Alison Reigate	2021/22			
Volunteer Opportunities and Community Schemes	To reduce the impact of litter on the parish and ensure all of Angmering is covered by Volunteer Community Litter Pickers	To develop the Volunteer Community Litter Pickers. Increase numbers volunteering and ensure all have all the appropriate equipment needed	To advertise regularly. To host volunteer meet ups To host Community Action Days in specific areas	£300.00	Precept	Sam Fraser	2021/22			
Volunteer Opportunities and Community Schemes	To reduce the the impact of dog fouling in the parish	To increase the number of Green Walkers and promote dog owners to be more thoughtful	Liaise with ADC and promote the scheme and address any issues	Nil	NA	Tara Gambling/Mike Jones	2021/22			
Volunteer Opportunities and Community Schemes	To establish Community Orchards in Angmering	To explore Lloyd Goring Close allotments as a potential site	To discuss with ADC. To identify funding	Nil	Grant	Katie Herr/Nikki Hamilton-Street/Alison Reigate	2021/22			
Volunteer Opportunities and Community Schemes	To establish Men in Sheds and investigate the potential of a "Repair Café"	To explore potential to support a project within Angmering	To plan project. To recruit interested residents. To identify a site. To identify funding	Nil	Grant	Alan Evans	2021/22			
Community Centre	To work with Community Centre Trust to ensure that the centre is accessible to all & maintained to a high standard	To provide support for maintenance	Continue with yearly servicing and maintenance checks.	£11,000.00	Precept	Katie Herr	2021/22			
Play Parks	To ensure all play parks are maintained to a high standard to offer quality imaginative play	To prioritise parks in line with startegy	To prioritise Pippin & Braeburn pocket parks, with a community survey & programme of work	Unknown	Ear Marked Reserves / Grants	Tracy Lees/Lee Hamilton-Street/Alison Reigate	2021/22			
Play Parks	To esnure these areas are maintained to a high level	To work with ADC to ensure that Fletchers Field & Palmer Road Rec are maintained to a high standard	Continue to liaise with Parks Team	Nil	NA	Katie Herr	2021/22			
Allotments	To provide allotments in the Parish	To ensure the continual use of Honey Lane Allotments	To update lease and work with Allotment Association to ensure best use of facilities	Nil	NA	Katie Herr	2021/22			

Wellbeing	To establish support within the community for those experiencing dementia either themselves or within their family	To explore the potential of a Dementia café.	To identify a suitable venue. To seek professional advice and support	£100.00	Precept/Grant	Sam Fraser/Tara Gambling	2021/22			
Wellbeing	To ensure that residents & dogs have access to water whist out exercising	To provide Water Fountains in the Village Square and or Mayflower Park	To work with partners and known businesses to provide	£1,500.00	Precept/Sponsorship	Tara Gambling/Paul Bicknell	2021/22			
Wellbeing	Maintain vegetation/flower beds/troughs etc in the village	Add a tap on the green to aid with watering of village flowers etc	To work with partners and known businesses to provide	Nil	Grants/Sponsorship	Tara Gambling/Paul Bicknell	2021/22			
Events	To deliver a Parish Assembly annually	To ensure that all organisations within the village can promote themselves to the community	To identify a suitable venue and date. To promote to all residents	£400.00	Precept	Tracy Lees	Annually			
Events	To commemorate Remembrance Sunday and provide Angmering the opportunity to participate	To deliver in partnership with local churches and community organisations a service and parade	To review previous year and ensure plan in place in plenty of time	N/A	Precept	Tracy Lees/Sylvia Verrinder	Annually			
Events	To host a Memory Tree event on the last Friday in November to remember lost loved ones. Provide a suitable Christmas tree with lights and other decorations for the village.	To deliver in partnership with local businesses an event to start Christmas	To review previous year and ensure plan in place in plenty of time. Identify ways of advertising the event and encouraging it to grow	£4,200.00	Precept	Office	Annually			
Events	To provide equipment to allow markets to be held in the village and/or elsewhere in Angmering	To increase footfall to the village shops and assist with businesses run from home	Purchase gazebos to allow outside trading for shops and home businesses	£3,500.00	Precept	Tracy Lees	2021/22			
Events	TBC after COVID	TBC after COVID	TBC after COVID	£11,000.00	Precept/Sponsors	Office/Councillors	Annually			
Mayflower Park		To redevelop Mayflower Park in partnership with the community and partners	To establish a Working Group and develop a deliverable plan	N/A	Precept & Grants	Working Group of councillors and residents	2021/22			
Mayflower Park		To make travelling through Mayflower Park a safer experience for all	To secure funding for providing lighting on the north/south path	£30,000.00	Grants/CIL funding	Katie Herr/Nikki Hamilton-Street/John Oldfield	2021/22			

Mayflower Park	To establish Mayflower Park as a go to destination in Angmering	To undertake work on trees & shrubs on boundaries to create a safer environment	To work with Parish Volunteers to raise the bases of trees & shrubs	N/A	Precept & Grants	Roy Squires/Alan Evans	2021/22			
Mayflower Park		To create a café & community space	To create a business plan to seek additional funding to deliver the concept	Earmarked Reserves	Precept/Grants/Earmarked Reserves/Sponsorship	Office/Rhys Evans	2021/22			
Mayflower Park		To ensure Mayflower Park is attractive to and home of wildlife by putting in place an environment that attracts wildlife	Create planting to attract wildlife. Establish bat & bird boxes	£500.00	Precept & Grants	Sam Fraser/David Marsh	2021/22			
Mayflower Park		To support increased participation in basketball and positive activities for young people	To gain quotes for a basketball court, and work with interested young people to deliver	Earmarked Reserves	Precept & Grants	Tracy Lees/Mike Jones	2021/22			
Mayflower Park		To develop the area around the SUD to create a pond for wildlife	To look into what can be done but also maintain the function of the SUD	N/A	Precept & Grants	Tracy Lees/David Marsh	2021/22			
Mayflower Park	To increase the number of residents taking part in cycling	To maintain BMX Track and increase use	Develop links with Angmering Cycle Club	£1,500.00	Precept	Tara Gambling/Alan Evans	2021/22			
Mayflower Park	Investigate the possibility of having a park run around the park	Increase the use of Mayflower and create events	Look into regulations etc regarding facilitating park runs	NA	NA	Tara Gambling/Alan Evans	2021/22			
St Nicholas Gardens	To increase residents use of the area & their knowledge of its history	To put in place a regular maintenance programme	Maintain the area to a high standard and encourage use	See tree/hedge maintenance plan	NA	Tracy Lees/Roy Squires	2021/22			
Palmer Road Recreation Ground	To support the development of the area	To maintain the facilities to a safe standard for their current use	To work with ASRA to maintain the pavillion and surrounding area	£10,000.00	Precept	Katie Herr/Mike Jones	2021/22			
		To ensure that the new Sports Hub is delivered and offers high quaity facilities for Angmering	To work with ADC to ensure that the project is delivered	NA	S106 funding	Katie Herr/Mike Jones	2021/22			
Tree/hedge Maintenance	To have a tree/hedge maintenance policy to ensure the healthy upkeep of the trees/hedges that we are responsible for and to have funds available	To maintain the trees and hedges we are responsible for in the best way possible.	Create the policy and arrange appropriate funding and EMR.	£12,500.00	Precept	Tracy Lees/Mike Jones/Roy Squires	2021/22			

Tree Policy	To increase the number of trees in Angmering	To promote tree planting on Parish Council Land and residents & landowners	Identify land for planting Identify funding and tree planting packages. Identify partners	NA	Precept & Grant	David Marsh/Paul Bicknell	2021/22			
Resillience Plan	Ensure that the Parish Council Resilience Plan continues to address the risks to Angmering Parish	To review annually or after use	To supply training to Councillors, Staff & Volunteers after use or review	NA	NA	Tracy Lees/Lee Hamilton-Street	2021/22			
		To review annually or after use	To implement outcomes of any review or update	NA	NA	Tracy Lees/Lee Hamilton-Street	2021/22			
Promotion	Promote Terracycle within Angmering	To increase awareness and drop off points	Promote and advertise established drop of points and encourage more	NA	NA	Alan Evans	2021/22			
Planning and Infrastructure										
Traffic	To address the traffic issues in Weavers Hill/High Street/Water Lane	To make these roads safer for all users.	Undertake a community survey & complete a plan to present to WSCC Highways	NA	NA	PI Committee/Katie Herr	2021/22			
Traffic	Install speed signs to reduce traffic speed and incidents	To investigate sites for Speed Indication Devices	Present plan to WSCC Highways & seek funding	NA	NA	PI Committee	2021/22			
Dappers Lane	Maintain the rural charm of Dappers Lane	Make the lane safe to use for all by working with West Sussrx County Council.	To work with the Dappers Lane Working Group and WSCC to try to reduce the negative effects of the additional housing	NA	NA	Sylvia Verrinder/Paul Bicknell/DLWG	2021/22			
Dappers Lane	Maintain the rural charm of Dappers Lane	Bioversity Impact Assessment north end of Dappers Lane	To support the Working Group to seek assistance in producing this and delivering recommendations	NA	NA	Sylvia Verrinder/Paul Bicknell/DLWG	2021/23			
Cycling	To ensure that there are safe cycle routes throughout the parish to encourage people out of their cars	To identify possible cycle routes & paths and create a masterplan.	Establish a working group to create plan	NA	NA	PI Committee	2021/22			

Bramely Green Cycle Lane	To ensure cyclists are safe and accidents on the lane are reduced	Make the cycle lane safe for use	Work with WSCC (owners) to address the state of the path and ensure a resolution is achieved	NA	WSCC funding	PI Committee/Office	2021/2022			
Cow Lane	To have the lane restored to a suitable level that is in keeping with its stature	To ensure that suitable surfacing is provided in Cow Lane	To work with WSCC PROW Team	NA	S106 Funding	Katie Herr/PI Committee/Resident	2021/22			
Funding	To ensure that CiL/S106 is used for projects that enhance the village & reduce the impact of developments	To have a framework for gaining CiL for projects within the Parish	To work with ADC	NA	NA	Katie Herr/John Oldfield/Nikki Hamilton-Street	2021/22			
Neighbourhood Plan	To review existing Neighbourhood Plan to ensure it is fit for purpose	To work with AiRS & ADC to understand what needs to be achieved	To establish a Working Group and develop a deliverable plan	NA	Reserves	NHP Review Group	2021/22			
Office										
Review	To ensure that Angmering Parish Council is adequately staffed to deliver a high quality service to residents	Complete a review of staff against current work and future delivery	Create a business plan with recommendations	NA	NA	Katie Herr/Nikki Hamilton-Street	2021/22			
Promotion	To ensure that the Parish Council is effectively using social media to communicate with residents	To increase regular presence on all social platforms and updates on website	To have monthly plan for postings	NA	NA	Katie Herr/Tara Gambling	2021/22			
Promotion	To increase the awareness of Community Grants	To get a broader range of associations coming forward for grants	Promote grants within Angmering	£3,800.00	Precept	Tracy Lees/Syvlia Verrinder	Annually			
Councillors	To support Councillors to deliver the best possible service to residents	To undertake a review of Councillor IT	To produce a business plan with recommendations and add to earmarked reserves yearly	£1,000.00	Precept	Katie Herr/Lee Hamilton-Street	2021/22			
Councillors	To support Councillors to deliver the best possible service to residents	To continue to equip Councillors with knowledge & skills	Undertake Skills Audit & deliver training programme	NA	NA	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			
Parish Office		To seek to identify possible sites for the APC Office and undertake feasibility studies	To produce a Business Plan of possibilities for Councillors to consider	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			

Parish Office	To have a Parish Office that is fit for purpose, and puts the Council in a strong position for 15/20+ years	To consider any new Parish Office as a Community Hub to enable residents to seek advice and information from other partners	To undertake work to add to Business Plan	NA	Assests & Reserves	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			
Parish Office		To look to move to a new site by 2022/2023	Investigate options	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			
Parish Office		Look at increasing the offices appeal to the public. Include refreshment facilities, IT, public toilets etc	Investigate options	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2021/22			
Parish Office		To ensure that the sustainable heating is strongly considered	Look at funding, including through the Rampion Windfarm	NA	Grant	Rhys Evans	2021/22			

Key			
RAG	Started	On Hold	Completed
Priority	By Summer	By Autumn	By Winter