



Established 1894

Angmering Parish Council
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**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE
HELD AT THE KING SUITE, ANGMERING VILLAGE HALL ON WEDNESDAY 5 NOVEMBER 2025**

- Committee:** Nikki Hamilton-Street, Alison Reigate, John Oldfield, David Marsh and Sylvia Verrinder.
For the meeting to take place 3 committee members need to be present, this is known as quorum and is a legal requirement.
- Present:** Councillors David Marsh, Nikki Hamilton-Street and Sylvia Verrinder
- In attendance:** Katie Herr – Parish Clerk
- Acronym:** Angmering Parish Office: APC. Arun District Council: ADC. Angmering Community Land Trust: ACLT.

| AGENDA ITEM | MINUTE NO. | | ACTION FOR |
|-------------|------------|---|------------|
| 1 | GO25/020 | APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. John Oldfield and Cllr. Alison Reigate. | |
| 2 | GO25/021 | DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None. | |
| 5 | GO25/022 | APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee of Wednesday 6 August 2025 were agreed and were signed by the Chair. | |
| 6 | GO25/023 | PUBLIC CONSULTATION No members of the public were present. | |
| 7 | GO25/024 | CLERKS REPORT & ACTION LIST There were no updates. | |
| 8 | GO25/025 | HEALTH AND SAFETY The Clerk confirmed there was nothing to add in this section. | |

9 GO25/026 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER

Both registers were discussed.

General Risk Register

The Clerk talked through the register – and talked through the highlighted areas relating to the ACLT. This will be updated and the register added to the agenda for December 2025 Full Parish Meeting.

Financial Risk Register

The Clerk talked through the register – and talked through the highlighted areas that were to be removed – both relating to taking the budget to Governance, which does not happen. This area will be updated and the register added to the agenda for December 2025 Full Parish Meeting.

Action: Take to Full Council on 8 December 2025.

KH

10 GO25/027 MONTHLY DUTIES

The last 3 months duties and the next 3 months duties were all talked through by the Clerk. The Office Manager will be arranging meeting dates and sending invites later this month.

11 GO25/028 INVESTMENT UPDATE AND MATURING ACCOUNTS

The current investments were talked through by the Clerk. The report was read out and questions invited about the information provided. The Charter Savings Bank 6-month account will mature on 19 November 2025. A discussion took place over the best place for the money to be deposited to.

RESOLUTION: Cllr. Hamilton-Street **PROPOSED** £100,000 (plus any interest) be moved into the highest interest 12-month account (a different bank to all other savings) within the Flagstone platform. Cllr. Verrinder **SECONDED** and **ALL AGREED**.

12 GO/029 MEMBERS BASIC ALLOWANCE – 2025 PAY AWARD

The correspondence was talked through, and it was agreed that due to there being outstanding questions that required answers from ADC, this item would be deferred until the next Governance meeting in February 2026.

13 GO/030 COUNCILLORS STATEMENT OF ASSURANCE

The Clerk confirmed that the new Statement of Assurance was shared with all parish/town councils through NALC. After a brief discussion it was agreed that this was a positive step as APC as a whole had already sign up to the Respect and Civility Pledge and this would only strengthen the commitment by individual councillors.

Action: This statement will be bought to Full Council in November 2025 for councils' agreement and subsequent signing of the formal statements.

KH

14 GO/031 SAR RESPONSE POLICY

This new policy was suggested to APC by our Data Protection Officer, Maureen Chaffe. The document was discussed; a few small amendments were suggested and all present agreed to these changes.

Action: This policy will be amended and will be brought to Full Council for adoption in November 2025 **KH**

15 GO/032 LAPTOP SECURITY POLICY

All councillors took part in a short discussion about this policy and agreed there were no changes required. The Clerk confirmed that all office staff had signed the statement regarding laptop use.

Action: This policy will be brought to Full Council for re-adoption in December 2025 **KH**

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 4 February 2026 at 2pm in the King Suite, Angmering Village Hall.**

The meeting concluded at 2:22pm

..... Date.....
Chair

DRAFT



General Council Risks

General Council Risks - Operational, Financial, Legal and Reputational.

| Risk | Areas of Concern | Severity | Likelihood | Level | Mitigation/Action | Severity | Likelihood | Level |
|--|--|----------|----------------------------------|-------|--|-----------------------|------------|-------|
| Mayflower Park Improvements | Funds | 4 | 3 | 12 | Ensure correct procedure followed when assigning contractors. Source external funding/grants/assign CL money. | 3 | 2 | 6 |
| Risk | Areas of Concern | Severity | Likelihood | Level | Mitigation/Action | Severity | Likelihood | Level |
| ASRA Sports Pavilion | Current State of Repair | 4 | 4 | 16 | Maintain in best condition as possible. | 3 | 3 | 6 |
| ASRA Sports Pavilion | Current State of Electrics | 5 | 4 | 20 | Electrics have been completed and certificate of completion given. | 2 | 2 | 4 |
| ASRA Sports Pavilion | Loss of football to Angmering based teams | 5 | 3 | 15 | APC are doing everything they can to make sure Angmering based football clubs have a base to play football, until the hub is built. Continue to apply pressure to ADC re the Sports Hub. | 5 | 2 | 10 |
| Risk | Areas of Concern | Severity | Likelihood | Level | Mitigation/Action | Severity | Likelihood | Level |
| Mayflower Way Ownership | Responsibilities regarding the road | 3 | 3 | 9 | Information is on file as to what responsibilities other landowners have over the lane. Land registry information saved. | 2 | 3 | 6 |
| Mayflower Way - current state | State of the road, upkeep and maintenance costs | 4 | 4 | 16 | Along with the work above the Clerk is looking into the value of the road. Groundsman monitors area. | 3 | 4 | 12 |
| Risk | Areas of Concern | Severity | Likelihood | Level | Mitigation/Action | Severity | Likelihood | Level |
| Angmering Community Land Trust Housing | Change in house tenure proposed. Project currently on hold due to funds. Scheme fails to be completed. | 3 | 5 | 15 | Working with ACLT to find a solution. Attend a recent meeting with ACLT and AIRS - Saxon Weald are a potential partner to enable this scheme to be built. Awaiting updates. | 3 | 4 | 12 |
| Risk | Areas of Concern | Severity | Likelihood | Level | Mitigation/Action | Severity | Likelihood | Level |
| Staffing | Staff member leaves | 3 | 3 | 9 | Cross training across the office | 2 | 3 | 6 |
| Risk | Areas of Concern | Severity | Likelihood | Level | Mitigation/Action | Severity | Likelihood | Level |
| Angmering Community Centre | Management and day to day running of the centre | 3 | 3 | 9 | Monitoring of processes, procedures and structure. | 2 | 2 | 4 |
| Risk | Areas of Concern | Severity | Likelihood | Level | Mitigation/Action | Severity | Likelihood | Level |
| Social Media | Facebook - Councillor Use | 3 | 3 | 9 | Councillors are advised regarding political views on FB etc | 3 | 2 | 6 |
| Social Media | Facebook - Councillor personal posts | 3 | 3 | 9 | Councillors are asked to seek advice from the Clerk re posts regarding Angmering/APC on their own page. | 3 | 2 | 6 |
| Risk | Areas of Concern | Severity | Likelihood | Level | Mitigation/Action | Severity | Likelihood | Level |
| Angmering Flood Alleviation Scheme | Project not being fully funded and completed | 4 | 4 | 16 | Phase one fully funded but planning application has run out. Keep pressure on WSCC to deliver on phase 1 & 2. Request regular updates. | 4 | 3 | 12 |
| Risk | Areas of Concern | Severity | Likelihood | Level | Mitigation/Action | Severity | Likelihood | Level |
| Losing councillors from the Parish Council | Losing skills and knowledge from the council due to councillors leaving/retiring | 4 | 4 | 16 | Formulate a plan to recruit councillors with the required skills such as planning and legal knowledge. Ensure new councillors receive the relevant training. | 3 | 3 | 9 |
| Risk | Areas of Concern | Severity | Likelihood | Level | Mitigation/Action | Severity | Likelihood | Level |
| Boundary Changes | Reduction in size of parish, also incurs drop in precept | 4 | 3 | 12 | Increase engagement in all areas and keep abreast of any possible changes/amendments | 4 | 2 | 8 |
| Risk | Areas of Concern | Severity | Likelihood | Level | Mitigation/Action | Severity | Likelihood | Level |
| Council owned land | Unwanted incursions onto Parish Council owned land | 4 | 3 | 12 | Mayflower Park - Boulders placed around the site and entrances to minimise areas of entry. Bund added along open side of park and kissing gate installed between the field and the WSCC owned field. The SUD is natural defence due to its steep sides. Building relationships with the Police and officers at ADC and WSCC. Using intel received from these agencies. Site assessment visits being arranged through the police. | 4 | 2 | 8 |
| Council owned land | Unwanted incursions onto Parish Council owned land | 4 | 4 | 16 | Community Centre Green Space - Dragons teeth around the green are inspected regularly and replaced when needed. Totally overlooked by houses. Building relationships with the Police and officers at ADC and WSCC. Using intel received from these agencies. Site assessment visits being arranged through the police. | 4 | 2 | 8 |
| Risk | Areas of Concern | Severity | Likelihood | Level | Mitigation/Action | Severity | Likelihood | Level |
| New Office Buildings | Lack of community/ACCA support | 4 | 4 | 16 | Explain clearly all the pros of the new building, including that precept will not be going up. Advise re lease changes (ACCA only) | 3 | 3 | 9 |
| New Office Buildings | Funds - lack of to complete the build | 4 | 4 | 16 | Review of budget for build, apply for grants to aid funding, review investments. | 4 | 3 | 12 |
| Risk Rating Guide | | | | | | | | |
| Severity (S) | | | Likelihood of harm occurring (L) | | | Risk rating = L x S | | |
| 1 = Negligible | | | 1 - Very low | | | 0 - 4 = Insignificant | | |
| 2 = Minor | | | 2 = Very unlikely | | | 5 - 9 = Low risk | | |
| 3 = Moderate | | | 3 = Unlikely | | | 10-15 = Medium risk | | |
| 4 Major | | | 4 = Likely | | | 16+ = High risk | | |
| 5 = Catastrophic | | | 5 = Very likely | | | | | |

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|---|----------|
| Risk Assessment Completed | 21-01-26 |
| Take to Full Council | 09-02-26 |
| Next Review at Governance and Oversight Committee | 05-05-26 |



Financial Risk Assessment

Financial Risk Assessment

| Risk | S | L | Level | Controls in place |
|---|----------------------------------|----------------------------|-------|---|
| Banking Account Errors/going overdrawn | 1 | 2 | 2 | All council bank accounts are reconciled every month in accordance with the Financial Regulations Monthly reconciliations are subsequently signed off by a different councillor each month. Bank statements accessible online to check receipt of payments Weekly checks are made on the business account and if low, money is to be transferred from the high interest account. |
| Risk of consequential loss of income | 5 | 1 | 5 | Insurance cover in place for insurable risks, including business interruption. Recently updated regarding Fidelity Guarantee New asset purchases added to insurable risks at earliest opportunity Full asset registered reviewed at least annually to ensure sufficient insurance cover in place Bank account general reserves to be increased over time to approximately 50% of the precept Financial performance of all activity reviewed monthly to enable issues to be speedily addressed All electronic records backed-up every night Precept paid in two installments by the District Council |
| Loss of cash through theft or dishonesty | 1 | 1 | 1 | Petty cash spending agreed in advance by RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced monthly |
| Risk | S | L | Level | Controls in place |
| Financial controls and records not in place | 1 | 1 | 1 | Internal audit completed twice per annum in addition to annual external audit Internal audit reports presented to the next available Parish meeting, along with an action plan detailing how the auditor's recommendations have been acted upon All electronic financial records are backed up off site every evening Tenders and/or quotes for works are secured in accordance with Financial Regulations All financial records stored and saved in accordance with the council's Document Retention Policy Financial Risk Assessment to be reviewed by Governance Committee |
| Failure to comply with HMRC VAT Regulations | 2 | 1 | 2 | VAT payments and reclaims processed Advice notes from HMRC followed at all times, using external expert advice where necessary Internal auditor reviews VAT as part of the twice yearly checks VAT reconciled monthly and claimed quarterly via online HMRC RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019 |
| Risk | S | L | Level | Controls in place |
| Failure to produce a sound budget to support annual precept | 4 | 1 | 4 | Previous year's budget and income and expenditure to date used to draft next year's budget Earmarked and general reserves reviewed as part of budget setting process Developing a council business plan will further inform longer term financial aspirations Full Council approve budget and agree precept to meet response deadlines set by District Council Expenditure against budget reported to relevant committees at every meeting |
| Risk | S | L | Level | Controls in place |
| Failure to comply with borrowing restrictions | 3 | 1 | 3 | Any new Public Works Loan Board (PWLB) borrowing to be approved by Full Council after assessment of the business case Support with application process available through WSALC if required |
| Risk | S | L | Level | Controls in place |
| Loss of interest from investments | 2 | 1 | 2 | Investment Policy - reviewed annually Statements regularly reviewed We are over the £430,950 (in budget) limit for FSCS guarantee. -The spread of investments across accounts is still important and protects the council against losing everything if kept in just one account. While investments are with Flagstone - monthly checks are made on their progress and the money reinvested when the account matures. |
| Risk | S | L | Level | Controls in place |
| Risk from increasing prices such as utility bills, insurances etc | 3 | 3 | 9 | Careful consideration is taken when budgeting for the following year. Taking advice and looking at trends. Comparisons are undertaken and several (usually 3) quotes are obtained, as per our Financial Regulations Funds are available within the "General Reserves" to make virements to cover any unexpected overspend. |
| Risk Rating Guide | | | | |
| Severity (S) | Likelihood of harm occurring (L) | Risk rating = L x S | | |
| 1 = Negligible | 1 = Very low | 0 - 4 = Insignificant risk | | |
| 2 = Minor | 2 = Very unlikely | 5 - 9 = Low risk | | |
| 3 = Moderate | 3 = Unlikely | 10 - 15 = Medium risk | | |
| 4 = Major | 4 = Likely | 16 + = High risk | | |
| 5 = Catastrophic | 5 = Very likely | | | |
| Risk Assessment Completed | | 21.01.2026 | | |
| Take to Full Council | | 09.02.2026 | | |
| Next Review by Governance & Oversight | | 05.05.2026 | | |

ANGMERING PARISH COUNCIL 2025/26

YEAR AT A GLANCE APRIL TO MARCH

| MONTH | TASK | TASK COMPLETED |
|-------|---|----------------|
| April | <p>START OF FINANCIAL YEAR</p> <ul style="list-style-type: none"> ● Begin preparation of year end accounts (to be approved by the council before end of Sept) ● Prepare for the year end internal audit to sign off the Annual Return ● Carry out staff appraisals (6 monthly) ● Check arrangements for the Annual Parish Meeting (can be held between 1 March and 1 June) ● If it is election year, check procedures and prepare information packs for new councillors ● Half Yearly Resilience and Battery Check ● Review Assets ● Create monthly accounts/reconciliation for the month and take to full council | |
| May | <p>START OF THE COUNCIL YEAR</p> <ul style="list-style-type: none"> ● Hold the Annual Meeting of the PC Council (sometimes called the Annual General Meeting), where the following items are completed: <ul style="list-style-type: none"> ○ Election of a Chairman for the year ○ Election of Vice-Chairman ○ Election of representatives to other bodies ○ Committee membership is settled ○ Signing of Declarations of Acceptance of Office (for all before 1st meeting in an election year and every year for Chairman / Vice Chairman) ○ Review Register of Interests ○ Standing Orders and Financial Regulations are confirmed | |

| | | |
|--------|--|--|
| | <ul style="list-style-type: none"> ○ Training could be offered to new councillors ● Council’s period of eligibility to exercise the power of General Competence expired the day before the annual meeting. Review and make arrangements to reaffirm eligibility (Election Year only) ● Confirm meeting dates ● Update policies that list councillor names/roles inc Resilience Plan, bank reconciliation list. ● Risk Registers from Governance confirmed. Take to Full Council. ● Create monthly accounts/reconciliation for the month and take to full council | |
| June | <ul style="list-style-type: none"> ● Council to approve Accounts and complete Annual Return by 30th June to send to Internal Auditor ● Post up notice of Exercise of Public Rights ● Submit return to Moore by 30 June ● Publish on the council website before the inspection period starts - the Annual Governance Statement; Statement of Accounts and a statement setting out the period for the exercise of electors rights and details of the auditor and where the documents can be inspected ● Councillors to inspect all physical assets and report ● Assess progress of Annual Business Plan ● Create monthly accounts/reconciliation for the month and take to full council | |
| July | <ul style="list-style-type: none"> ● Send Annual Return to External Auditor ● Yearly independent play area inspections to be carried out ● Quarterly VAT reclaim ● First quarter budget review ● Create monthly accounts/reconciliation for the month and take to full council | |
| August | <ul style="list-style-type: none"> ● Risk Registers from Governance confirmed. Take to Full Council. ● Complete the office and lock up Workplace Assessments ● Fire Extinguisher Annual Check ● Create monthly accounts/reconciliation for the month and take to full council | |

| | | |
|-----------|---|---|
| | | |
| September | <ul style="list-style-type: none"> ● Put up notices following completion of external audit (if necessary) ● Prepare for budget discussions (using information from half year accounts, grant applications, policies) ● Receive 2nd half Precept ● Order Poppy Wreath ● Prepare for the half yearly internal audit ● When external audit is complete, put up notices ● Review and renew insurance policy ● Take any Governance recommendations to Full Council, including updates to risk register and any H&S issues. ● Assess progress of Annual Business Plan ● Create monthly accounts/reconciliation for the month and take to full council ● Decide on Christmas event/plans. Order tree | <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> |
| October | <ul style="list-style-type: none"> ● Quarterly VAT reclaim ● Approve calendar dates for meetings and events in next calendar year | <p>Completed</p> <p>Completed</p> |

| | | |
|----------|---|-----------|
| | <ul style="list-style-type: none"> ● Carry out staff appraisals (6 monthly) ● Half Yearly Resilience and Battery Check ● Create monthly accounts/reconciliation for the month and take to full council | Completed |
| | | Completed |
| | | Completed |
| November | <ul style="list-style-type: none"> ● Remembrance Day ● Budget work to commence ● Assess progress of Annual Business Plan ● Annual Plan Session (All Councillors) ● Order Christmas Cards ● Risk Registers from Governance confirmed. Take to Full Council. ● Create monthly accounts/reconciliation for the month and take to full council ● Community Survey | Completed |
| | | Completed |
| | | Completed |
| | | Completed |
| | | Completed |
| | | Completed |
| December | <ul style="list-style-type: none"> ● Continue with draft budget ● Send out invites to “Budget Setting Sessions” ● Send out Christmas cards ● Assess progress of Annual Business Plan ● Create monthly accounts/reconciliation for the month and take to ● Full Council | Completed |
| | | Completed |
| | | Completed |
| | | Completed |
| | | Completed |
| | | Completed |

| ANGMERING PARISH COUNCIL 2025/26 | | |
|---|---|--|
| January | <ul style="list-style-type: none"> ● Council to approve the budget and precept requirement for next financial year ● Submit precept request ● Quarterly VAT reclaim ● Set a date for the Annual Parish Meeting (to be held between 1 March and 1 June – aim for end of May) ● Check election procedures if this is election year ● Create monthly accounts/reconciliation for the month and take to full council | <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>NA</p> <p>Completed</p> |
| February | <ul style="list-style-type: none"> ● Ensure Health and Safety policies, Standing Orders and Financial Regulations are up to date ● Complete the office and lock up Workplace Assessments ● Make arrangements for the Annual Parish Meeting ● Review the current committee structure – if necessary ● Risk Registers from Governance confirmed. Take to Full Council. ● Annual Boiler Service ● Create monthly accounts/reconciliation for the month and take to full council | <p>TBC</p> <p>WIP</p> <p>WIP</p> <p>Completed</p> <p>WIP</p> <p>Booked for Feb 2026</p> <p>TBC</p> |

| | | |
|-------|--|--|
| March | <ul style="list-style-type: none">● End of financial year● Precept due 1 April● If this is an election year, check procedures and advise councillors● Publish new year's meeting dates online● Assess progress of Annual Business Plan● Adopt new Annual Business Plan – Full Council● Create monthly accounts/reconciliation for the month and take to full council. | |
|-------|--|--|



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

WEDNESDAY 4 FEBRUARY 2026

AGENDA ITEM 11 – INVESTMENT UPDATE AND MATURING ACCOUNTS.

On the 30 March 2026 the below account matures, and a decision is needed with regards to where to place the funds.

| Aldermore | | | | | | |
|-----------------|----------------|---------------|-----------------|------------------------|--------------------|--|
| Aldermore | | | | | | |
| Term | AER I Gross ? | Maturity date | Current balance | Interest at maturity ? | FSCS eligibility ? | |
| Fixed 12 months | 4.22% 4.225% | 30 Mar 2026 | £93,282.40 | £3,962.77 | Yes | |

Below is a list of the highest AER accounts which would gain the most interest from the above.

| Bank name | AER I Gross | Term | Min deposit | Max deposit | Fitch Solutions (FICS) | FSCS eligibility | | |
|---|----------------|-----------------|-------------|-------------|------------------------|------------------|------|---------------------|
| ★ Best Flagstone 12 month fixed term rate | | | | | | | | |
| | | | | | | | | |
| OakNorth | 3.98% 3.985% | Fixed 12 months | £10,000 | £1,000,000 | bbb+ | Yes | Info | T&Cs and FSCS sheet |
| | | | | | | | | |
| State Bank of India | 3.92% 3.925% | Fixed 12 months | £10,000 | £500,000 | bbb- | Yes | Info | T&Cs and FSCS sheet |
| ★ Best Flagstone 9 month fixed term rate | | | | | | | | |
| | | | | | | | | |
| State Bank of India | 3.89% 3.875% | Fixed 9 months | £10,000 | £500,000 | bbb- | Yes | Info | T&Cs and FSCS sheet |
| | | | | | | | | |
| Aldermore | 3.88% 3.885% | Fixed 12 months | £5,000 | £10,000,000 | bbb+ | Yes | Info | T&Cs and FSCS sheet |

Below is a list of our investments, and the amounts held per bank. As of 1 December 2025 the amount protected per bank by the FSCS rose from £85,000 to £120,000. With this in mind, the councillors maybe minded to distribute the funds across further accounts/banks – keeping in mind the drop in interest rates incurred by spreading the funds.

| Bank name | Account type | Savings accounts balance | Mature Date |
|------------------------|-----------------|--------------------------|-------------|
| Aldermore | Fixed 12 months | £93,282.40 | 30-Mar-26 |
| Aldermore | Fixed 12 months | £113,759.49 | 19-May-26 |
| | Total held | £207,041.89 | |
| Cambridge and Counties | Fixed 12 months | £102,094.57 | 20-Nov-26 |
| | Total held | £102,094.57 | |
| Charter Savings Bank | Fixed 12 months | £190,903.33 | 14-Dec-26 |
| | Total held | £190,903.33 | |
| Hampshire Trust Bank | Instant access | £452,509.82 | Instant |
| Hampshire Trust Bank | Instant access | £91,626.21 | Instant |
| | Total held | £544,136.03 | |
| HSBC | Instant access | £88,537.53 | Instant |
| | Total held | £88,537.53 | |
| OakNorth | Fixed 12 months | £198,781.43 | 06-Jan-27 |
| | Total held | £198,781.43 | |

Red = Over £120,000 FSCS Protection
Green = Under £120,000 - protected by FSCS

The Clerk will bring along the list of all the highest interest rate accounts of differing terms, in order for the committee to make an informed judgement.

Decision Needed

- 1) Councillors are asked to select the account they wish to put the funds from the maturing account on 30 March 2026.
- 2) Councillors are also requested to confirm if they would like make any adjustments to any of the other accounts, either immediately or when they mature.



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

WEDNESDAY 4 FEBRUARY 2026

AGENDA ITEM 12 – COUNCILLOR ALLOWANCES 2026-27

Each year district councillors allowances are reviewed by Arun District Council and information sent to parishes to see if they would like to stay inline with these allowances, at a rate of 10% of the district allowance.

Please see the attached document from Arun District Council.

Minutes from February 2025 Governance and Oversight Committee Meeting

adoption in February 2025

15 24/047 MEMBERS ALLOWANCE SCHEME

The paper was discussed and all councillors contributed with their thoughts about the allowance.

RESOLUTION: Cllr. Reigate **PROPOSED** the Members Allowance should not be increased and should remain at £638 per annum to those eligible councillors who chose to claim it. Cllr. Hamilton-Street **SECONDED** and **ALL AGREED.**

Councillors decided not to raise the allowance from £638 to £688.

We are now advised that the allowance can be raised again to £710

Decision Needed

- 1) This committee must decide if they would like to raise the Members Allowance for Angmering Parish Council to £710.40 per annum, in two payments - May and November - this has been changed from June and December to be in line with elections etc**

From: [Jane Fulton](#)
Cc: [Daniel Bainbridge](#)
Subject: 2025 Pay Award - New District Basic Allowance Confirmed
Date: 08 October 2025 12:58:44

Dear Town and Parish Clerks

As you may be aware, it was announced in August 2025 that all staff would receive a 3.2% salary increase as part of the 2025/26 pay award.

In accordance with the Council's Members' Allowances Scheme approved by Council in March 2024, this increase is also applicable to the Basic Allowance and all other allowances including Special Responsibility Allowances (SRAs).

Following the August announcement, I have been working closely with Payroll, the Finance Team, and the Council's Independent Remuneration Panel (IRP) to seek formal confirmation from them that they are satisfied for the 3.2% increase to be applied to Members' allowances in line with the approved scheme.

As a result, the District Basic Allowance has increased from **£6,884 to £7,104** and the Council's Constitution has been updated accordingly, and Arun District Councillors have been notified of this change.

You are receiving this notification as a Town/Parish Council, as some Councils opt to pay their Members a Parish Basic Allowance, typically calculated as 10% of the District Basic Allowance. Please note that no changes have been made to Travel and Subsistence payments.

Should you have any questions or require further clarification, please do not hesitate to contact me.

Kind regards

Jane

Jane Fulton (Mrs)

Committee Services Manager

Governance, People & Performance

[Redacted]

[Redacted]

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ANGMERING PARISH COUNCIL INFORMATION SECURITY INCIDENT POLICY 2026

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: February 2026
Version: 3**

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1 Purpose

1.1 This document defines an Information Security Incident and the procedure to report an incident.

2 Scope

2.1 This document applies to all Councillors, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Parish Council purposes.

3 Definition

3.1 An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.

4 An Information Security Incident includes:

- The loss or theft of data or information
- The transfer of data or information to those who are not entitled to receive that information

-
- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system
 - Changes to information or data or system hardware, firmware, or software characteristics without the council's knowledge, instruction, or consent
 - Unwanted disruption or denial of service to a system
 - The unauthorised use of a system for the processing or storage of data by any person.

5 When to report

5.1 All events that result in actual or potential loss of data, breaches of confidentiality, unauthorised access or changes to systems should be reported as soon as they happen. If the breach occurs or is discovered outside of normal working hours, it must be reported as soon as is practicable.

6 Action on becoming aware of the incident

6.1 The Parish Clerk must be contacted by email or telephone.

6.2 The Parish Clerk will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:

- full and accurate details of the incident
- when the breach occurred (dates and times)
- who is reporting it
- the nature of the personal data information
- how many individuals are involved

6.3 The outcomes of these actions are to be reported to the Parish Clerk who will notify the Councils designated Data Protection Officer.

7 Containment and recovery

7.1 The Clerk will first determine if the breach is still occurring. If so, together with the Data Protection Officer and, if appropriate, a representative from the IT support company (these 3 persons are known as the Response Team), the appropriate steps will be taken immediately to minimise the effect of the breach.

7.2 An initial assessment will be made by the Response Team to establish the severity of the breach and whether there is anything that can be done to recover any losses and limit the damage of the breach. That group will also establish who may need to be notified as part of the initial containment and will inform the Chairman of the Council and, where appropriate, the police.

8 Investigation and Risk Assessment

8.1 An investigation will be undertaken as soon as reasonably possible, but, generally, within 24 hours of the breach being discovered / reported.

The investigation will focus on the cause of the breach, the risks associated with it, and will take into account:

- the type of personal data involved
- its sensitivity
- the protections in place (e.g. encryptions)
- what happened to the data, whether it has been lost or stolen
- whether the data can be put to any illegal or inappropriate use
- the affected individuals, and the potential adverse consequences to them (including how serious/substantial these consequences could be, and the likelihood of occurrence)
- whether there are wider consequences to the breach
- other relevant considerations

9 Notification

9.1 The Response Team will determine who needs to be notified of the breach.

9.2 Every incident will be assessed in regard to notification on a case-by-case-basis, including consideration of the following:

- Are there any legal/contractual notification requirements
- will notification assist the individuals affected – can they take actions in relation to the information to mitigate risks
- will notification help prevent the unauthorised or unlawful use of personal data

-
- will notification help the Council to meet its obligations under data protection law
 - If a large number of individuals are affected or the consequences are very serious, does the ICO need to be notified.

9.3 If the Response Team discovers a personal data security breach that poses a risk to the rights and freedoms of individuals, it will report it to the ICO within 72 hours of discovery.

9.4 Notification to the individuals whose personal data has been affected by the incident will include a description of how and when the breach occurred and the data involved. To the extent feasible, specific and clear advice will be given on what they can do to protect themselves, including what actions have already been taken to mitigate the risks. Individuals will also be provided with contact details to allow them to contact the Council for further information or to ask questions about what has occurred.

9.5 The Response Team must also consider notifying third parties such as the police, insurers, banks or credit card companies, etc. This would be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future.

9.6 The Response Team will also consider whether it is appropriate to issue communications to other interested parties.

9.7 All actions will be recorded by the Clerk.

10 Evaluation and Response

10.1 Once the initial incident is contained, the Response Team will carry out a full review of the causes of the breach; the effectiveness of the response(s) and whether any changes to systems, policies or procedures are required.

10.2 Existing controls will be reviewed to determine their adequacy, and whether any corrective actions should be taken to minimise the risks of similar incidents occurring.

The review will consider:

- where and how personal data is held, stored and secured

-
- where the biggest risks lie, including any further potential weak points within the existing systems / data protection framework
 - whether methods of transmission are secure, and compliant with the principle of data minimisation (only sharing the minimum amount of data necessary)
 - identifying weak points within existing security measures
 - staff awareness and training
 - implementing a personal data breach plan and identifying individuals / functions responsible for reacting to reported breaches of security

Any report recommending changes to systems, policies and procedures relating to personal data protection will be considered and approved, as appropriate, by the Council.

11 Examples of Information Security / Misuse Incident Protocols

Information Security Incidents are not limited to this list, which contains examples of some of the most common incidents.

Malicious Incident:

- Computer infected by a virus or other malware, (for example spyware or adware)
- An unauthorised person changing data
- Receiving and forwarding chain letters including virus warnings, scam warnings and other emails which encourage the recipient to forward onto others.
- Social engineering - unknown people asking for information which could gain them access to council data (e.g. a password or details of a third party).
- Unauthorised disclosure of information electronically, in paper form or verbally.
- Falsification of records / inappropriate destruction of records
- Denial of Service, for example - damage or interruption to Parish Council equipment or services caused deliberately e.g. computer vandalism
- Connecting non-council equipment to the council network
- Unauthorised Information access or use
- Giving information to someone who should not have access to it - verbally, in writing or electronically

-
- Printing or copying confidential information and not storing it correctly or confidentially.

Access Violation:

- Disclosure of logins to unauthorised people
- Disclosure of passwords to unauthorised people e.g. writing down your password and leaving it on display
- Accessing systems using someone else's authorisation e.g. someone else's user id and password
- Inappropriately sharing security devices such as access tokens
- Other compromise of user identity e.g. access to network or specific system by unauthorised person
- Allowing unauthorised physical access to secure premises e.g. server room,

Environmental:

- Loss of integrity of the data within systems and transferred between systems
- Damage caused by natural disasters e.g. fire, flooding, lighting etc
- Deterioration of paper records
- Deterioration of backup tapes
- Introduction of unauthorised or untested software
- Information leakage due to software errors.

Inappropriate use:

- Accessing inappropriate material on the internet
- Sending inappropriate emails
- Personal use of services and equipment in work time
- Using unlicensed Software
- Misuse of facilities, e.g. phoning premium line numbers.

Theft / loss Incident:

- Theft / loss of data – written or electronically held
- Theft / loss of any Parish Council equipment including computers, monitors, mobile phones, Tablets, Memory sticks, CDs.

Accidental Incident:

- Sending an email containing sensitive information to 'all staff' by mistake
- Receiving unsolicited mail of an offensive nature, e.g. containing pornographic, obscene, racist, sexist, grossly offensive or violent material
- Receiving unsolicited mail which requires you to enter personal data.

Miskeying:

- Receiving unauthorised information
- Sending information to wrong recipient.

Any breaches of this policy will be reported to our Data Protection Officer.

| 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 1 year

Meeting policy was approved at: Full Council

Date:

Date of next review: February 2027



**ANGMERING PARISH
COUNCIL
MEMBERS' ALLOWANCES
POLICY
2026**

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: February 2026
Version: 2**

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Introduction

The Local Authorities (Members' Allowances) (England) Regulations 2003 came into force on 1 May 2003. The regulations apply to local authorities in England only and substantially change the system that previously existed.

Types of Allowance

These regulations allow Town and Parish Councils to pay a **basic parish allowance** (Regulation 25) to its chairman only or to each of its elected members. Co-opted members do not qualify for the basic parish allowance. The amount payable to the chairman may differ from that of other members (i.e. a higher sum could be paid because of extra duties that may be required of the chairman) but otherwise the sum shall be the same for each member.

The regulations also allow payment of a **parish travelling and subsistence allowance** (Regulation 26). Travel and subsistence allowance can be paid to elected and co-opted members. Parish and Town Council members are not entitled to claim a dependants' carer's allowance.

The Local Government Act 1972 s.15 (5) states a local council may pay a **chairman's allowance** for the purpose of enabling him/her to meet the expenses of his or her office. A co-opted member elected as the chairman is entitled to the chairman's allowance, but not the basic parish allowance.

The Angmering Parish Council's chairman's allowance is not given to the chair but used on request. Any remaining balance at the end of the year will go into general reserves.

The basic parish allowance and chairman's allowance are not salaries. They are figures calculated to cover expenses which are normally associated with the duties of being a local councillor. Travelling and subsistence allowances are used to reimburse members for specific expenses incurred while attending meetings, training courses or events on behalf of the council.

Setting Levels of Allowances

Regulation 27 of The Local Authorities (Members' Allowances) (England) Regulations 2003 states that a parish remuneration panel may be established by a responsible authority, which is defined as a district or unitary authority. Arun District Council will advise the outcome of their remuneration panel, and a paper will go to Governance and Oversight Committee. If increases are proposed the committee will confirm how this impacts the parish allowances and take a vote on whether to increase the allowance or leave for a further year.

Procedure and Payment

Payment of allowances (basic parish allowance) will be made twice annually to eligible members - frequency of payment is a local choice. Travel and subsistence allowances are treated as expenses and reclaimed via expense claim forms.

When paying participation allowances to elected members, local councils are obliged by law to deduct income tax, under the PAYE system. It is unlikely National Insurance Contributions will need to be considered as the allowances are likely to be below the lower earnings limit.

A member is able to elect in writing to the Clerk that he or she wishes to forgo all or part of their entitlement to the allowance.

All payments to councillors, with regards to allowances, are shown in our monthly accounting statements, which are available on our website.

The council is required to maintain records of payments made in respect of the

allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish or town without payment of a fee upon giving reasonable notice. Copies must be provided if requested, for which a reasonable fee can be charged.

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

Based on the above assessment the overall risk is classed as medium priority and should be assigned a review period of 3 years

Meeting policy was approved at: Full Council

Date:

Date of next review: May 2029



ANGMERING PARISH COUNCIL

Use of Artificial Intelligence (AI) Policy

ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: January 2026
Version: 1

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What is AI?

Artificial Intelligence (AI) is becoming a normal part of everyday life.

AI refers to computer systems that can do tasks that usually need human thinking. These systems come in many forms, and the definition of AI keeps changing as the technology develops.

Opportunities

AI is being used more and more across many industries, including the public sector, because it can help improve services and save time and money. Used safely and correctly, AI can:

- Improve how we deliver services to customers and residents
- Help us manage and understand large amounts of data
- Make communication faster and easier

Examples of what AI can do:

- Create useful content (text, audio, images, code) without needing someone to manually write it all
- Understand and respond to normal everyday language, making it easier for anyone to use, even those whose first language is not English
- Analyse different types of data and turn unstructured information into clear, workable outputs

AI is likely to continue improving, giving Councils and public services more ways to deliver high-quality services efficiently and at lower cost to taxpayers.

Information Governance and GDPR

There is no law written specifically for AI yet. However, if AI uses or processes personal data, it must follow:

- UK GDPR
- Data Protection Act 2018

This applies when personal data is:

- Used to train or test an AI system
- Processed by an AI tool as part of Council work

It covers any personal data the Council holds about colleagues, customers, residents, or service users.

Confidentiality

Alongside data protection law, staff must think about the risks of sharing confidential or commercially sensitive information.

Confidential or personal information must never be put into a public AI tool (e.g., ChatGPT, Google Gemini, Copilot).

This is because:

- The information could be stored or shared outside the Council
- The system could be hacked
- It could result in a breach of confidence, copyright issues, or legal action

Recommendations

1. The Council should adopt the attached AI policy.
2. A Privacy Impact Assessment must be completed and approved by the Data Protection Officer before using AI for any data analysis.

Artificial Intelligence (AI) Policy

1. Purpose of This Policy

This policy explains how staff, councillors, contractors, temporary workers and consultants can safely use AI tools (like ChatGPT, Copilot, Bard, Bing, Grammarly and similar tools).

Our aim is to:

- Make sure AI is used safely and legally
- Protect people's personal information
- Keep our work accurate, ethical and secure

AI is changing quickly, so this policy will be reviewed every six months.

2. What We Mean by "AI"

AI means computer systems that can do tasks that normally need human thinking.

Examples include:

- Chatbots and virtual assistants

-
- Tools that predict, analyse or summarise information
 - Machine Learning
 - Autocorrect, translation, or grammar tools
 - Facial recognition tools
 - Smart devices and monitoring tools

Some of these features may appear inside everyday software like email or video-calling tools.

3. The Most Important Rule

NEVER put personal, sensitive, or confidential information into a public AI tool.

Do not enter:

- Names, addresses, contact details
- Case notes or personal stories
- Health information
- HR information or financial details
- Anything that can identify a person

Why? Most public AI tools store what you type and may use it to train their systems. This means your data could appear in answers given to other users. This is a data protection risk.

4. Traffic-Light Guide to Safe AI Use

 RED – Do Not Do This (High Risk)

Never use AI for:

-
- Any personal data (even if the name is removed)
 - Asking for advice about real people or real cases
 - Making important decisions (e.g., hiring, funding, or assessments)

These actions break data protection laws.

● **AMBER – Use with Care (Medium Risk)**

Allowed only if the information is fully anonymised:

- Summarising non-sensitive documents
- Writing newsletters or general communications
- Analysing feedback where all personal details are removed
- Brainstorming ideas

Before using AI, remove:

- Names → use [Person]
- Places and addresses → use [Location]
- Contact details
- Birth dates, ages, or anything that could identify someone
- Job titles that point to a single person (e.g., “the headteacher at [School]”)

● **GREEN – Safe to Use (Low Risk)**

These tasks do not involve any confidential information:

- Research on public topics
- Learning new skills (e.g., Excel formulas)

-
- Improving your own writing
 - Creating public images or posters

5. Your Duty: Turn Off Data Training

If you use a public AI tool, you must switch off data training in your account settings.

- ChatGPT: Settings → Data Controls → turn off “Improve the model for everyone”
- Google Gemini: myactivity.google.com → turn off “Gemini Apps Activity”
- Microsoft Copilot (personal): Privacy → turn off model training for text and voice

This protects your information from being used to train AI systems.

6. Accountability

- Human responsibility: You must check all AI-generated content for accuracy, fairness and tone before using it.
- Transparency: If AI is used in a major way (e.g., a chatbot for service users), we will make this clear to the public.
- Compliance: Breaking this policy—especially the RED rules—may lead to disciplinary action.

If you are unsure, stop and ask for help before using AI.

| RISK | LEVEL OF RISK |
|--|---------------|
| What is the possibility of change | Medium |
| Overall importance of policy | Medium |
| Are there any legal/regulatory issues this policy covers | No |

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

Meeting policy was approved at: Full Parish Council

Date: 09.02.2026

Date of next review: February 2028



**ANGMERING PARISH
COUNCIL
TRAINING AND
DEVELOPMENT POLICY –
STAFF & COUNCILLORS
2026**

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: February 2026
Version: 3**

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OVERVIEW

This policy applies to all Angmering Parish Council employees and elected or co-opted councillors.

Angmering Parish Council consists of up to 5 members of staff and a maximum of 13 elected or co-opted Councillors. Angmering Parish Council firmly believes that to be successful in delivering services to the public Staff and Councillors should be properly trained to carry out their respective roles. The Parish Council is committed in supporting Staff and Councillors through its training and development programme.

There is a wide range of training available to local councils. Sector-specific training is delivered through a number of different mechanisms and organisations at both national and local (county) level.

Policy Statement

Angmering Parish Council is committed to supporting and encouraging the training and development of its Staff and Councillors in order to:

1. Ensure the effective delivery of council services
2. Regularly review training and development needs
3. Plan and resource training and development through the annual budget process

How do we identify training needs?

- Individual Training Programmes specific to the various roles.
- A record of training will be kept centrally and in personnel files.
- Staff and Councillor Induction programmes.
- Assessment of training needs of Committee members.
- Regular review of new government legislation and guidelines which will require training to meet changes.
- The Clerk to follow the Continuing Professional Development programme recommended by the Society of Local Council Clerks.
- Recommendations on Councillors training courses and conferences offered through the National Association of Local Councils
- Training needs may also be identified following appraisal, supervision, or changes in legislation.

How is training funded?

Each year prior to budget setting the Clerk and Chairman will complete a training needs analysis to identify training needs for the following financial year and make recommendations to the Council for budget required to fulfil the council's commitment to training and development of its Staff and Councillors.

Purchases of relevant memberships, subscription and resources such as publications will be considered on an ongoing basis.

Training Programmes

The council will support Staff and Councillors to develop the skills and experience needed for their roles and work with employees to develop their abilities and will identify time and budget to enable this to happen. Continued learning and development will ensure that Angmering Parish Council remains an effective organisation.

Staff and Councillors will be advised of training opportunities and encouraged to think about the skills they need to do the job and then make them known to the Clerk for action.

What can be expected from the Training Programs - Staff

- To receive a Staff or Councillor induction to the post
- To have an identified and accessible Line Manager

- To receive regular suitable and sufficient supervision
- To be made aware of appropriate training and development opportunities
- To be encouraged to consider and identify their own developmental needs
- To discuss Personal development during the Staff review with their Line Manager
- To have a record of any development/training undertaken
- To have access to relevant learning materials and reference books
- To take responsibility to maintain and improve knowledge and skills

What can be expected from the Training Programs - Councillor

- To receive a Councillor induction to the post and offered new councillor training with a recognised provider.
- To be made aware of appropriate training and development opportunities
- To be encouraged to consider and identify their own developmental needs
- To have a record of any development/training undertaken
- To have access to relevant learning materials and reference books
- To take responsibility to maintain and improve knowledge and skills

Performance Management - STAFF

All Staff members will have an annual appraisal (with a review after 6 months) to look over the past year’s performance, identify training or development needs, and plan for the coming year. The Clerk’s appraisal will be undertaken by the Chair. Feedback may be sought in support of the appraisal process. Staff are encouraged to discuss in an open and honest manner any ideas or issues they have concerning their employment. Further training and refresher courses will be arranged where there is an identified need.

The Clerk will undertake training including H&S, Risk Assessments, Staff Handbook, Council Policies Introduction to Local Council Administration (ILCA), Certificate in Local Council Administration (CiLCA), Community Governance, SLCC CPD programme and relevant management training.

Training and Development for Staff

Angmering Parish Council will ensure that:

| OFFICE BASED STAFF | FREQUENCY |
|---|--------------------------|
| New Starter Checklist | Upon joining the Council |
| Induction training to establish any further training needs in order that staff may effectively use the office systems software. | |

| | |
|--|--------------------------|
| In house training on the website | Upon joining the Council |
| Health and Safety to include individual responsibilities for health and safety, COSHH, Fire Precautions, Working at Height, Manual Handling, Lone Working, Well-being at Work, Emergency Procedures, a review of items in the Employees Handbook and Site-Specific Training. | Annually |
| First Aid at Work (not mandatory) | Every three years |
| Staff Review and Development | 6 monthly. |
| Grounds Staff: Induction to include H&S, risk assessments, use of equipment, Protective Equipment Manual Handling Working on the Highway Use of ladders Safe working practices First Aid (not mandatory) | |

Training and Development for Councillors

Training requirements for Councillors will usually be identified by themselves, the Chairman or the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Full Council.

Angmering Parish Council will ensure:

Attendance at induction sessions, this involves meeting with councillors who are responsible for chairing a committee or have an area of expertise that they can share with the new councillor.

Provide copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the council, Angmering Parish Council Neighbourhood Plan and any other information deemed relevant.

Access to relevant courses provided by bodies such as West Sussex Association of Local Councils (WSALC) and Mulberry & Co.

Councillors will be encouraged to attend training to help them operate and develop as a councillor at least annually.

Training and Development for the Clerk

Angmering Parish Council will ensure:

Attendance at an induction session explaining the role of the council, councillors, Clerk and other staff.

Provide copies of the standing orders, financial regulations, code of conduct, policies of the council and any other information deemed relevant.

Provide any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding the planning system.

Expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks and the National Association of Local Councils.

Subscription to relevant publications, advice services and membership of relevant local council associations.

Provision of Local Council Administration by Arnold-Baker and Claydon, and other relevant publications, which will remain the property of the council. The provision of suitable mentoring if required (this may be via telephone, email, online meeting or in-house).

The Council insist that the Clerk is to gain the Certificate in Local Council Administration (CiLCA) and further qualifications and to participate in local clerks' forums and events.

The Council will endeavour to support the Clerk's professional development, which might include financial assistance with the cost of tuition; examinations and resource materials; allocated study leave; time off for any relevant learning courses or examinations. Such support is entirely at the discretion of the council.

Evaluation of Training Efficacy

All training undertaken will be subsequently evaluated by the Clerk to gauge its relevance and effectiveness. Training will be reviewed in light of changes to legislation or any quality systems relevant to the council, its services, new qualifications, new equipment, complaints received, incidents which highlight training needs and requests from councillors and staff.

The Clerk will maintain a record of training attended by all Staff and Councillors.

Staff Personal Development

The council recognises that personal development training enhances staff skills and may support career progression. While this may occasionally lead staff to seek alternative employment, the council values the contribution made through such development.

Where there is a demonstrable benefit to the council, personal development training will be funded by the council and the staff member will be expected to apply the skills gained in their role.

Where the cost of personal development training exceeds £250, the staff member will repay the full cost if they leave the council's employment within 12 months of completing the training. Agreement to this condition will be recorded in writing and placed on the staff member's file.

Where the cost exceeds £500, the staff member will repay the full cost if they leave within 18 months of completion, and 50% of the cost if they leave within 24 months. If the staff

member leaves before completing the course, the full amount funded to date will be repaid. Agreement to this condition will be recorded in writing.

Training that is compulsory for the staff member to carry out their existing duties, including training required by legislation or regulatory standards, is exempt from repayment provisions.

Any repayment arrangement will comply with employment legislation and will not reduce the staff member's pay below the statutory minimum wage.

Where repayment of training costs is required under this policy, the council may deduct the outstanding amount from the staff member's final salary, provided that written agreement has been obtained in advance and the deduction does not reduce their pay

below the statutory minimum wage. Any remaining balance after such deductions will be invoiced to the staff member and must be repaid within 28 days.

Driving Lessons and Driving Test Support

Where a driving license is required for the staff member to best carry out their contracted duties, the council may agree to contribute to the cost of driving lessons, the theory test, and the practical driving test.

Any support provided will be subject to prior approval by the Governance and Oversight Committee and will be based on operational need. Funding will not be provided where a driving license is for personal benefit and not required for the staff member's role.

The council will not reimburse failed theory or practical driving tests. Any additional test fees or further lessons following an unsuccessful attempt will be at the staff member's own cost unless otherwise agreed in advance in writing.

If the council funds driving lessons and/or test fees (not compulsory for the staff member's role), the staff member will be required to repay:

100% of the cost if they leave the council's employment within 18 months of completing the training.

50% of the cost if they leave within 24 months of completing the training.

These repayment terms must be agreed in writing before the training begins and will be recorded on the staff member's file.

The decision on funding for driving lessons and tests, both theory and practical, will be taken at Governance and Oversight Committee.

Where the council agrees to fund driving lessons, the choice of driving instructor or driving school must be approved by the council in advance. The council reserves the right to specify an instructor or provider, or to refuse funding for an instructor where fees are excessive, qualifications are unclear, or the provider does not meet the council's standards for safety, professionalism, or value for money.

Where repayment is due, the council may deduct the outstanding amount from the staff member's final salary, provided that the deduction does not reduce their pay below the statutory minimum wage and written agreement has been obtained in advance. Any remaining balance will be invoiced to the staff member and must be repaid within 28 days.

The council reserves the right to waive or vary repayment requirements in exceptional circumstances.

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

Based on the above assessment, the overall risk is classed as medium priority and should be assigned a review period of 3 years.

Meeting policy was approved at: Full Parish Council

Date: 09.02.2026

Date of next review: February 2029



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

WEDNESDAY 4 FEBRUARY 2026

AGENDA ITEM 17 – FUNDING OF DRIVER TRAINING

Purpose of the Report

The purpose of this report is to propose the funding of driving lessons and associated theory and practical driving tests for the Assistant Grounds Person. This proposal is made in line with the organisation's Training and Development Policy, with the aim of improving operational efficiency, increasing team resilience, and supporting staff development where there is a clear business need.

Background

The Grounds Team currently operates a van that is regularly driven by the Grounds Person as part of day-to-day duties, including transportation of tools, materials, and access to multiple sites. At present, only the Grounds Person is able to legally drive the vehicle.

This creates a reliance on a single individual for all vehicle-related tasks. In situations such as annual leave, sickness absence, overlapping duties, or urgent operational requirements, this reliance can limit flexibility and efficiency.

Identified Business Need

Funding driving lessons and tests for the Assistant Grounds Person would address the following operational challenges:

Single point of failure: The current arrangement means vehicle use is restricted to one individual.

Efficiency delays: Tasks may be delayed or duplicated due to the Assistant Grounds Person being unable to drive independently.

Service continuity risks: Absence or unavailability of the Grounds Person may impact essential grounds maintenance operations.

Providing driving capability to the Assistant Grounds Person would ensure:

Continuous vehicle availability

Improved task allocation

Greater responsiveness to operational demands

Alignment with the Training and Development Policy

This proposal aligns with the organisation's Training and Development Policy in the following ways:

Role-relevant training: Driving is a practical skill directly related to the Assistant Grounds Person's duties.

Council benefit: The training supports operational efficiency and service delivery.

Skills development: The training increases the employee's competence and versatility within their role.

Value for money: A one-off investment provides ongoing operational benefits.

The policy supports training where it:

Enhances job performance

Addresses an identified skills gap

Supports organisational objectives

This proposal meets all of the above criteria.

Scope of the Proposed Training

The proposed funding would cover:

A suitable number of professional driving lessons

The UK driving theory test

The UK driving practical test

Training providers would be selected to ensure value for money and appropriate instructional standards. Where possible, lessons would be scheduled to minimise disruption to normal duties.

Benefits to the Organisation

Operational Benefits:

Greater flexibility in daily task planning

Improved response times for urgent or unplanned work

Reduced downtime linked to vehicle availability

Workforce Benefits:

Increased teamwork and shared responsibilities

Reduced pressure on the Grounds Person as sole driver

Improved staff morale and engagement

Risk Reduction:

Decreased operational risk during staff absence

Improved business continuity and resilience

Cost Considerations

While there is an upfront cost associated with lessons and testing, this should be considered against:

Long-term productivity gains
Reduced inefficiencies and delays
Avoidance of future disruption costs

Overall, the investment represents cost-effective skills development with tangible operational benefits.

The average cost of driving lessons and both the theory and practical test is between £1,500 and £2,500. This would cover both intensive and the more traditional route of weekly lessons. Different structures suit different people.

There is still £1540 in the training budget for 2025/26 – but further funds could be made available through a virement from code 4822/710 – VE/VJ Day Funding, with a balance of £2,529, being moved to the training budget. Anything unspent before the start of 2026/27 could be put into an earmarked reserve for “Training”.

Retention and Commitment

Supporting role-related training demonstrates the councils commitment to employee development. This can positively impact staff retention, motivation, and loyalty, particularly when training is clearly linked to operational responsibilities rather than being discretionary.

A training agreement aligned with existing policy (e.g. repayment terms if the employee leaves within a specified period) will be written, signed and kept on file.

Conclusion and Recommendation

It is recommended that funding be approved for driving lessons and the theory and practical driving tests for the Assistant Grounds Person.