



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 MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 13 OCTOBER 2025 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Sylvia Verrinder, Alan Evans (Vice Chair), Norma Harris, David Marsh, Carey Bennett and James Thompson

In Attendance: Katie Herr (Clerk), Cllr. Deborah Urquhart (WSCC), Cllr. Andy Cooper (ADC) and 6 members of the public.

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & infrastructure Committee – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS; Tree Protection Order - TPO

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	F25/108	APOLOGIES FOR ABSENCE Apologies were received and approved for Nikki Hamilton-Street, Alison Reigate, John Oldfield. Apologies were not received and therefore not approved for Paul Bicknell nor Cllr. Amelia Worne (ADC).	
2	F25/109	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. Cllr. Thompson declared a non-pecuniary interest in item 11 – Bewley Road Appeal Update. He is the vice chair of the Protect Farmland West of Bewley Road group.	
3	F25/110	APPROVAL OF MINUTES Approval of the minutes of the meeting of the Council on Monday 8 September 2025 were agreed and signed by the Vice Chair.	
4	F25/111	PARISH COUNCILLOR VACANCY – CO-OPTION Jacob (Jack) Gocher attended the meeting. He answered a couple of questions from councillors regarding his youth skills and his experience with community transport. No further questions were asked. Cllr. Evans then asked for a show of hands, it was unanimously agreed to co-opt Jack Gocher onto Angmering Parish Council. Jack signed his acceptance of office and joined the rest of the councillors at the tables. Jack was given a pack of information and asked to return the signed forms to office.	

5 F25/112 PUBLIC CONSULTATION

One member of the public wanted to state that she was new to the village and wanted to investigate green initiatives which had worked in the village where she lived previously. Councillors welcomed her to the village and went on to explain what our current initiatives were and how to proceed with her ideas. Angmering in Bloom were mentioned and Cllr. Evans suggested she email him with her ideas and then a meeting could be set up. Both Cllr. Gocher and Thompson were also keen to join the meeting.

Another member of the public wanted to talk about Dappers Lane, the new speed signage and issues experienced by residents. She advised councillors that there was a 20mph sign to the north of the underpass (where it is a no entry) Councillors agreed that this seemed to be counter intuitive, and the Clerk agreed to contact WSCC Highways about having this sign relocated within the lane. The resident then went on to advise that she had spoken with Speedwatch and they were looking to visit the lane to record speeds, once a safe place had been found for them. She also went on to read out statements from residents regarding their recent experiences on Dappers Lane.

Resident of Brambletyne Close 6 Sep

Just happened this afternoon, just after the bridge having come up through the no entry. (a photo was provided). They were going the 20mph though (think there is a sign at the no entry saying 20mph limit pointing to the same way you're not supposed to enter... might be confusing?!?)

Resident of Dappers Lane

1. 18 Sep

We have certainly noticed a marked increase in speeding cars and many instances of cars exceeding the new speed limit.

2. 8 Oct

I do find some differences in the implementation of the 20 mph speed limit if I look at comparable schemes particularly in London. I.e. communication such as "new 20mph speed limit in force" and the 20mph painted on the road as you enter the area. Our signage is also very small.

I am not necessarily a fan of speed bumps but these could be effective as you enter from Water Lane. It's all a bit low key after all the great effort to achieve it in the first place.

The Clerk advised that she had enquired about moving the Speed Indicator Device to Dappers Lane as part of the current rotations, but was advised to wait for at least 12 months, when GPS data can be used to determine if a SID would be useful (decision to be made by WSCC). We will revisit in August 2026.

The other 2 members of the public wanted to wait until the end of the meeting to speak with the committee. This was agreed by the Chair of the meeting, Cllr. Evans.

6 F25/113 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:

The Clerk confirmed there was no report for this month, due to holidays.

She thanked her staff and the councillors for their hard work hosting Angmering Revealed. All present said it was a great day.

7 **F25/114 CHAIR'S REPORT**
Cllr. Hamilton-Streets report was noted, no questions were asked.

8 **F25/115 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

See **Appendix 1**. For Cllr. Urquhart's report, which she read out.

Cllr. Verrinder asked what both Cllr. Urquhart and Cllr. Cooper's thoughts were on a suggestion of developers being charged council tax on empty/unsold properties. Cllr. Urquhart – stated she was always in favour of taxation on empty properties after year 2, but it is a district decision. Cllr. Cooper said it would be a good thing to be able to do, but this is government legislation – local authorities don't have the power to levy council tax against empty new builds. He suggested we put this question to our MP – the Clerk will send an email to Beccy Cooper MP's office.

Cllr. Cooper stated that new builds are rarely left empty for 2 years – but empty private properties now pay full council tax.

Cllr. Evans asked for advice/help on viewing the maps associated with the Local Flood Risk Management Strategy. Cllr. Urquhart will investigate and get back to Cllr. Evans.

9 **F25/116 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllr. Cooper explained the current situation with the state of the ADC housing department; they are looking at ways of bringing the council housing up to standard.

Parking charges at ADC were raised for both Bognor and Littlehampton.

ADC have also submitted their choice with regards to how the Local Government Reorganisation should shape up. Cllr Cooper stated he shared Cllr. Urquhart's concerns over Adult and Child Services. Essentially it is a government choice at the end of the day, and they will decide regardless of ADC/WSCC.

He reiterated that if anyone has any further questions, please email him at any time.

10 **F25/117 DEVOLUTION UPDATE & LOCAL GOVERNMENT REORGANISATION UPDATE**
The Clerk stated that she had no further updates but advised there was a WSALC meeting in November with further updates regarding how devolution will affect parish councils.

11 **F25/118 BEWLEY ROAD APPEAL UPDATE**

The Clerk confirmed the latest update from ADC – they have removed the lack of a sequential test from their reasons for refusal. The Angmering Community Alliance sought advice from the solicitors/Barrister on this and they have confirmed how we will be moving forward.

Cllr. Evans advised that he had heard that several groups in Angmering were concerned about the amount of money being spent on the appeal for Bewley Road. He stated that he still believes this is the right decision, and all there present agreed. Cllr. Verrinder and Cllr. Thompson added their support regarding the decision made – Cllr. Thompson stated that the level of support could be seen by the amount of objection letters which were written, along with the amount of money raised so far by the PFWBR Group.

12 F25/119 DISCOVERY PLAY AREA

The Clerk advised councillors about the area, its current state and what could potentially be done there. All agreed that it was the right thing to remove the equipment and make the area safe and useable.

The Clerk went on to explain about the different options and how removing the wet pour sections now, may help to reduce further costs later on down the line and also ensure that the area didn't have any gaps/places where grass could grow through and affect the integrity of the surface.

After a lengthy discussion including information being given around MUGA's close to private properties etc it was decided to go with quote 3, option 2.

Cllr. Marsh **PROPOSED** that Quote 3, option 2 for £8130.14 to Remove all play equipment, cutting off below ground level and dispose of all arisings
Remove all wet pour surfacing and dispose of it. Supply and lay tarmac to all Wet pour areas. Cllr. Thompson **SECONDED** and **ALL AGREED**

13 F25/120 VIREMENTS REQUIRED FOR 2025/26 BUDGET

The Clerk talked through the paper and the required virements regarding insurance and bank charges.

After a brief discussion the virements were agreed.

Cllr. Marsh **PROPOSED** that the virements proposed be actioned. Cllr. Verrinder **SECONDED** and **ALL AGREED**

14 F25/121 COMMUNITY GRANT APPLICATIONS

The 2025/2026 budget for Community Grants is £5,000.

Two grant requests have been submitted for consideration this month.

- Worthing Table Tennis Club - £500
A discussion took place regarding their presence at Angmering Revealed, the location for the sessions, what the money would go towards and funding going forward.
- 4Sight Vision - £250
A discussion took place about their services and support within Angmering.

The following decisions were made:

Cllr. Verrinder **PROPOSED** that the sum of £500 was granted to Worthing Table Tennis Club. Cllr. Harris **SECONDED** and **ALL AGREED**

Cllr. Thompson **PROPOSED** that the sum of £250 was granted to 4Sight Vision. Cllr. Marsh **SECONDED** and **ALL AGREED**

Thirteen grants, including tonight's, have been awarded so far this year, leaving an available budget of £685.

Cllr. Thompson made a suggestion around a booklet being created to showcase what our local charities do and how residents could support them. It was agreed that Cllr. Thompson would write his proposal down and submit it when the request for annual plan/budget information came through.

15 F25/122 2025/26 FINANCIAL REPORT

The reports were presented, no questions were asked.

Cllr. Bennett signed the reconciliations for September 2025.

16 F25/123 **QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

SDNP T&PC Meeting 1st October attended by Cllr. Bennett and Cllr. Verrinder – report sent to everyone, any comments, or questions.

Arun Community Transport AGM was attended by Cllr. Verrinder on 10th October – State of play and a presentation by Age UK West Sussex Brighton & Hove - report to follow. Slides from the presentation were shared by the Clerk. Cllr. Verrinder suggested that ACT go to local care homes to see if they have any available funding available.

NALC Climate Emergency Network on 10th October – subjects Carbon Literacy and Parish Flooding – Cllr. Verrinder could not attend so we will wait for the report to come out and then share.

Town & Country Planning Association meeting on 21st Oct – subject Flood Risk. Cllr. Verrinder shall attend this then forward any reports/information afterwards.

Arun Flood Forum meeting on 22nd Oct –APC were not invited (parishes invited in turn) – will await minutes and forward anything relating to Angmering

17 F25/124 **QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

The Planning and Infrastructure Committee – None.

Governance & Oversight Committee – None.

18 F25/125 **TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 10 November 2025** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 20:59

.....
Chairman

Date.....

OCT 25 REPORT TO ANGMERING PC BY WSCC CLLR DEBORAH URQUHART

- WSCC has published its Local Flood Risk Management Strategy. The strategy sets out a catchment-based approach to managing flood risk and building resilience across the county through collaboration, sustainable drainage and nature based solution.
A webinar for parish engagement is currently being planned.
- The public consultation on the West Sussex Local Nature Recovery Strategy will begin shortly including a series of webinars for stakeholders and parishes.
- Last Friday I attended the inaugural meeting of the Sussex Mayoral Combined Authority to start shaping the strategy for West Sussex. Work has also started on Local Government Reform – the disaggregation costs and service risks to Adult and Children’s Social Care, cannot be overstated. We await Governments decision as to the number of unitary councils for Sussex.
- 4 WSCC children’s homes have been commended by Ofsted, with 2 graded as excellent and 2 as good. All our homes are now either excellent or good.
- Adult Social Care has been judged as ‘good’ by the Care Quality Commission which is a testament to the investment of tax payers money and hard work of staff.
- The summer reading challenge for children run by our libraries, saw over 10000 children take part.
- **West Sussex is named UK's fifth most connected county** having considered a range of factors such as public transport links, broadband speed, access to airports, population size and public WiFi access, West Sussex was given fifth place (following West Midlands, Essex, Hampshire and Greater Manchester) by researchers working for broadband provider, Trooli



Clerks Report November 2025

Agenda Item 6

- 1) The Speed Indicator Device is in, and it's been noted that the batteries are lasting only 2 weeks. Between the Clerk and Chair, it was agreed to decrease the amount of time the unit is in each place to 2 weeks. This means an increase in the annual cost of £1,200 and the batteries will be changed every two weeks and the location/direction changed at this time also. I will work with WSCC to see if we can add some more locations for the SID to be moved to that will have a positive effect on driving habits. I am also exploring the option to have a post located at each site and use this instead of the lamp post. This would allow us to have the solar attachment, and the batteries would last 3 weeks.
- 2) Ahead of budget/precept setting, councillors are reminded that if you are in arrears with council tax payments, for more than 2 months, this needs to be declared. At the budget setting meeting you will not be able to take part in the discussions and decision-making process for both precept and budget setting.
- 3) Grant applied for – Your Station Your Community 2026/27. The Clerk has applied for grant funding to purchase 3 CCTV solar cameras to be positioned in Mayflower Park, not only to increase the safety of the users of the park to walk to and from the station at all hours, but also to help reduce ASB. You will be updated when the Clerk hears back – which won't be until March 2026.
- 4) As per the agreed budget for 2025/26 – there is a sum of £12,500 in the budget for tree work in Angmering. The final large section of tree work has been quoted for a has come in at £10,000. This tree work will commence in December 2025/January 2026. The areas affected are around Pippin Play Area, St Nicholas Gardens, Parsons Close and Kinleside.
- 5) Reminder – “Councillors may not participate in the Public Participation section of a Parish Council meeting in their capacity as councillors. If a councillor wishes to speak as a member of the public—for example, on a matter affecting them personally—they must first declare their interest, temporarily step away from their councillor role (and seat at the table), and seek the Chair's permission to speak during the public session. Once they have spoken, they may return to their role as councillor only after the public session has closed.” Recently the public section is being used more and more by councillors as a form of “any other business (AOB)” section and this is not what this agenda item is for. If you have something that you would like to add to either the PI or Full Parish Agenda, please speak to the Clerk. All items being discussed by councillors need to be stated on the agenda, so the public have the chance to attend if the item is relevant/of interest to them.
- 6) The Clerk, Chair of APC, Deborah Urquhart and a WSCC officer will be meeting with George Lumley, Head of St Margaret's School later this week to discuss traffic issues on Arundel Road. A report will be written to all councillors after this meeting has taken place. It has been confirmed that that top section of Arundel Road has now had its speed reduced from 60mph to 30mph – this needed to happen before APC were able to apply for the 20mph for the length of Arundel Road. During a recent PI meeting the suggestion of a village wide 20mph scheme was briefly discussed and the Clerk will speak with the WSCC Officer about this.

12. 2024/25 External Auditor Report



Our ref: 979/1872439

22 September 2025

Ms K Herr
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Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2025

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2025.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following points.

- We requested evidence as part of our review of the 23/24 External Auditor Report being considered and discussed by the council. We note that the minutes provided for the meeting on 9 September 2024 included a point for the Annual Governance and Accountability Return, but best practice would be to make this more clear in its reference and to note that it is the External Auditor Report, and include reference to and discussion of any points raised on the form, and the action plan to be taken.

A template Notice of Conclusion of Audit form is available in the useful documents section on our website using the following link <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

A handwritten signature in blue ink that reads 'Moore'.

Moore

Encs.

Smaller Authority Name: Angmering Parish Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025
Accounts and Audit Regulations 2015

- 1 The audit of accounts for (Smaller Authority Name) Angmering Parish Council for the year ended 31 March 2025 has been completed and the accounts have been published.**

- 2 The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) Angmering Parish Council on application to**
 - (a) (Name of Clerk)**
Katie Herr

 - (b) (Address of Clerk)**
Angmering Parish Council, Corner House Office, The Square, Angmering, West Sussex, BN16 4EA

 - (c) (Telephone/email, and hours and arrangements to view)**
Tel: 01903 772124
Opening Hours – 9-4 Monday to Friday.
Email: admin@angmering-pc.gov.uk

- 3 Copies will be provided to any person. There is no charge for a copy of the Annual Return**

Announcement made by (Name of Clerk)

Katie Herr

Date of Announcement

29/09/2025

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

Angmering Parish Council

ENTER PUBLIC URL: <https://www.angmering-pc.gov.uk/> ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

23/10/2024 29/04/2025

Name of person who carried out the internal audit

Andy Beams Mulberry LAS Ltd

Signature of person who carried out the internal audit

Date 29/04/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Angmering Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

12/05/2025

and recorded as minute reference:

F25/019

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

Chair

Clerk

ENTER PUBLIC ADDRESS <https://www.angmering-pc.gov.uk/> ADDRESS

Section 2 – Accounting Statements 2024/25 for

El Angmering Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	771,216	638,192	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	410,570	432,575	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	184,917	568,060	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	160,794	180,980	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	8,142	8,142	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	559,575	228,339	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	638,192	1,221,366	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	636,441	1,215,053	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,462,302	2,213,778	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	127,059	122,113	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the

Date

12/05/2025

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

12/05/2025

as recorded in minute reference:

F25/020

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

Section 3 - External Auditor Report and Certificate 2024/25

In respect of **Angmering Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

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

There are no other matters affecting our opinion which we draw to the attention of the authority.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name



External Auditor Signature

Moore

Date

17/09/2025

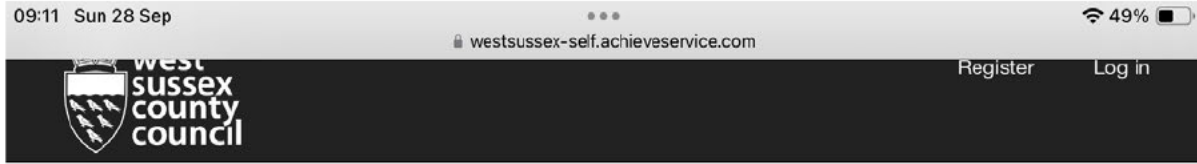
13. Potential Application for a Traffic Regulation Order (TRO) on A280

From: paul.champion
To: Katie Herr
Re: Update | Home From Office - Enquiry 628427
Date: 09 October 2025 09:47:02

Hi Katie,

Everything I would want to say is in the TRO (I've attached a screenshot). The APC shouldn't underestimate the importance of this, road noise is a serious nuisance to residents and the road is dangerous, slow motorists down and both issues go away. Thanks again for your help

Paul Champion



Home My requests

Your reference number is WSCC-752607043.

Thank you for completing a request for a new Traffic Regulation Order. All proposals have an assessment and you will be informed of the outcome.

Are you: A local resident, group/organisation, council

First name: Paul

Last name: Champion

Address:

Flat name/number	House name/number	Street	Town	County	Pos

Phone number: [REDACTED]

Alternative phone number (optional):

Email address: [REDACTED]

Name of the local county councillor you have discussed this request with: Deborah Urquhart

Name of the village, town or city you would like the TRO on: Angmering

Name of the road you would like the TRO on: A280 Angmering by-pass

Are there any other adjacent roads you require the TRO to be applied to?: No

Type of TRO requesting: Speed limits / zones

Why is the TRO necessary?: Drivers having often sat in traffic queues along the A259 leading up to the Roundstone roundabout accelerate away from the roundabout along the A280 at excessive speeds. For obvious reasons this is dangerous and probably already illegal even without any additional speed restrictions, but for local residents it also causes excessive road noise which is a serious nuisance. Crossing this road by the roundabout is also dangerous as a result of these driving habits, someone will be killed sooner or later!

Sent from my iPad

On 8 Oct 2025, at 14:27, Katie Herr <katie.herr@angmering-pc.gov.uk> wrote:

Hi Paul,

Thank you for the email.

I have noted that the TRO has received Cllr. Urquhart's support and that you are now requiring the parish council's support.

The request for support of this TRO will need to go to Full Council on 10 November 2025. You are welcome to send in some supporting information regarding your request – or indeed attend the meeting. The councillors will discuss and give a decision at the meeting. Should they support the TRO, you can then use the minutes of the meeting as proof for your submission.

Please can you advise.

Kind Regards

Katie

Katie Herr
Clerk and RFO to Angmering Parish Council
01903 772124
admin@angmering-pc.gov.uk
www.angmering-pc.gov.uk

<image001.jpg>
Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex BN16 4EA
<image002.png>
<image003.png>

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From: Angmering Parish Council <admin@angmering-pc.gov.uk>
Sent: 06 October 2025 11:53
To: [REDACTED]
CC: Katie Herr <katie.herr@angmering-pc.gov.uk>
Subject: RE: | Update | Notes From Officer - Enquiry 626437

Dear Paul

Katie is out of the office until Thursday 9 October.

I will make her aware of your email on her return.

Kind Regards

Tracy Lees
Office Manager - Angmering Parish Council
Telephone: 01903 772124
Alternative email: admin@angmering-pc.gov.uk
Website: www.angmering-pc.gov.uk

<image001.jpg>
Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex BN16 4EA
<image002.png>
<image003.png>

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From: [REDACTED]
Sent: 05 October 2025 19:18
To: Angmering Parish Council <admin@angmering-pc.gov.uk>
Subject: Fwd: | Update | Notes From Officer - Enquiry 626437

Hi Katie,

Further to our previous correspondence I've approached Deborah Urquhart and as suggested by her, I've raised a speed limit reduction TRO to help with our road noise issue. Deborah has supported this application, but we also require support from a parish councillor, is this something you are able to arrange?

Please get back to me, thanks again for your help.

Regards

Paul

Sent from my iPad

Begin forwarded message:

[REDACTED]
Date: 5 October 2025 at 18:43:01 BST
To: Deborah Urquhart <deborah.urquhart@westsussex.gov.uk>
Subject: Re: | Update | Notes From Officer - Enquiry 626437

Thank you.

Sent from my iPad

On 5 Oct 2025, at 16:27, Deborah Urquhart <deborah.urquhart@westsussex.gov.uk> wrote:

Done!

Jr

Deborah

<image001.png>
Find out more about [Climate Change in West Sussex](#)

<image002.jpg>

[Deborah Urquhart](#) | Deputy Leader and Cabinet Member for Environment & Climate Change, [West Sussex County Council](#)
Local Member for Angmering & Findon Division, also covering Clapham, Patching & Poling
| Location: Rm 102 First Floor, County Hall, West Street, Chichester, PO19 1RQ
Internal: 23615 | External: 03302 23615 / Local Issues: 01903 871316 | E-mail: deborah.urquhart@westsussex.gov.uk

From: [REDACTED]
Sent: 01 October 2025 22:23
To: Deborah Urquhart <deborah.urquhart@westsussex.gov.uk>
Subject: Fwd: | Update | Notes From Officer - Enquiry 626437

****EXTERNAL****

Hi,

As you can see from the email below I have now raised a TRO for a speed reduction on the A280. I raised this based on your suggestion so would you kindly email your support to WSCCHighways@westsussex.gov.uk quoting reference 626437.

Thank you Deborah.

Regards

Paul Champion
Sent from my iPad

Begin forwarded message:

From: West Sussex Highways <West_Sussex_Highways@ondemand.confirm.co.uk>
Date: 29 September 2025 at 14:46:04 BST

Enquiry 626437

Dear Customer

Your enquiry has been updated by our Highways Team.

Enquiry Number: 626437 ()
Street: ANGMERING BYPASS, ANGMERING (E: 0 , N: 0)
Subject: Other

Highways Team Update:

Thank you for your TRO application - as per the guidance on our website you need to submit with the application support emails from local residents or businesses, your local county councillor and your local town or parish council. That is because this is a legal process and it will undergo assessment with our traffic engineer. You can email all of the above to WSCCHighways@westsussex.gov.uk quoting the above confirm reference number - 626437. We look forward to the receipt of the above support emails in order to progress this application

Report a Highway Problem

Please select [Report a problem with a road or pavement](#) or [raise a highways related enquiry](#) to be redirected to the WSCC website for the issue you want to report. To keep up to date on West Sussex County Council Highways incidents, follow us on social media - BlueSky: [@wshighways.bsky.social](#) X (formally twitter): [@WSHighways](#)

Please do not reply to this email as it has been automatically generated and we won't see your reply.

Kind Regards
West Sussex Highways

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

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14. Internal Audit report 2025-26



MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD
t: 07428 647069
e: office@mulberrylas.co.uk
w: www.mulberrylas.co.uk

Mrs K Herr
Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex
BN16 4EA

22 October 2025

Dear Katie

Re: Angmering Parish Council
Internal Audit for Financial Year Ended 31 March 2026 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 22 October 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines, and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Angmering Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years’ experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

The audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.angmering-pc.gov.uk

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

The system requires the population of key data fields to enable the user to record a transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered with sufficient narrative detail to identify the source and purpose of each transaction.

I reviewed the nominal ledger entries for the period 1 April to 31 March to ensure items were posted to the correct heading and that there were no instances of netting off and the expenditure was correctly posted to the headings to which the line item related. This has confirmed that the accounting package is being properly used.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report was not qualified and has been published on the council website along with the Notice of Conclusion of Audit and will be reported to the council meeting scheduled for October 2025.

There is evidence within the minutes of meetings of the council reviewing previous internal audit reports.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms together with a formal acceptance to receive information by electronic means in the form "As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time."

The council website includes within the financial transparency page details of the individual Register of Members' Interests forms.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner’s Guide (March 2025) contains updated guidance on the matter as below, including details of the new Governance Assertion to be included in the 2025/26 AGAR:

Assertion 10 - Digital and data compliance

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 *Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.*

1.48 *All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.*

1.49 *All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).*

1.50 *All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency Code for Smaller Authorities](#) (where applicable).*

1.51 *All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).*

1.52 *All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.*

1.53 *The [DPA 2018](#) supplements the [GDPR](#) and classifies an authority as both a Data Controller and a Data Processor.*

1.54 *All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.*

The council has a Privacy Notice. Website Accessibility Statement and FOI Publication Scheme published on its website. The Clerk confirmed that the council has an IT Policy although this has not yet been published on the council website and this will need to be done before 31 March 2026 to ensure the council meets the requirements of Governance Assertion 10.

Confirm that the council is compliant with the relevant transparency code

As the council’s income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure in place, with Terms of Reference published on the council website, along with a diary of future meeting dates and historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note the council publishes the non-confidential supporting papers on the council website with the agendas in accordance with the requirements of the Information Commissioner's Office.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 12 May 2025 (minute ref F25/103).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council on 12 May 2025 (minute ref F25/104). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council. I note the council also has an adopted Scheme of Delegation to support the Financial Regulations.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- *the Clerk, under delegated authority, for any items below £1,000 excluding VAT.*
- *the Clerk, in consultation with the Chair of the Council for any items between £1,000 - £5,000 excluding VAT.*
- *the council for all items over £5,000*

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

FR 5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. Actions from a health and safety/fire risk assessment, the amount spent can be up to £7,000, in conjunction with the chair. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate.

The council has in place a system to segregate duties in terms of the setting up and subsequent release of payments made via online banking in accordance with the council's adopted Financial Regulations, and has sufficient individuals authorised to complete these steps, minimising the risk of being unable to make payments in a timely fashion.

Confirm the council has adopted the General Power of Competence (GPC) and met the eligibility criteria at the time of adoption, or if GPC not adopted, confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £11.10 per elector

The council confirmed its eligibility and adopted the General Power of Competence (GPC) at the annual council meeting in May 2023, and the section 137 threshold does not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 July 2025 which showed a refund amount due of £12,869.77 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 13 August 2024. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council's adopted Financial Regulations include a section covering Risk Management and state:

- FR 2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.*
- FR 2.2 The Clerk shall prepare, for approval by the council, a risk management document covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.*
- FR 2.3 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.*

The council has a risk assessment process in place, which is presented to the Governance & Oversight Committee on a quarterly basis. I reviewed the risk assessment record, which includes a risk matrix to assess the overall risk based on likelihood and consequences of an event occurring and then details the mitigation measures put in place by the council.

This is a suitable approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities.

I confirmed that the council has a valid insurance policy in place with Hiscox Insurance which covers the year under review. The policy includes Public Liability cover of £10 million, Employers Liability cover of £10 million and a Fraud & Dishonesty (Fidelity Guarantee) level of £1 million. **The council does hold balances which exceed the Fidelity Guarantee level, although most of the funds are in accounts with notice periods. However, the council should consider whether it needs to increase the cover level.**

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £455,103 for 2025/26. With a tax base of 4,219.0, this equates to a band D equivalent of £107.87 (compared to the average in England of £92.92).

The Clerk confirmed that the 2026/27 budget setting process is underway. The process starts with ideas from the councillors, which are then shared through a survey with residents to feed ideas into the budget. The final budget and precept are scheduled to be agreed at the meeting in January 2026.

The current budget report shows income reported as 125% of budget, as both parts of the precept have been received, and CIL income has been received. Expenditure is reported at 58%, suggesting that the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

The council currently holds circa £1 million in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately. I checked the purpose of these earmarked reserves with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

A review of the general reserve balance will be conducted as part of the final internal audit.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council's primary sources of income are from the flat rental, which is based on the lease agreement, and investment income received from the various bank accounts.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.

Audit findings

The council maintains a small petty cash float, although the Clerk confirmed this is being reduced and removed as it is no longer used. The Clerk has a debit card, and through testing the card is being used in accordance with the Financial Regulations.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council has five employees on the payroll. All staff members have a signed contract of employment, based on the NALC template, and the council is a member of the Local Government Pension Scheme (LGPS). Performance reviews for staff members are completed annually by the Clerk with a review completed every six months. The review of the Clerk is completed by the Chair and Vice-Chair of council.

Payroll is processed is outsourced to a third party, who complete all the PAYE calculations and provide the information to the Clerk each month. I was able to confirm that HMRC and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There is a councillor allowance scheme in place with payments in place to eligible (elected) members processed through payroll and assessed for tax and national insurance.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on assets and asset registers as below:

5.58 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.

5.59 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

5.60 One item or group of similar items shall be regarded for inclusion in the fixed asset register.

5.61 Assets should be first recorded in the asset register at their actual purchase cost.

5.62 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

5.63 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

5.64 Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.

5.65 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.

5.66 The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.

5.67 For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.

5.68 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

5.69 The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

The council has a fixed asset register in place, maintained in an Excel format, which includes details of asset location, date of acquisition, original purchase price, replacement value and insurance value. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

I confirmed by sample testing of the invoices that items added during the year has been accurately recorded as the original net purchase price.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on investments, and defines a long-term investment as below:

2.23 Short-term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics:

- a. are denominated in pounds Sterling*
- b. be realisable at full value on demand or have a maturity end date of not more than 12 months*
- c. the whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and*
- d. the authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.*

2.26 A long-term investment arises where the authority invests money in anything other than a short-term investment.

1.11 Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's [Statutory Guidance on Local Government Investments](#). If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.

The council has adopted an Investment Strategy to support its future decision making on placement of funds in accordance with the statutory guide. The council currently has a long-term investment with the CCLA Property Fund.

The council has borrowing through the Public Works Loan Board (PWLB) and confirmation of the figures for in year payments (box 5) and year-end balance (box 10) will be completed at the final internal audit against the PWLB statement and remittance advices.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Financial Regulation 2.5 states 'At least once a month, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.'

Bank reconciliations are completed monthly. I reviewed the most recent bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

I was able to confirm that the bank reconciliations have been verified in accordance with Financial Regulations, and evidence of this activity taking place is recorded within the minutes of meetings.

As the council's annual budget exceeds the €500,000 (£430,950 as of 3 July comparative date) threshold, it is not protected by the Financial Services Compensation Scheme (FSCS).

The council uses the Flagstone platform and has multiple providers within the platform to mitigate the risk. The other accounts are with Lloyds and CCLA Public Sector Deposit funds.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

To be tested at the final internal audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

Audit findings

The council did not certify itself exempt in 2024/25 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

The council is reminded that the following requirements apply.

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

Testing for publication to meet this requirement will be completed at the final internal audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual
Date AGAR signed by council	12 May 2025
Date inspection notice issued	2 June 2025
Inspection period begins	3 June 2025
Inspection period ends	14 July 2025
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

Not later than 30 September 2025 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2025.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2025.

The council has therefore met the publication requirements for 2024/25.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts, and testing for this internal control objective is not applicable.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	To be tested at final internal audit		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for prior year AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on andy@mulberrylas.co.uk or 07428 647069

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Interim Internal Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
C. RISK MANAGEMENT AND INSURANCE	The council does hold balances which exceed the Fidelity Guarantee level, although most of the funds are in accounts with notice periods. However, the council should consider whether it needs to increase the cover level.	



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Councillor's Statement of Assurance

I confirm that I have read the council's Code of Conduct, including the principles of public life, and understand my obligations and the behaviour expected of me whenever I am acting as a councillor.

Understanding my duties as a councillor, I will adopt the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. I will also:

- Behave respectfully towards others, including those I disagree with.
- Uphold the values identified in my council's Code of Conduct.
- Attend training required by the council as part of my role as a councillor.

Signed _____

Name _____

Date _____



ANGMERING PARISH COUNCIL LAPTOP SECURITY POLICY 2025

ANGMERING PARISH COUNCIL

Authored by: Tracy Lees

Date Updated: November 2025

Version: 3

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What is the Policy

The policy outlines the responsibilities that Angmering Parish Council staff must accept when they are issued a laptop.

Who is affected by the policy?

This policy applies to members of staff within Angmering Parish Council who have been issued with a laptop.

Why was this policy created?

Laptops provide the convenience of portability. However this convenience exposes Angmering Parish Council to certain risks. These include but are not limited to:

- Theft of Angmering Parish Council property – Laptops are easy to steal and their relatively high value and easiness to sell makes them common targets of theft.
- Exposure of sensitive data or information – misplaced or unsecured laptops may expose sensitive information to the public. Loss of such data could be utilised by sections of the public for illegal purposes.
- Damage of Angmering Parish Council property – Laptops can be susceptible to damage both due to their nature and their relatively fragile construction.

What do I need to do?

Any member of staff issued with a laptop will need to confirm, by signing an acceptance of the policy (Laptop Security Policy Acceptance Form), that he/she has read, understands and will comply with the policy · The policy will need to be signed by the member of staff, and a copy will be kept on file.

Angmering Parish Council Laptop Usage Policy

When Angmering Parish Council staff member is provided with a laptop for their sole use, he/she accepts responsibility for safeguarding the laptop itself as well as the data stored on the laptop.

Laptop users are expected to exercise reasonable care and take the following precautions;

- Ensure they have appropriate car and house insurance to be able to transport/use the laptop on Angmering Parish Council business.
- Take appropriate steps to protect the laptop from theft:
 - Laptops should not be left in an unattended office without closing and locking the door.
 - Laptops should not be left out overnight in offices and should always be locked away.
 - Laptops, where possible, should not be left unattended in a parked car. On those occasions where there is no alternative, they should be locked in the boot.

Laptops should be carried and stored in a padded laptop computer bag or strong briefcase to reduce the chance of accidental damage.

All conceivable situations cannot be covered in this document. Employees must realise that common sense should be your guide when faced with unusual or unforeseen situations.

Do not work or save sensitive information on a laptop without taking appropriate precautions;

-
- Sensitive information refers to any data that is protected by the Angmering Parish Council policy, or by any local, or national laws or regulations. This includes but is not limited to; personal records, personally identifiable information and confidential internal information
 - It is Angmering Parish Councils policy to ensure that all hard drives are encrypted by JNR Computer Services before issue.
 - Anyone needing to carry Angmering Parish Council sensitive data should contact JNR Computer Services for information regarding the purchase of an encrypted USB device.
 - All members of staff are accountable for all network and systems access under their user ID, so passwords should be kept secret and should never be shared with anyone. Never store passwords with your laptop or in its carrying case.
 - Laptops are provided for official use by authorised employees. Angmering Parish Council laptops must not be loaned or be allowed to be used by others.
 - Avoid leaving your laptop unattended and logged on. Always shut down, log off or lock the screen before walking away from the machine. To lock your screen press Control, Alt and Delete to manually lock the device.
 - Keep your laptop close to you and in sight, it only takes a moment for a thief to walk away with your laptop.
 - Laptops must not be used on a public Wi-Fi system. They should only be used at home or in the office. (Home routers that provide the necessary security).

Take care to protect the laptop from damage

- Laptops should not be used in environments that might increase the likelihood of damage.
- Laptops should be kept in a padded carrying case or sleeve during transportation.
- Power off your laptop whenever it is not in use.
- Do not carry the laptop in suspend or hibernation mode.
- Extreme temperatures can damage a laptop e.g. leaving in a car on a hot day.

Virus Protection

Viruses are a major threat to Angmering Parish Council and laptops are particularly vulnerable if their anti-virus software is not kept up to date. The anti-virus software must be updated at least monthly. This will be done automatically through Windows updates.

- Email attachments are one of the main sources of computer viruses. Avoid opening any email attachments unless they are expected from a legitimate source.
- Report any security incidents (such as virus infections) promptly to JNR Computer Services in order to minimise the risk of damage

Software Installations

- Do not download, install or use unauthorised software programs.
- Any software that is required to be installed must be installed by JNR Computer Services.
- You must comply with relevant laws, regulations and policies applying to the use of computers and information.

Inappropriate materials

- Angmering Parish Council will not tolerate inappropriate materials such as pornographic, racist, defamatory or harassing files, pictures, videos or email messages that might cause offence or embarrassment. Never store, use, copy or circulate such material on the laptop and steer clear of dubious websites.

Reporting Damage or Loss

Any damage or loss must be reported to the Clerk immediately.

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	No

Based on the above assessment the overall risk is classed as high priority and should be assigned a review period of 4 years.

Meeting policy was approved at:

Date of next review: August 2030

Laptop Security Policy Acceptance Form

Purpose

This policy addresses the actions that must be taken by all Angmering Parish employees who have a company-issued laptop.

Procedures for Laptop Physical Security

Each employee provided with a laptop by Angmering Parish Council is responsible for the physical security of the laptop. All laptops acquired for or on behalf of Angmering Parish Council are deemed to be company property.

All employees must take the following actions to ensure the physical security of Angmering Parish laptops:

- When not in use, the laptop must be locked with a password and caution taken when entering any company passwords on the laptop.
- Do not leave your laptop in your vehicle. If it is necessary to leave the laptop in your vehicle for a very short period of time, the laptop must be locked in the boot of the vehicle.
- When using the laptop in public areas, do not leave the laptop unattended for any length of time.
- Do not install any additional software or change the configuration of the equipment in any way.

Policy Violations

Violation of this policy may be grounds for disciplinary action up to and including termination of employment. If an employee's laptop is stolen or damaged due to negligence, the employee will be responsible for the cost of replacing the laptop.

Please sign below to indicate receipt of the Angmering Parish Council Laptop Security Policy.

I agree with and will adhere to all of the rules and guidelines contained within the Angmering Parish Council Laptop Security Policy.

Employee Signature:

Date:

Supervisor Signature:

Date:



ANGMERING PARISH COUNCIL

Subject Access Request (SAR) Response Policy

ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: October 2025
Version: 1

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Purpose

This policy outlines how Angmering Parish Council handles Subject Access Requests (SARs) in compliance with the Data (Use and Access) Act 2025 (DUAA) and UK GDPR. It ensures individuals can exercise their right to access personal data held about them.

Scope

This policy applies to all employees, contractors, and third-party processors who manage or process personal data on behalf of Angmering Parish Council.

Receiving a SAR

- SARs must be submitted **in writing**.
- Requests do **not need to mention "Subject Access Request"** explicitly to be valid.
- All SARs must be forwarded to the Data Protection Officer (DPO).

Verification of Identity

- Before processing, we may request **proof of identity** to ensure the requester is the data subject.

-
- Acceptable forms include a passport, driving licence, or other official documentation.

Clarification and “Stop the Clock”

- If the request is **unclear or too broad**, we will:
- Contact the requester to **clarify or refine** the scope.
- **Pause the response deadline** (“stop the clock”) until sufficient information is received.
- The one-month response period resumes once clarification is provided.

Response Timeframe

- We will respond **within one calendar month** of receiving a valid request.
- This may be extended by **up to two months** for complex or multiple requests, with notification to the requester.

Scope of Search

- Searches will be **reasonable and proportionate**, as codified under DUAA.
- We will identify systems likely to contain relevant personal data and avoid excessive or irrelevant searches.

Information Provided

We will provide:

- Confirmation that personal data is being processed.
- A copy of the personal data.
- Supplementary information including:
 - Purpose of processing.
 - Categories of personal data.
 - Recipients or categories of recipients.
 - Retention periods.
 - Source of data (if not collected from the data subject).
 - Information about automated decision-making.

Exemptions

We may withhold data if:

- It includes personal data of other individuals (unless consent is given or it's reasonable to disclose).
- Disclosure would prejudice legal proceedings, law enforcement, or regulatory functions.
- It includes confidential references or legally privileged information.

Record Keeping

- All SARs and responses will be logged and retained for **audit and compliance** purposes.

Training and Awareness

- Staff handling personal data will receive **regular training** on SAR procedures and DUAA compliance.

Review

This policy will be reviewed **annually** or upon significant legal changes

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	Yes

Based on the above assessment the overall risk is classed as high priority and should be assigned a review period of 1 year.

Meeting policy was approved: Full Council 10/11/2025

Date of next review: October 2026

Receipts for Month 7**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		25,714.83					25,714.83	
	Banked: 09/10/2025	50,000.00						
Transfer	Lloyds Commercial Inst Account	50,000.00			210		50,000.00	Transfer
	BGC Banked: 10/10/2025	84,521.13						
BGC	Arun District Council	84,521.13			1115	100	84,521.13	CIL Payment October 2025
Total Receipts for Month		134,521.13	0.00	0.00			134,521.13	
Cashbook Totals		<u>160,235.96</u>	<u>0.00</u>	<u>0.00</u>			<u>160,235.96</u>	

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2025	Co-op	CARD	7.65			4240	120	7.65	Consumables
01/10/2025	Littlehampton Tyres & Exhaust	CARD	69.49		11.58	4610	240	57.91	NF Van Tyre
01/10/2025	Allstar Business Solutions Ltd	DD02	50.66	50.66		500			Van Fuel October 0225
01/10/2025	Fastnet	DD10	11.99	11.99		500			Web Hosting Oct 2025
02/10/2025	Co-op	CARD	4.10			4240	120	4.10	Consumables - Com Network Meet
06/10/2025	All About Angmering	DD01	314.40	314.40		500			Newsletter November 2025
07/10/2025	Co-op	CARD	1.65			4240	120	1.65	Consumables
07/10/2025	Allstar Business Solutions Ltd	DD03	120.60	120.60		500			Van Fuel October 2025
09/10/2025	Hobbycraft	CARD	105.00			4240	690	105.00	Prizes - Halloween
09/10/2025	Biffa Waste Services Ltd	DD07	231.70	231.70		500			Refuse Collection Oct 2025
10/10/2025	Co-op	CARD	1.25			4240	120	1.25	Consumables
13/10/2025	Facebook	CARD	11.82			4325	690	11.82	Advertising - Halloween
13/10/2025	Shein	CARD	39.79		6.61	4240	690	33.18	Halloween Event Crafts
13/10/2025	Amazon EU S a r l UK Branch	CARD	7.99		1.33	4240	120	6.66	Velcro - for signage
13/10/2025	Amazon EU S a r l UK Branch	CARD	7.00		1.17	4220	120	5.83	Mop Heads
14/10/2025	Bargain Wholesalers	CARD	33.03		3.84	4240	690	29.19	Party Bags - Halloween
15/10/2025	Farrowfield Estate	DD	500.00			4630	200	500.00	Equipment Storage Oct 2025
15/10/2025	Royal British Legion	CARD	29.50		4.91	4240	420	24.59	Poppy Wreath 2025
15/10/2025	Adobe Systems Software Ireland	DD	51.55		8.59	4335	120	42.96	IT October 2025
15/10/2025	Allstar Business Solutions Ltd	DD04	50.66	50.66		500			Van Fuel October 2025
17/10/2025	Co-op	CARD	1.65			4240	120	1.65	Consumables
20/10/2025	Refund	CARD	-147.50			4315	120	-147.50	Refund - Booking
20/10/2025	LGPS	PENSION	3,207.62						
20/10/2025	SALARIES	SALARIES	11,840.45						
20/10/2025	PMSS Ltd	BACS	1,300.00		216.67	4530	280	1,083.33	Fire Door Closures
						336	0	-1,083.33	Fire Door Closures
						6000	280	1,083.33	Fire Door Closures
20/10/2025	PMSS Ltd	BACS	1,272.72		212.12	4530	280	1,060.60	Fire Door Work
						336	0	-1,060.60	Fire Door Work
						6000	280	1,060.60	Fire Door Work
20/10/2025	Amazon EU S a r l UK Branch	CARD	8.99		1.50	4240	690	7.49	Halloween Crafts 2025
22/10/2025	HMRC	TAX/NI	3,927.05						