



Established 1894

Angmering Parish Council  
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**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE  
HELD AT THE KING SUITE, ANGMERING VILLAGE HALL ON WEDNESDAY 7 MAY 2025**

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

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	24/048	<b>APOLOGIES FOR ABSENCE</b> None	
2	24/049	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	
3	24/050	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Wednesday 4 February 2025</b> were agreed and will subsequently signed by the Chair	
4	24/051	<b>PUBLIC CONSULTATION</b> No members of the public were present, no questions sent in.	
5	24/052	<b>CLERKS REPORT &amp; ACTION LIST</b> The Clerk talked through the plans regarding the recruitment of more councillors. A discussion took place around councillor pop ups around the village, the poster in the next edition of All About Angmering and the how methods used in the past have not been as successful as hoped. The Clerk will continue to post via social media, and it was suggested to produce a flyer with more information on it regarding the role and create an expression of interest, to hand out at the pop ups and during events.	

6      **24/053 HEALTH AND SAFETY**  
The Clerk confirmed that all staff were now back in the office and the repair work was complete. PAT testing is due in the next 2 months.

7      **24/054 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**  
Both registers were discussed and the below are to be amended.

**General Risk Register**

The Clerk talked through the register and the highlighted sections that had been updated – Angmering Community Hub

**Financial Risk Register**

The Clerk talked through the register – there were no changes needed.

**Action:** Take to Full Council on 09 June 2025.

8      **24/055 MONTHLY DUTIES**  
The last 3 months duties and the next 3 months duties were all talked through by the Clerk. A question was asked regarding the asset register and the Clerk stated that she would send round the register and answer any questions the councillors may have.

9      **24/056 INVESTMENT UPDATE AND MATURING ACCOUNTS**  
The current investments were talked through by the Clerk. The report was read out and questions invited about the information provided.

The CIL payment received was confirmed to be put in a 12-month account.

Decision 1.

**RESOLUTION:** Cllr. Hamilton-Street **PROPOSED** £113,759.49 received in CIL in April 2025 to be put into a 12-month account, at the highest % rate possible. Cllr. Verrinder **SECONDED** and **ALL AGREED**.

The remaining precept received in April 2025 will be put into a high interest 6 months account, making sure there were enough funds in our Lloyds accounts for the next 5 months, before the 2<sup>nd</sup> half of the payment was due in September 2025.

Decision 2.

**RESOLUTION:** Cllr. Hamilton-Street **PROPOSED** the Clerk to calculate how much is required for the next 6 months and transfer the balance into a 6-month investment account at the highest rate available. Cllr. Reigate **SECONDED** and **ALL AGREED**.

10     **24/057 STANDING ORDERS 2025**  
The Standing Orders model policy process was explained to councillors and areas highlighted that were amended. A discussion took place.

**Action:** This policy brought to Full Council for adoption in May 2025

KH

- 11 24/058 FINANCIAL REGULATIONS 2025**  
 The Financial Regulations were talked through and areas amended were highlighted. The process for signing off invoices and monetary limits were discussed.  
**Action:** This policy will be brought to Full Council for re-adoption in May 2025 **KH**
- 12 24/059 SCHEME OF DELEGATION 2025**  
 Cllr. Verrinder noted an inconsistency in the language used and all agreed this should be amended.  
**Action:** This policy will be amended and brought to Full Council for re-adoption in May 2025 **KH**
- 13 24/060 TRAINING AND DEVELOPMENT POLICY 2025**  
 Cllr. Verrinder talked through a few of her thoughts on the document and this was discussed.  
**Action:** This policy will be amended and brought to Full Council for re-adoption in June 2025 **KH**
- 14 24/061 TERMS OF REFERENCE FOR COMMITTEES 2025**  
 The terms of reference for Governance and Oversight along with Planning and Infrastructure were discussed and suggestions made.  
 The changes were discussed and all agreed that they would be beneficial to add.  
**Action:** The terms of reference for each committee will be updated and taken to the next meeting of that committee.
- 15 24/062 COMMUNITY GRANT FORM 2025/26**  
 The form was discussed and the proposed change highlighted.

**RESOLUTION:** Cllr. Reigate **PROPOSED** the new wording regarding grant limits be accepted and amended on the Community Grant Form 2025/26  
 Cllr. Oldfield **SECONDED** and **ALL AGREED.**

- 16 24/063 TO RECEIVE THE END OF YEAR AUDIT REPORT 2024/25**  
 The report was talked through and advised that the audit was passed. This will now be taken to Full Council, along with the AGAR.

**DATE OF NEXT MEETING**

The Committee's next meeting will be held on **Wednesday 6 August 2025 at 2pm in the King Suite, Angmering Village Hall.**

**The meeting concluded at 2:57pm**

.....  
 Chair

Date.....



# Financial Risk Assessment

## Financial Risk Assessment

Risk	S	L	Level	Controls in place
Banking Account Errors/going overdrawn	1	2	2	All council bank accounts are reconciled every month in accordance with the Financial Regulations Monthly reconciliations are subsequently signed off by a different councillor each month. Bank statements accessible online to check receipt of payments Weekly checks are made on the business account and if low, money is to be transferred from the high interest account.
Risk of consequential loss of income	5	1	5	Insurance cover in place for insurable risks, including business interruption. Recently updated regarding Fidelity Guarantee New asset purchases added to insurable risks at earliest opportunity Full asset registered reviewed at least annually to ensure sufficient insurance cover in place Bank account general reserves to be increased over time to approximately 50% of the precept Financial performance of all activity reviewed monthly to enable issues to be speedily addressed All electronic records backed-up every night Precept paid in two installments by the District Council
Loss of cash through theft or dishonesty	1	1	1	Petty cash spending agreed in advance by RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced monthly.
Risk	S	L	Level	Controls in place
Financial controls and records not in place	1	1	1	Internal audit completed twice per annum in addition to annual external audit Internal audit reports presented to the next available Parish meeting, along with an action plan detailing how the auditor's recommendations have been acted upon All electronic financial records are backed up off site every evening Tenders and/or quotes for works are secured in accordance with Financial Regulations All financial records stored and saved in accordance with the council's Document Retention Policy Financial Risk Assessment to be reviewed by Governance Committee
Failure to comply with HMRC VAT Regulations	2	1	2	VAT payments and reclaims processed Advice notes from HMRC followed at all times, using external expert advice where necessary Internal auditor reviews VAT as part of the twice yearly checks VAT reconciled monthly and claimed quarterly via online HMRC RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019
Risk	S	L	Level	Controls in place
Failure to produce a sound budget to support annual precept	4	1	4	Previous year's budget and income and expenditure to date used to draft next year's budget Earmarked and general reserves reviewed as part of budget setting process Developing a council business plan will further inform longer term financial aspirations RFO prepares draft budget for review by Governance Committee Budget proposal discussed and agreed by Governance Committee as a recommendation to Full Council Full Council approve budget and agree precept to meet response deadlines set by District Council Expenditure against budget reported to relevant committees at every meeting
Risk	S	L	Level	Controls in place
Failure to comply with borrowing restrictions	3	1	3	Any new Public Works Loan Board (PWL) borrowing to be approved by Full Council after assessment of the business case Support with application process available through WSALC if required
Risk	S	L	Level	Controls in place
Loss of interest from investments	2	1	2	Investment Policy - reviewed annually Statements regularly reviewed Potential to go over the 500k Euro limit for FSCS guarantee. -The spread of investments across accounts is still important and protects the council against losing everything if kept in just one account. While investments are with Flagstone - monthly checks are made on their progress and the money reinvested when the account matures.
Risk	S	L	Level	Controls in place
Risk from increasing prices such as utility bills, insurances etc	3	3	9	Careful consideration is taken when budgeting for the following year. Taking advice and looking at trends. Comprisns are undertaking and several quotes are always obtained, as per our Financial Regulations Funds are available within the "General Reserves" to make virements to cover any unexpected overspend.
Risk Rating Guide				
Severity (S)	Likelihood of harm occurring (L)		Risk rating = L x S	
1 = Negligible	1 = Very low		0 - 4 = Insignificant risk	
2 = Minor	2 = Very unlikely		5 - 9 = Low risk	
3 = Moderate	3 = Unlikely		10 - 15 = Medium risk	
4 = Major	4 = Likely		16 + = High risk	
5 = Catastrophic	5 = Very likely			
Risk Assessment Completed	29-07-2025			
Take to Full Council	11-08-2025			
Next Review by Governance & Oversight	05-11-2025			



## General Council Risks

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

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

Risk Assessment Completed	29-07-25
Take to Full Council	11-08-25
Next Review at Governance and Oversight Committee	05-11-25

# ANGMERING PARISH COUNCIL 2025/26

## YEAR AT A GLANCE APRIL TO MARCH

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

	<ul style="list-style-type: none"> <li>○ Standing Orders and Financial Regulations are confirmed</li> <li>○ Training could be offered to new councillors</li> </ul> <ul style="list-style-type: none"> <li>● Council’s period of eligibility to exercise the power of General Competence expired the day before the annual meeting. Review and make arrangements to reaffirm eligibility (Election Year only)</li> <li>● Confirm meeting dates</li> <li>● Update policies that list councillor names/roles inc Resilience Plan, bank reconciliation list.</li> <li>● Risk Registers from Governance confirmed. Take to Full Council.</li> <li>● Create monthly accounts/reconciliation for the month and take to full council</li> </ul>	<p>NA</p> <p>Completed TBC</p> <p>On the agenda for June 2025</p> <p>Completed</p>
June	<ul style="list-style-type: none"> <li>● Council to approve Accounts and complete Annual Return by 30<sup>th</sup> June to send to Internal Auditor</li> <li>● Post up notice of Exercise of Public Rights</li> <li>● Submit return to Moore by 30 June</li> <li>● <b>Publish on the council website</b> before the inspection period starts - the Annual Governance Statement; Statement of Accounts and a statement setting out the period for the exercise of electors rights and details of the auditor and where the documents can be inspected</li> <li>● Councillors to inspect all physical assets and report</li> <li>● Assess progress of Annual Business Plan</li> <li>● Create monthly accounts/reconciliation for the month and take to full council</li> </ul>	<p>Completed</p> <p>Completed Completed Completed</p> <p>Completed Completed Completed</p>
July	<ul style="list-style-type: none"> <li>● Send Annual Return to External Auditor</li> <li>● Yearly independent play area inspections to be carried out</li> <li>● Quarterly VAT reclaim</li> <li>● First quarter budget review</li> <li>● Create monthly accounts/reconciliation for the month and take to full council</li> </ul>	<p>Completed Completed Completed Completed</p> <p>TBC</p>
August	<ul style="list-style-type: none"> <li>● Risk Registers from Governance confirmed. Take to Full Council.</li> <li>● Complete the office and lock up Workplace Assessments</li> </ul>	<p>TBC</p> <p>TBC</p>

	<ul style="list-style-type: none"> <li>● Create monthly accounts/reconciliation for the month and take to full council</li> </ul>	TBC
September	<ul style="list-style-type: none"> <li>● Put up notices following completion of external audit (if necessary)</li> <li>● Prepare for budget discussions (using information from half year accounts, grant applications, policies)</li> <li>● Receive 2<sup>nd</sup> half Precept</li> <li>● Order Poppy Wreath</li> <li>● Prepare for the half yearly internal audit</li> <li>● When external audit is complete, put up notices</li> <li>● Review and renew insurance policy</li> <li>● Take any Governance recommendations to Full Council, including updates to risk register and any H&amp;S issues.</li> <li>● Assess progress of Annual Business Plan</li> <li>● Create monthly accounts/reconciliation for the month and take to full council</li> <li>● Decide on Christmas event/plans. Order tree</li> </ul>	TBC  TBC
October	<ul style="list-style-type: none"> <li>● Quarterly VAT reclaim</li> <li>● Approve calendar dates for meetings in next calendar year</li> <li>● Carry out staff appraisals (6 monthly)</li> <li>● Half Yearly Resilience and Battery Check</li> </ul>	

	<ul style="list-style-type: none"> <li>● Create monthly accounts/reconciliation for the month and take to full council</li> </ul>	
November	<ul style="list-style-type: none"> <li>● Remembrance Day</li> <li>● Budget work to commence</li> <li>● Assess progress of Annual Business Plan</li> <li>● Annual Plan Session (All Councillors)</li> <li>● Order Christmas Cards</li> <li>● Risk Registers from Governance confirmed. Take to Full Council.</li> <li>● Create monthly accounts/reconciliation for the month and take to full council</li> <li>● Community Survey</li> </ul>	
December	<ul style="list-style-type: none"> <li>● Continue with draft budget</li> <li>● Send out invites to “Budget Setting Sessions”</li> <li>● Send out Christmas cards</li> <li>● Assess progress of Annual Business Plan</li> <li>● Create monthly accounts/reconciliation for the month and take to full council</li> </ul>	
January	<b>ANGMERING PARISH COUNCIL 2024/25</b>	Completed

	<ul style="list-style-type: none"> <li>● Council to approve the budget and precept requirement for next financial year</li> <li>● Submit precept request</li> <li>● Quarterly VAT reclaim</li> <li>● Set a date for the Annual Parish Meeting (to be held between 1 March and 1 June – aim for end of May)</li> <li>● Check election procedures if this is election year</li> <li>● Create monthly accounts/reconciliation for the month and take to full council</li> </ul>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>NA</p> <p>Completed</p>
February	<ul style="list-style-type: none"> <li>● Ensure Health and Safety policies, Standing Orders and Financial Regulations are up to date</li> <li>● Complete the office and lock up Workplace Assessments</li> <li>● Make arrangements for the Annual Parish Meeting</li> <li>● Review the current committee structure – if necessary</li> <li>● Risk Registers from Governance confirmed. Take to Full Council.</li> <li>● Create monthly accounts/reconciliation for the month and take to full council</li> </ul>	<p>Take to May 2025 meeting</p> <p>TBC – when back in the office</p> <p>Completed</p> <p>Remove CLEW from Structure</p> <p>Completed</p> <p>Completed</p>
March	<ul style="list-style-type: none"> <li>● <b>End of financial year</b></li> <li>● Precept due 1 April</li> <li>● If this is an election year, check procedures and advise councillors</li> </ul>	<p>Received</p> <p>NA</p>

	<ul style="list-style-type: none"><li>● Publish new year's meeting dates online</li><li>● Assess progress of Annual Business Plan</li><li>● Adopt new Annual Business Plan – Full Council</li><li>● Create monthly accounts/reconciliation for the month and take to full council.</li></ul>	Completed  Completed  On May 2025 agenda  Completed
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# SUPPORTING PAPER

## ANGMERING PARISH COUNCIL MEETING





### Wednesday 6 August 2025

#### AGENDA ITEM 11 – INVESTMENT UPDATE AND MATURING ACCOUNTS.

Many of our investments are all held within the Flagstone Investment Platform and spread across several accounts, for various set time periods, at different rates and with different providers.

- 1) We still have some savings accounts outside of this platform, one being with Hampshire Trust Bank for £70,000 – see attached. This account has been in place for many years, and the interest rate has suffered. This account only makes us £175 per annum. It is the Clerks suggestion to move this money into the Flagstone Investment Platform and invest the £70,000 into a much higher interest rate account.

Below are the current top interest rates within the platform for a variety of terms.

Bank name	AER I Gross	Term	Min deposit	Max deposit	Fitch Solutions (FICS)	FSCS ? eligibility			
<b>★ Best Flagstone 12 month fixed term rate</b>									
 National Bank of Egypt	4.09%   4.095%	Fixed 12 months	£10,000	£1,000,000	bbb-	Yes	<a href="#">Info</a>	<a href="#">T&amp;Cs and FSCS sheet</a>	<a href="#">ADD</a>
<b>★ Best Flagstone 6 month fixed term rate</b>									
 National Bank of Egypt	4.05%   4.015%	Fixed 6 months	£10,000	£1,000,000	bbb-	Yes	<a href="#">Info</a>	<a href="#">T&amp;Cs and FSCS sheet</a>	<a href="#">ADD</a>
<b>★ Best Flagstone instant access rate</b>									
 OakNorth	4.05%   3.985%	Instant access	£20,000	£2,000,000	bbb+	Yes	<a href="#">Info</a>	<a href="#">T&amp;Cs and FSCS sheet</a>	<a href="#">ADD</a>
 Charter Savings Bank	4.02%   4.025%	Fixed 12 months	£1,000	£2,000,000	bbb+	Yes	<a href="#">Info</a>	<a href="#">T&amp;Cs and FSCS sheet</a>	<a href="#">ADD</a>





## Decision 1.

To decide if the suggestion of moving the money into the Flagstone Investment Platform should be enacted and into which account.

The above list is as of 29/07/2025.

- 2) The Aldermore Fixed for 9 Months account (below) is due to mature on 3 October 2025. Once this date occurs it can either be put straight into an instant access account, or it can be placed into the highest rate account for a set term.

Aldermore						
Aldermore						
Term	AER   Gross ?	Maturity date	Current balance	Interest at maturity ?	FSCS eligibility ?	
Fixed 9 months	4.27%   4.25%	3 Oct 2025	£117,178.50	£3,724.83	Yes	
<a href="#">See more details</a>						

Bank name	AER   Gross	Term	Min deposit	Max deposit	Fitch Solutions (FICS)	FSCS ? eligibility			
★ Best Flagstone 12 month fixed term rate									
 National Bank of Egypt	4.09%   4.095%	Fixed 12 months	£10,000	£1,000,000	bbb-	Yes	<a href="#">Info</a>	<a href="#">T&amp;Cs and FSCS sheet</a>	<a href="#">ADD</a>
★ Best Flagstone 6 month fixed term rate									
 National Bank of Egypt	4.05%   4.015%	Fixed 6 months	£10,000	£1,000,000	bbb-	Yes	<a href="#">Info</a>	<a href="#">T&amp;Cs and FSCS sheet</a>	<a href="#">ADD</a>
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 Charter Savings Bank	4.02%   4.025%	Fixed 12 months	£1,000	£2,000,000	bbb+	Yes	<a href="#">Info</a>	<a href="#">T&amp;Cs and FSCS sheet</a>	<a href="#">ADD</a>

## Decision 2.

To decide if the suggestion of moving the money into the Flagstone Investment Platform should be enacted and into which account. The above list is as of 29/07/2025.

**\*\* The decision could be taken to combine the £70,000 from Hampshire Trust Bank with the £120,903.33 and put the funds all in one account - £190,903.33 \*\***

**Decision Needed**

- 1) To decide if the suggestion of moving the £70,000 into the Flagstone Investment Platform should be enacted and into which account.
- 2) To decide if the suggestion of placing the funds from the matured into the highest possible interest rate account should be enacted.



**Hampshire Trust Bank**

PO Box 74003

London

EC2P 2QR

**T:** 020 7862 6222

**W:** HTB.co.uk

26/07/2025



Dear Mrs Herr,

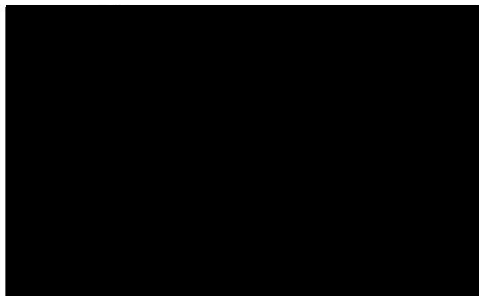


Please find enclosed the annual statement for your savings account.


If you wish to contact us, the easiest and safest way to do so is to log into our online savings service and send us a secure message. Alternatively, you can call us on the number at the top of this letter.

Thank you for saving with Hampshire Trust Bank.

Yours sincerely,



Hampshire Trust Bank Plc is authorised by the Prudential Regulation Authority and regulated by the Prudential Regulation Authority and the Financial Conduct Authority. Our FRN number is 204601. We are a company registered in England and Wales, registration number 01311315. Registered office: 80 Fenchurch Street, London EC3M 4BY.

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CS7022



## Annual Statement




**Product** 90-Day Notice SME Saver (Issue 1)  
**Current Interest Rate** 0.25%  
**Statement closing balance** £70,175.00  
**25 July 2025**

**Account Number:**  
10221640

**Statement Period:**  
26 July 2024 – 25 July 2025

Transaction Date	Transaction Type	Debit	Credit	Balance
26 Jul 2024	Withdrawal by Bank Transfer	£175.00		£70,000.00
25 Jul 2025	Gross Interest		£175.00	£70,175.00

Hampshire Trust Bank Plc is authorised by the Prudential Regulation Authority and regulated by the Prudential Regulation Authority and the Financial Conduct Authority. Our FRN number is 204601. We are a company registered in England and Wales, registration number 01311315. Registered office: 80 Fenchurch Street, London EC3M 4BY.

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CS7022



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# **ANGMERING PARISH COUNCIL**

## **Investment Policy 2025**

**ANGMERING PARISH COUNCIL**

**Authored by: Katie Herr**

**Version: 4**

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## 1. INTRODUCTION

- 1.1 This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Angmering Parish Council.
- 1.2 Authority reference is to the council's Financial Regulations.
- 1.3 The Local Government Act 2003 Section 12 provides the power to invest (a) for any purpose relevant to its functions under any enactment or (b) for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.
- 1.4 The council acknowledges its duty of care to the community and the prudent investment of funds.

## 2. OBJECTIVES

- 2.1 The council's priorities are, in the following ranking order:
- (i) The security of capital to minimise the risk of losses.
  - (ii) The liquidity of investments to meet the cash flow needs of the council.

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(iii) Maximising income within the framework of the national economic situation.

2.2 The council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

### **3. INVESTMENTS**

3.1 All investment and deposits will be with UK registered banks or building societies.

3.2 All investments, deposits and interest will be in £ sterling.

3.3 Investments for current expenditure will be on instant access deposit accounts with a daily feeder to the current account.

3.4 Investments not required for current expenditure i.e. the general reserve may be placed on longer term deposits of up to 2 years. If investments are over 12 months – the amount invested is taken out of the accounting system and added to the asset register.

3.5 Investments not required for current expenditure i.e. earmarked reserves may be placed on medium term deposits not exceeding 1 year.

3.6 In order to spread the financial risk to a minimum, investments will be made with a minimum of 2 financial institutions.

3.7 The credit ratings of the institutions will be a minimum of 'B' and these will be monitored regularly.

3.8 As our annual budget is over 500,000 Euros (about £418,000) we are not covered by the Financial Services Compensation Scheme (FSCS), whereby you are 100% protected for the first £85,000 held at any single financial institution. Therefore, to maximise the protection and security of our funds, we will spread our money across several accounts.

#### 4. CURRENT INVESTMENTS – see appendix 1 also

CCLA Property Fund – Large long term investment.

CCLA The Public Sector Deposit Fund – Short term instant access investments.

Hampshire Trust Bank – Small- Medium long term investments.

Flagstone Investment Platform – 0-12 month investment accounts.

#### 5. REVIEW

5.1 The management of this policy will be by the Clerk. Any changes to where investments are held will be discussed at Governance and Oversight Committee and put forward for approval at Full Council.

5.2 This policy will be reviewed by the Governance and Oversight Committee on an annual basis. Any variation to the policy will be submitted to the council for approval.

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

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

Meeting policy was approved at: Full Parish Council

Date:                      Date of next review: August 2026

## Current Investments

Account	Investment	Current Interest Rate /Share Value
The Local Authorities Property Fund	£186,413.05	Units Held – 66,050.00 May 2025
The Public Sector Deposit Fund	£25,000	4.39% PA May 2025
Hampshire Trust Bank – 90 Day Business Account	£70,000	0.25% May 2025 In the process of moving
Flagstone – Various Accounts	£1,217,514.22	Various – as of May 2025







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**ANGMERING PARISH  
COUNCIL  
DATA PROTECTION  
POLICY  
2025**

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**ANGMERING PARISH COUNCIL  
Authored by: Katie Herr/Tracy Lees  
Version: 3**

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## 1. INTRODUCTION

1.1. Angmering Parish Council (the Council) collects and uses certain types of personal information about staff, Councillors, residents and other individuals who come into contact with the Council. The Council may be required by law to collect and use certain types of information to comply with statutory obligations related to employment and this policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the General Data Protection Regulation and other related legislation. This policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the General Data Protection Regulations and other related legislation.

1.2. The GDPR applies to all computerised data and manual files if they come within the definition of a filing system.

## 2. PERSONAL DATA

2.1. 'Personal data' is information that identifies an individual. A sub-set of personal data is known as 'personal sensitive data'. This special category data is information that relates to a person's:

2.1.1. race or ethnic origin;

- 
- 2.1.2. political opinions;
  - 2.1.3. religious or philosophical beliefs;
  - 2.1.4. trade union membership;
  - 2.1.5. physical or mental health;
  - 2.1.6. an individual's sex life or sexual orientation;
  - 2.1.7. genetic or biometric data for the purpose of uniquely identifying a natural person.

2.2. Personal sensitive data is given special protection, and additional safeguards apply if this information is to be collected and used.

2.3. The Council does not intend to seek or hold sensitive personal data about staff, trustees or clients except where it has been notified of the information, or it comes to light via legitimate means (e.g. a grievance) or needs to be sought and held in compliance with a legal obligation or as a matter of good practice.

### **3. THE DATA PROTECTION PRINCIPLES**

3.1. Article 5 of the GDPR sets out six data protection principles which must be followed at all times:

- 3.1.1. personal data shall be processed fairly, lawfully and in a transparent manner;
- 3.1.2. Personal data shall be collected for specific, explicit, and legitimate purposes, and shall not be further processed in a manner incompatible with those purposes;
- 3.1.3. personal data shall be adequate, relevant and limited to what is necessary for the purpose(s) for which it is being processed;
- 3.1.4. personal data shall be accurate and, where necessary, kept up to date;
- 3.1.5. personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose / those purposes;
- 3.1.6. Personal data shall be processed in such a way that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

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3.2. In addition to this, the Council is committed to ensuring that at all times, anyone dealing with personal data shall be mindful of the individual's rights under the law (as explained in more detail in paragraphs 7 and 8 below).

3.3. The Council is committed to complying with the principles in 3.1 at all times. This means that we will:

3.3.1. inform individuals as to the purpose of collecting any information from them, as and when we ask for it and will identify who we will share the information with and how long we intend to retain the information;

3.3.2. be responsible for checking the quality and accuracy of the information;

3.3.3. regularly review the records held to ensure that information is not held longer than is necessary, and that it has been held in accordance with the data retention policy;

3.3.4. ensure that when information is authorised for disposal it is done in accordance with our disposals policy;

3.3.5. ensure appropriate security measures to safeguard personal information whether it is held in paper files or on our computer system, and follow the relevant security policy requirements at all times;

3.3.6. share personal information with others only when it is necessary and legally appropriate to do so;

3.3.7. set out clear procedures for responding to requests for access to personal information known as subject access requests;

3.3.8. report any breaches of the GDPR.

## **4. CONDITIONS FOR PROCESSING**

4.1. The individual has given consent that is specific to the particular type of processing activity.

4.2. The processing is necessary for the performance of a contract, to which the individual is a party, or is necessary for the purpose of taking steps with regards to entering into a contract with the individual, at their request.

4.3. The processing is necessary for the performance of a legal obligation to which we are subject.

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4.4. The processing is necessary to protect the vital interests of the individual or another.

## **5. USE OF PERSONAL DATA BY THE COUNCIL**

5.1. The Council collects and uses certain types of personal information about staff, Councillors, residents and other individuals who come into contact with the Council. In each case, the personal data must be treated in accordance with the data protection principles as outlined in paragraph 3.1 above.

5.2. Any wish to limit or object to use of personal data should be notified to the Clerk in writing. If, in the view of the Clerk, the objection cannot be maintained, the individual will be given written reasons why the Council cannot comply with their request.

### **Staff, Councillors and Volunteers**

5.3. The personal data held about staff, Councillors and volunteers will include contact details, employment history, information relating to career progression, information relating to DBS checks and photographs.

5.4. The data is used to comply with legal obligations placed on the Council in relation to employment. We may pass information to other regulatory authorities where appropriate. Personal data will also be used when giving references.

5.5. It should be noted that information about disciplinary action may be kept for longer than the duration of the sanction. Although treated as “spent” once the period of the sanction has expired, the details of the incident may need to be kept for a longer period.

### **Other Individuals**

5.6. The Council may hold personal information in relation to other individuals who have contact with the Council, such as volunteers and guests. Such information shall be held only in accordance with the data protection principles, and shall not be kept longer than necessary.

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## **6. SECURITY OF PERSONAL DATA**

6.1. The Council will take reasonable steps to ensure that members of staff and Councillors will only have access to personal data where it is necessary for them to carry out their duties. All staff will be made aware of this Policy and their duties under the GDPR. The Council will take all reasonable steps to ensure that all personal information is held securely and is not accessible to unauthorised persons.

## **7. DISCLOSURE OF PERSONAL DATA TO THIRD PARTIES**

7.1. The following list includes the most usual reasons that the Council will authorise disclosure of personal data to a third party:

- 7.1.1. To give a confidential reference relating to a current or former employee;
- 7.1.2. for the prevention or detection of crime;
- 7.1.3. for the assessment of any tax or duty;
- 7.1.4. where it is necessary to exercise a right or obligation conferred or imposed by law upon the Council (other than an obligation imposed by contract);
- 7.1.5. for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings);
- 7.1.6. for the purpose of obtaining legal advice;

7.2. The Council may receive requests from third parties to disclose personal data it holds about staff or other individuals. This information will not generally be disclosed unless one of the specific exemptions under data protection legislation which allow disclosure applies; or where necessary for the legitimate interests of the individual concerned or The Council.

7.3. All requests for the disclosure of personal data must be sent to the Clerk, who will review and decide whether to make the disclosure, ensuring that reasonable steps are taken to verify the identity of that third party before making any disclosure.

## **8. SUBJECT ACCESS REQUESTS**

8.1. Anybody who makes a request to see any personal information held about them by the Council is making a subject access request. All information relating to the

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individual, including that held in electronic or manual files should be considered for disclosure.

8.2. A subject access request must be made in writing. The Council may ask for any further information reasonably required to locate the information.

8.3. All requests will be handled in line with the Subject Access procedural note.

## **9. OTHER RIGHTS OF INDIVIDUALS**

### **Right to restrict processing**

9.1. An individual has the right to object to the processing of their personal data and to block or suppress the processing.

9.2. Where such an objection is made, it must be sent to the Clerk who will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings.

9.3. The Clerk shall be responsible for notifying the individual of the outcome of their assessment within 20 working days of receipt of the objection.

### **Right to rectification**

9.4. An individual has the right to request the rectification of inaccurate data or incomplete data without undue delay. Where any request for rectification is received, it should be sent to the Clerk and where adequate proof of inaccuracy is given, the data shall be amended as soon as reasonably practicable, and the individual notified within 20 days.

9.5. Where there is a dispute as to the accuracy of the data, the request and reasons for refusal shall be noted alongside the data, and communicated to the individual. The individual shall be given details of how to appeal to the Information Commissioner.

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9.6. An individual also has a right to have incomplete information completed by providing the missing data, and any information submitted in this way shall be updated without undue delay.

### **Right to erasure**

9.7. Individuals have a right, in certain circumstances, to have data permanently erased without undue delay. This right arises in the following circumstances:

- 9.7.1. where the personal data is no longer necessary for the purpose or purposes for which it was collected and processed;
- 9.7.2. where consent is withdrawn and there is no other legal basis for the processing;
- 9.7.3. where an objection has been raised under the right to object, and there is no overriding legitimate interest for continuing the processing;
- 9.7.4. where personal data is being unlawfully processed (usually where one of the conditions for processing cannot be met);
- 9.7.5. where the data has to be erased in order to comply with a legal obligation.

9.8. The Clerk will make a decision regarding any application for erasure of personal data, and will balance the request against the exemptions provided for in the law. Where a decision is made to erase the data, and this data has been passed to other data controllers, and / or has been made public, reasonable attempts to inform those controllers of the request shall be made.

### **Right to object**

9.9. An individual has the right to object to:

- 9.9.1. processing based upon legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- 9.9.2. direct marketing (including profiling);
- 9.9.3. processing for purposes of scientific /historical research and statistics.

9.10. Where such an objection is made, it must be sent to the Clerk who will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings.

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## **Right to portability**

9.11. If an individual wants to send their personal data to another organisation they have a right to request that the Council provides their information in a structured, commonly used, and machine readable format. This right is limited to situations where the Council is processing the information on the basis of consent or performance of a contract. If a request for this is made, it should be forwarded to the Clerk.

## **10. BREACH OF ANY REQUIREMENT OF THE GDPR**

10.1. Any and all breaches of the GDPR, including a breach of any of the data protection principles shall be reported as soon as it is discovered, to the Clerk.

### **Once notified, the Clerk shall assess:**

- 10.1.1. the extent of the breach;
- 10.1.2. the risks to the data subjects as a consequence of the breach;
- 10.1.3. any security measures in place that will protect the information;
- 10.1.4. any measures that can be taken immediately to mitigate the risk to the individuals.

10.2. Unless the Clerk concludes that there is unlikely to be any risk to individuals from the breach, it must be notified to the Information Commissioner's Office within 72 hours of the breach having come to the attention of the Council.

10.3. The Information Commissioner shall be told:

- 10.3.1. details of the breach, including the volume of data at risk, and the number and categories of data subjects;
- 10.3.2. the contact point for any enquiries;
- 10.3.3. the likely consequences of the breach;
- 10.3.4. the measures proposed or already taken to address the breach

10.4. If the breach is likely to result in a high risk to the affected individuals then the Clerk shall notify data subjects of the breach without undue delay unless the data would be unintelligible to those not authorised to access it, or measures have been taken to mitigate any risk to the affected individuals.

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10.5. Data subjects shall be told:

- 10.5.1. the nature of the breach;
- 10.5.2. who to contact with any questions;
- 10.5.3. measures taken to mitigate any risks.

10.6. The Clerk shall then be responsible for instigating an investigation into the breach, including how it happened, and whether it could have been prevented. Any recommendations for further training or a change in procedure shall be reviewed by the Council and a decision made about implementation of those recommendations.

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

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

Meeting policy was approved at: Full Council

Date:

Date of next review: August 2026



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**ANGMERING PARISH COUNCIL  
CODE OF CONDUCT TABLE  
2025**

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**ANGMERING PARISH COUNCIL  
Authored by: Katie Herr/Tracy Lees  
Date Updated: August 2025  
Version: 2**

# Best Practice Recommendations

BEST PRACTICE	ACTION TO BE TAKEN
<p><b>Best practice 1:</b> Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of Behaviour covered by such a definition.</p>	<p>All councillors must read the Code of Conduct. Guidance is included to help explain the reasons for their obligations and how they should be followed. <b>All councillors have signed up to the civility pledge.</b></p>
<p><b>Best practice 2:</b> Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.</p>	<p>All councillors must sign the Code of Conduct Members Declaration and adhere to the code.</p>
<p><b>Best practice 3:</b> Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.</p>	<p>Angmering Parish Council adopt the principal authorities code of conduct and will update accordingly <b>and review each year regardless of change.</b></p>
<p><b>Best practice 4:</b> An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.</p>	<p>Angmering Parish Councils Code of Conduct is loaded on to the APC website so it can be easily found via the search facility. All councillors have a hard copy.</p>

BEST PRACTICE	ACTION TO BE TAKEN
<p><b>Best practice 5:</b> Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.</p>	<p>The Clerk keeps a record of personal gifts and hospitality received by councillors and establishes the register of councillors' interests (although councillors are not obliged to register their interests in advance).</p> <p>Councillors must notify the Clerk of all gifts, benefits or hospitality received personally (or by members of their household) in connection with their role as a councillor - over a value agreed by the council. This does not include gifts received on behalf of the council.</p>
<p><b>Best practice 6:</b> Councils should publish a clear and straightforward public interest test against which allegations are filtered.</p>	<p>Angmering Parish Council has a complaints procedure which is reviewed. Next review date is <b>June 2027</b>.</p>
<p><b>Best practice 7:</b> Local authorities should have access to at least two Independent Persons.</p>	<p>Angmering Parish Council are able to call on the following for independent advice:</p> <ul style="list-style-type: none"> <li>• Mulberry &amp; Co</li> <li>• WSALC (West Sussex Association of Local Councils)</li> <li>• NALC (National Association of Local Councils)</li> </ul>
<p><b>Best practice 8:</b> An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.</p>	<p>Angmering Parish Council would use the Monitoring Officer at Arun District Council.</p>

BEST PRACTICE	ACTION TO BE TAKEN
<p><b>Best practice 9:</b> Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.</p>	<p>Angmering Parish Council would do what has been suggested. Guidance would be sought from Arun District Council.</p>
<p><b>Best practice 10:</b> A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.</p>	<p>Regularly check (quarterly, after each Governance and Oversight Committee Meeting) the website has the most up to date information with regard to policies and financial transparency. Code of Conduct and the complaints procedure are in place and regularly reviewed.</p>
<p><b>Best practice 11:</b> Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.</p>	<p>Angmering Parish Council will adhere to this practice if the situation arose.</p>
<p><b>Best practice 12:</b> Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.</p>	<p>The Clerk to be up to date on how to deal with alleged breaches. They should also seek relevant and regular information and training to keep up with changes in legislation. Links have been established with the Monitoring Officer from ADC.</p>

BEST PRACTICE	ACTION TO BE TAKEN
<p><b>Best practice 13:</b> A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.</p>	<p>Be aware of who to contact should the situation arrive.</p>
BEST PRACTICE	ACTION TO BE TAKEN
<p><b>Best practice 14:</b> Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.</p>	<p>All agendas, minutes and annual reports are published in a timely manner on the Angmering Parish Council website. Paper records are also kept.</p>
<p><b>Best practice 15:</b> Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.</p>	<p>Receive regular updates from our District and County Councillors at monthly Full Parish council meetings. If they cannot attend a written report should be sent prior to the meeting. Meetings are also held with Angmering's MP.</p>

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

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

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 at: Full Council Meeting Date:

Date of next review: 2026



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# **ANGMERING PARISH COUNCIL COMMUNITY ENGAGEMENT POLICY**

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**ANGMERING PARISH COUNCIL**  
**Authored by: Katie Herr/Tracy Lees**  
**Version: 5**

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## What is Community Engagement?

Community engagement is about giving local people a voice and involving them in the decisions that affect them and their community. It is about development of relationships and clear communication to deliver better services and projects.

## Introduction

The purpose of this Policy is to guide Angmering Parish Council's communication activity and public engagement. The Council aims to ensure that there are effective channels of communication both from the Council to the public and from the public to the Council.

## Aim

The aim of a community engagement policy should be to engage residents and encourage their participation in decision making to secure better services and to create a more active and informed community. This policy sets out how Angmering Parish Council will engage its community across a broad range of its activities.

Angmering Parish Council aims to:

- work more closely with residents, business and community groups;
- ensure that through the use of a wide range of approaches to public involvement and community engagement that residents are encouraged to share their views, ideas and concerns with the Council;
- use the views of the residents as an integral part of the decision-making process; and

- 
- ensure that residents have opportunities to be heard at every stage.

## **Objectives**

The Council is committed to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge.

The Council's objectives include:

- improving communication through the establishment of new channels of engagement;
- improving residents' understanding of the role of the Council and Councillors;
- improving engagement with local communities, with more people feeling that they are involved in their area; and
- improving satisfaction with local public services

Angmering Parish Council intends to meet its objectives through:

### *1. Honesty and Openness*

- making clear the purpose of any engagement activity;
- using the right methods to engage the local community;
- using engagement methods that are proportionate to the significance of the issue;
- being clear about what can be influenced; and
- using honest, accurate and unbiased

### *2. Listening*

- listening and responding to individuals and communities, enabling and empowering residents to play an effective role in setting priorities, designing services and influencing decisions to shape their local area.

### *3. Inclusion*

- undertaking fair and impartial engagement to a high standard to ensure that all residents are offered equal opportunities to participate in issues that may affect them and make a difference.
- aim to reach people who are notoriously difficult to reach using the usual methods

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#### 4. Working Together

- working together with a consistent approach to community engagement;
- sharing knowledge and information openly with residents and partner organisations, whilst respecting confidentiality; and
- using what has been learnt from contact with local people to better understand and engage with the community, and to improve the services it delivers.
- Initiate and give guidance to community groups that benefit the residents of Angmering.

#### 5. Keeping in Touch

- Providing feedback and demonstrating that changes are made as a result of
- Using the following tools to inform, consult and involve:
  - posters, flyers and publications (newsletters);
  - public, neighbourhood and specific meetings including Parish Council meetings, Annual Parish meeting etc.
  - parishioners are encouraged to attend Full Council and Committee Meetings and time is set aside at all meetings for public participation at all these meetings;
  - presentations and briefings;
  - website updates, email, Facebook page etc.
  - questionnaires and surveys;
  - consultation events/workshops/exhibitions/general events;
  - Working parties;
  - community led plans i.e. Parish Plan, Neighbourhood Development Plan; and
  - comments and complaints

### **Provision of Information for the Community**

Angmering Parish Council will make available to the community information relating to who we are, what we do, what we spend and how we spend it, how we make decisions, our policies and procedures and the services we offer.

Information will be provided to the community in the following ways:

- Councillors are powerful advocates for their community and their leadership role enables them to have a major input into the consultation and engagement

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process. Angmering Parish Councillors are very accessible and contact details for the Clerk and all Councillors are displayed on the Council's website

- The Council's website address is widely published and the site contains all the information an individual might wish to know about the work of the Parish Council and its individuals, including meeting minutes, policy documents, financial statements, annual report and how to contact anyone associated with the

### **A summary of how Angmering Parish Council will engage with local residents and interest groups:**

- Prominent notices of meetings, agendas and minutes in notice boards and the website/social media
- Use of social media to increase awareness of Parish Council activities and provide an additional, convenient way to communicate with the Parish Council
- Every Parish Council Meeting will be open to residents and the media to attend (though some sections of some meetings may be restricted for reasons of confidentiality). There will be an opportunity for residents to raise issues with the council at the start of every meeting.
- There will be an Annual Parish Meeting, open to all residents, in May each year where residents can make suggestions and share ideas for Parish Council activities and priorities for the coming year. In some circumstances we may hold additional meetings for specific consultations.
- Councillors or the Clerk can be approached informally or by email with ideas, suggestions or concerns that residents may have.
- All policies and important documents for transparency will be available on the Parish Council's website, which will be made as accessible as possible for all users.
- The electronic board in the office and office window will be used to highlight events/initiatives/general information.
- Councillor "pop-ups" will be scheduled annually and will be staged at various locations across the village.

### **Opportunities for formal representations to the Council**

- Representations to the Parish Council will normally be considered at the next meeting of the relevant standing committee.
- If, however, they require the provision of information only, then the clerk will provide it in accordance with the council's publication scheme.

- The Parish Council has a Code of Practice for handling complaints, which is available from the clerk, published on the website and reviewed annually.
- The publication of agendas on the Parish Council’s noticeboards and website gives parishioners the opportunity to make representations to the council before agenda items are discussed.
- All formal representations received are responded to in writing.

## Outcomes

The outcomes which we are striving for and against which the success of this policy will be measured are:

- Improved communication through the establishment of new channels of engagement.
- More residents understanding the role of Councillors and getting the best effect.
- Improved engagement with local communities, with more people feeling that they are involved in decision-making.
- Improved satisfaction with services provided by the Council.

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

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **1 year**. 1 year was set so that we could take advantage of any innovative approaches to community engagement that have been identified.

Meeting policy was approved at: Full Council Meeting

Date:

Date of next review: August 2026



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**ANGMERING PARISH  
COUNCIL  
SCHEME OF DELEGATION  
2025**

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**ANGMERING PARISH COUNCIL  
Authored by: Katie Herr/Tracy Lees**

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## AIM & PURPOSE

This Scheme of Delegation forms part of the Council’s Financial Regulations and Standing Orders. It will be reviewed annually and when there is a change of Clerk/RFO.

The purpose of this document is to clearly define the parameters within which the Clerk/RFO of the Council can act without reference to Councillors.

This document also captures the various delegated powers throughout the Council, including those delegated by the Council to its Committees and Working Groups. This element of the scheme incorporates all of the approved Terms of Reference.

**Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.**

## PRINCIPLES OF DELEGATION

Section 101 of the Local Government Act 1972 states:

- That a Council may delegate its powers (except those incapable of delegation) to a committee; or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise powers that have been delegated.

Any delegation to a Committee or the Clerk/RFO shall be exercised in compliance with the Council’s Standing Orders, its Financial Regulations and any other policies or conditions imposed by the Council and with the law.

In an emergency the Clerk/RFO is empowered to carry out any function of the Council.

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Where the Clerk/RFO is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chairman of the Council and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

## **AUTHORITY TO ACT**

It will be appropriate for the Clerk/RFO to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine.

The Clerk/RFO and Committees have the responsibility to act within the Councils approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

## **COUNCIL RESERVED POWERS**

The following matters are only to be resolved by the full Council:

- Appointment of the Clerk/RFO
- To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
- To approve and adopt the Budget.
- To appoint committees and working groups
- To approve membership of all committees and working groups
- To adopt the schedule of meetings for the ensuing year.
- To determine matters involving expenditure for which budget provision is not made or is exceeded.
- To set the Precept
- To make byelaws
- To borrow money
- To annually approve the statutory annual return
- To approve eligibility for the General Power of Competence
- To assess, consider and (if approved) award donations and grants fund to other bodies where lawful and appropriate in accordance with statute and the adopted HPC Grants Policy.
- To assess, consider and approve recommendations from working groups.

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## DELEGATION SAFEGUARDS

The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

## DELEGATION TO CLERK/RFO

- The Clerk/RFO is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- In case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).
- The Clerk will deal with all routine correspondence which does not commit APC to enter into a legal agreement or give an opinion. The Clerk will also deal with any correspondence which is covered by delegated authority.
- The Clerk, in consultation with the Chair of the Council, is authorised to prepare, approve, and submit documentation or representations in support of a planning application, appeal or inquiry where the Council has previously resolved to oppose or comment on the application in question, and time does not permit reference to Full Council. Any such action must be reported to the next available Council meeting.
- As Proper Officer/RFO, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget. Subject to the adopted Financial Regulations.
- The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
- The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget.
- The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget.
- Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees/ Councillors.
- Power to act immediately on all Health and Safety or emergency issues without

waiting for endorsement by the full Council.

- Power to release urgent press statements on any activities subject to prior consultation with the Chair.
- Power to act on own initiative to implement the Council's policies and objectives.
- Power to manage all the Council's resources in accordance with the Council's policies.
- Power to manage all open spaces within the Parish subject to budget.
- Power to engage with the community and stakeholders to raise the profile of APC and foster good working relationships.

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

Based on the above assessment the overall risk is classed as high priority and should be assigned a review period of 1 year, alongside the Standing Orders and Financial Regulations.

Meeting policy was approved at: Full Council

Date:

Date of next review: May 2026

The below is a suggested amendment to the Staff Handbook – this is the only proposed change at this time.

#### **APPENDIX 8 - EYE TEST POLICY**

Eye tests and spectacles. The Parish Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002). The Parish Council will contribute to the cost of an eye test if you use display screen (computer monitor) equipment for a significant part of your working day on Parish Council business. The Parish Council will contribute £35 towards the cost of an eye test conducted by a suitably qualified optician. The Parish Council will only reimburse one eye test in any 12-month period. If the test reveals that spectacles are required for exclusively VDU work, the Parish Council will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses. The Parish Council will not contribute towards the cost of spectacles with any element of everyday use; in other words, the spectacles must be exclusively for VDU use.



## **GOVERNANCE AND OVERSIGHT COMMITTEE TERMS OF REFERENCE 2025**

### **Role**

The role of the Governance and Oversight Committee is to oversee all aspects of: Financial Administration; Human Resource activities (for both employees and Councillors); Audit and Governance.

### **Objectives**

The purpose of this committee is to;

- Bring matters relating to Finance, HR, Audit and Governance to the attention of the full council.
- To make recommendations regarding policies, best practice and additional controls, together with the Clerk.
- Make decisions with regards to HR and support the Clerk/staff when required.
- To report to Full Council any issues or areas of concern for corrective action.

### **Membership**

The Committee shall consist of the current Chair and Chair of the Planning & Infrastructure Committee along with up to 4 other councillors.

The Committee may not appoint anyone other than Parish Councillors.

The Chair of the Council is to be on the committee, with voting rights, but may not be the Chair of the Governance and Oversight Committee.

### **Meetings**

The committee is required to hold meetings at least four times per year.

## **Oversight**

### **Finance**

- Review and update the Monthly Reconciliation List of councillors to review the statements.
- Asses all future investments against the current Investment Policy.

### **Health and Safety**

- Monitor, by way of updates regarding the risk assessment portfolio.
- Monitor and receive updates on staff working environment, including Workp l a c e Assessment outcomes.

### **Staffing**

- Monitor staffing matters in conjunction with the Clerk, and to make recommendations to the full council where necessary.
- Consider unresolved employee Disciplinary & Grievance matters as the final stage as laid down in both policies.
- Monitor the committee and sub-committee support workload on the Parish Clerk and the team and make recommendations to the Full Council if any concerns arise.
- Monitor and assist with the co-option process of new Councillors. Assist the Clerk in the recruitment of staff, when required.
- Create a staffing committee, should the need arise, to assist with resolving staffing issues and/or the recruiting of a new Clerk.

### **Audit**

- Assist where required with the audit process and procedures. Monitor issues raised as a result of the audit.

### **Risk Register**

- To review the risk register and alert any councillors, via Full Parish, of any amendments or updates.

### **Code of Conduct**

- To be made aware of any breaches of the code of conduct and be kept updated of any formal actions.

### **Policies**

- Monitor the Parish Council's Standing Orders & Financial Regulations.
- Monitor the Parish Council's committee structure and make recommendations to the Full Council for appropriate changes.
- Monitor the review process of all council policies and offer suggestions of other policies that may aid the running of the Parish Council.
- Making recommendations for policy adoption at Full Council Meetings.  
Monitoring policy compliance.
- If a policy is going to be out of date before a convenient Governance and Oversight Committee Meeting, or if a new policy is urgently needed, then this process can be completed via email and taken to Full Council for adoption.

### **Monthly Duties**

- Review the previous 3 months and coming 3 months of duties, as per the Monthly Duties Document.

Review any issues found as a result.