



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

**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE
HELD AT THE KING SUITE, ANGMERING VILLAGE HALL ON WEDNESDAY 6 AUGUST 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 and Sylvia Verrinder
- In attendance:** Katie Herr – Parish Clerk
- Acronym:** Angmering Parish Office: APC. Arun District Council: ADC. Angmering Community Land Trust: ACLT.

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	GO25/001	ELECTION OF THE CHAIR Cllr. Reigate nominated Cllr. David Marsh to be Chair. This was seconded by Cllr. Verrinder and unanimously agreed. No other nominations were received.	
2	GO25/002	ELECTION OF THE VICE CHAIR The vice chair position was left vacant.	
3	GO25/003	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. John Oldfield.	
4	GO25/004	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
5	GO25/005	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee of Wednesday 7 May 2025 were agreed and will subsequently be signed by the Chair	
6	GO25/006	PUBLIC CONSULTATION No members of the public were present, no questions sent in.	
7	GO25/007	CLERKS REPORT & ACTION LIST There were no updates.	

8 GO25/008 HEALTH AND SAFETY
The Clerk confirmed that the fire extinguishers had all received their annual checks, along with those at the lock up. The Clerk also confirmed that the play areas had all had their annual external inspections.

9 GO25/009 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER
Both registers were discussed.

General Risk Register

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

Financial Risk Register

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

Action: Take to Full Council on 11 August 2025.

10 GO25/010 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 if the fire extinguishers and boiler service should be added. The Clerk explained that the Office Manager had these items diarised, but they can also be added to the monthly duties.

11 GO25/011 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 £70,000 currently held in the Hampshire Trust Account will be moved into the Flagstone Platform.

Decision 1.

RESOLUTION: Cllr. Hamilton-Street **PROPOSED** £70,000 be moved into the Flagstone Platform. Cllr. Verrinder **SECONDED** and **ALL AGREED**.

The discussion then turned to the maturing account this October 2025. The maturing account of £120,903.33 is to be re-invested within the Flagstone platform, into the highest rate account available for 12 months.

Decision 2.

RESOLUTION: Cllr. Verrinder **PROPOSED** the Clerk to combine both the £70,000 and £120,903.33 and put into a 12-month investment account at the highest rate available, within the Flagstone platform.
Cllr. Reigate **SECONDED** and **ALL AGREED**.

12 GO/012 INVESTMENT POLICY 2025
The investment policy was talked through and the highlighted amendments discussed and agreed.

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

KH

13 GO/013 DATA PROTECTION POLICY 2025
The policy was talked through, and a few minor errors were advised and agreed.

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

KH

- 14 GO/014 **CODE OF CONDUCT TABLE 2025**
 The table was received and the updates noted. The wording around the Respect and Civility pledge was discussed and amended.
Action: This policy will be amended and brought to Full Council for re-adoption in August 2025 KH
- 15 GO/015 **COMMUNITY ENGAGEMENT POLICY 2025**
 All councillors stressed how important this policy was and how important community engagement is to the council. A short discussion around how we improve our reach, with suggestions being made.
Action: This policy will be brought to Full Council for re-adoption in August 2025 KH
- 16 GO/016 **SCHEME OF DELEGATION 2025 – AMENDMENT**
 The policy was discussed and the additional information regarding planning applications/appeals was talked through. Extra wording around seeking councillor comments was agreed and will be added.
Action: The policy will be amended and brought to Full Council for re-adoption in August 2025. KH
- 17 GO/017 **EYE TEST APPENDIX – AMMENDMENT TO STAFF HANDBOOK**
 The appendix was discussed and agreed.
- RESOLUTION:** Cllr. Reigate **PROPOSED** the addition of the new appendix to the handbook, Cllr. Verrinder **SECONDED** and **ALL AGREED**.
- 18 GO/018 **TERMS OF REFERENCE 2025**
 The Terms of Reference were talked through, and all agreed they were suitable for use for the coming year.
- RESOLUTION:** Cllr. Hamilton-Street **PROPOSED** the continued use of the Terms of Reference for the Governance and Oversight Committee, Cllr. Verrinder **SECONDED** and **ALL AGREED**.
- Under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the following agenda item 19, due to the confidential nature of the business to be transacted.**
- 19 GO/019 **STAFFING – LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025-26**
 The new pay agreements were discussed and agreed as part of the NJC contracts in place for all staff.
- DATE OF NEXT MEETING**
 The Committee’s next meeting will be held on **Wednesday 5 November 2025 at 2pm in the King Suite, Angmering Village Hall.**
The meeting concluded at 4:05pm

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



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 CIL money.	3	2	6
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
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
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. A potential way forward has been advised to APC - awaiting solicitor confirmation.	3	4	12
Staffing	Staff member leaves	3	3	9	Cross training across the office	2	3	6
Angmering Community Centre	Management and day to day running of the centre	3	3	9	Monitoring of processes, procedures and structure.	2	2	4
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
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
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
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
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
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	29-10-25
Take to Full Council	10-11-25
Next Review at Governance and Oversight Committee	04-02-26



Financial Risk Assessment

Financial Risk Assessment

Risk	S	L	Level	Controls in place
Banking Account Errors/going overdrawn	1	2	2	<p>All council bank accounts are reconciled every month in accordance with the Financial Regulations</p> <p>Monthly reconciliations are subsequently signed off by a different councillor each month.</p> <p>Bank statements accessible online to check receipt of payments</p> <p>Weekly checks are made on the business account and if low, money is to be transferred from the high interest account.</p>
Risk of consequential loss of income	5	1	5	<p>Insurance cover in place for insurable risks, including business interruption. Recently updated regarding Fidelity Guarantee</p> <p>New asset purchases added to insurable risks at earliest opportunity</p> <p>Full asset registered reviewed at least annually to ensure sufficient insurance cover in place</p> <p>Bank account general reserves to be increased over time to approximately 50% of the precept</p> <p>Financial performance of all activity reviewed monthly to enable issues to be speedily addressed</p> <p>All electronic records backed-up every night</p> <p>Precept paid in two installments by the District Council</p>
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	<p>Internal audit completed twice per annum in addition to annual external audit</p> <p>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</p> <p>All electronic financial records are backed up off site every evening</p> <p>Tenders and/or quotes for works are secured in accordance with Financial Regulations</p> <p>All financial records stored and saved in accordance with the council's Document Retention Policy</p> <p>Financial Risk Assessment to be reviewed by Governance Committee</p>
Failure to comply with HMRC VAT Regulations	2	1	2	<p>VAT payments and reclaims processed</p> <p>Advice notes from HMRC followed at all times, using external expert advice where necessary</p> <p>Internal auditor reviews VAT as part of the twice yearly checks</p> <p>VAT reconciled monthly and claimed quarterly via online HMRC</p> <p>RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019</p>
Risk	S	L	Level	Controls in place
Failure to produce a sound budget to support annual precept	4	1	4	<p>Previous year's budget and income and expenditure to date used to draft next year's budget</p> <p>Earmarked and general reserves reviewed as part of budget setting process</p> <p>Developing a council business plan will further inform longer term financial aspirations</p> <p>RFO prepares draft budget for review by Governance Committee REMOVE</p> <p>Budget proposal discussed and agreed by Governance Committee as a recommendation to Full Council REMOVE</p> <p>Full Council approve budget and agree precept to meet response deadlines set by District Council</p> <p>Expenditure against budget reported to relevant committees at every meeting</p>
Risk	S	L	Level	Controls in place
Failure to comply with borrowing restrictions	3	1	3	<p>Any new Public Works Loan Board (PWL) borrowing to be approved by Full Council after assessment of the business case</p> <p>Support with application process available through WSALC if required</p>
Risk	S	L	Level	Controls in place
Loss of interest from investments	2	1	2	<p>Investment Policy - reviewed annually</p> <p>Statements regularly reviewed</p> <p>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. AMEND</p> <p>While investments are with Flagstone - monthly checks are made on their progress and the money reinvested when the account matures.</p>
Risk	S	L	Level	Controls in place
Risk from increasing prices such as utility bills, insurances etc	3	3	9	<p>Careful consideration is taken when budgeting for the following year. Taking advice and looking at trends.</p> <p>Comprisns are undertaking and several quotes are always obtained, as per our Financial Regulations</p> <p>Funds are available within the "General Reserves" to make virements to cover any unexpected overspend.</p>
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	29-10-2025			
Take to Full Council	10-11-2025			
Next Review by Governance & Oversight	04-02-2026			

ANGMERING PARISH COUNCIL 2025/26

YEAR AT A GLANCE APRIL TO MARCH

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

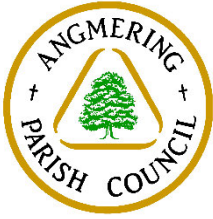
	<ul style="list-style-type: none"> ○ Standing Orders and Financial Regulations are confirmed ○ Training could be offered to new councillors <ul style="list-style-type: none"> ● Council’s period of eligibility to exercise the power of General Competence expired the day before the annual meeting. Review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

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

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

	<ul style="list-style-type: none"> ● Create monthly accounts/reconciliation for the month and take to full council 	
January	<p>ANGMERING PARISH COUNCIL 2024/25</p> <ul style="list-style-type: none"> ● Council to approve the budget and precept requirement for next financial year ● Submit precept request ● Quarterly VAT reclaim ● Set a date for the Annual Parish Meeting (to be held between 1 March and 1 June – aim for end of May) ● Check election procedures if this is election year ● Create monthly accounts/reconciliation for the month and take to full council 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>NA</p> <p>Completed</p>
February	<ul style="list-style-type: none"> ● Ensure Health and Safety policies, Standing Orders and Financial Regulations are up to date ● Complete the office and lock up Workplace Assessments ● Make arrangements for the Annual Parish Meeting ● Review the current committee structure – if necessary ● Risk Registers from Governance confirmed. Take to Full Council. ● Annual Boiler Service 	<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>

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



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


SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING




WEDNESDAY 5 NOVEMBER 2025

AGENDA ITEM 11 – INVESTMENT UPDATE AND MATURING ACCOUNTS.

On the 19 November 2025 the below account matures, and a decision is needed with regards to where to place the funds.

 Charter Savings Bank					
Term	AER I Gross ?	Maturity date	Current balance	Interest at maturity ?	FSCS eligibility ?
Fixed 6 months	4.19% 4.155%	19 Nov 2025	£100,000.00	£2,094.57	Yes

Below is a list of the highest 12-month accounts, in order to gain the most interest off the final figure. This is likely to be upwards of £102,094.57 as the above screen shot was taken on 29 October 2025.

Bank name ▾	AER I Gross ▾	Term ▾	Min deposit ▾	Max deposit ▾	Fitch Solutions (FICS)	FSCS ? eligibility			
★ Best Flagstone 12 month fixed term rate									
 Riyad Bank									
Riyad Bank	4.02% 4.025%	Fixed 12 months	£10,000	£50,000,000	bbb+	Yes	Info	T&Cs and FSCS sheet	ADD
 Hampshire Trust Bank									
Hampshire Trust Bank	3.99% 3.995%	Fixed 12 months	£1,000	£5,000,000	bbb	Yes	Info	T&Cs and FSCS sheet	ADD
 Cambridge & Counties Bank									
Cambridge and Counties	3.97% 3.975%	Fixed 12 months	£10,000	£5,000,000	bbb	Yes	Info	T&Cs and FSCS sheet	ADD

For reference and by way of an update on all investments within Flagstone – see the below. The Charter Savings Bank line at the bottom, is the one that is up for discussion today.

Bank name	Account type	Account status (as at 29 October 2025)	Unpaid interest (1)	Paid interest (2)	Savings accounts balance (as at 29 October 2025)
Hampshire Trust Bank	Instant access	Active	£56.19	£0.00	£568,944.79
HSBC	Instant access	Active	£0.00	£8.90	£87,765.86
Aldermore	Fixed 12 months	Active	£22.44	£0.00	£190,543.18
Aldermore	Fixed 12 months	Active	£10.79	£0.00	£93,282.40
Aldermore	Fixed 12 months	Active	£12.63	£0.00	£113,759.49
Hampshire Trust Bank	Instant access	Active	£8.59	£0.00	£90,882.96
Charter Savings Bank	Fixed 6 months	Active	£11.38	£0.00	£100,000.00

Please note that the Hampshire Trust Bank Instant access account (shown above) still holds the £120,903.33 from a matured account as discussed at our last meeting in August. Councillors agreed to add in the £70,000 from the closed Hampshire Trust Account (outside of Flagstone Platform) together with these funds and to put them in the highest interest 12-month account. The Hampshire Trust Account will be closed on 23 November (45 day notice period).

Decision Needed

- 1) Councillors are asked to select the account they wish to put the funds from the maturing account a on 19 November 2025.**

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

Dear Town and Parish Clerks

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

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

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

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

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

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

Kind regards

Jane

[Redacted signature block]

Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF www.arun.gov.uk
Arun District Council, Civic Centre, Maltravers Rd

<https://www.arun.gov.uk>

DX 57406 Littlehampton

You can view Arun District Council's Privacy Policy from <https://www.arun.gov.uk/privacy-policy>

Important Notice This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or privileged. If you are not the intended recipient (or authorised to receive it for the addressee), please notify the sender and delete the e-mail immediately; using, copying, or disclosing it to anyone else, is strictly prohibited and may be unlawful. Any views, opinions or options presented are solely those of the author and do not necessarily represent those of Arun District Council. The information in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000, therefore we cannot guarantee that we will not provide the whole or part of this e-mail to a third party. The Council reserves the right to monitor e-mails in accordance with relevant legislation. Whilst outgoing e-mails are checked for viruses, we cannot guarantee this e-mail is virus-free or has not been intercepted or changed and we do not accept liability for any damage caused. Any reference to "e-mail" in this disclaimer includes any attachments.



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

Subject Access Request (SAR) Response Policy

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

Contents

SECTION IN PLAN	PAGE
Purpose	2
Scope	2
Receiving a SAR	2
Verification of Identity	2-3
Clarification and 'Stop the Clock'	3
Response Timeframe	3
Scope of Search	3
Information Provided	3
Exemptions	4
Record Keeping	4
Training and Awareness	4
Review	4
Risk	4

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 may be submitted **verbally or in writing**, including via email or social media.
- Requests do **not need to mention "Subject Access Request"** explicitly to be valid.
- All SARs must be forwarded to the Data Protection Officer (DPO) or designated compliance team immediately.

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



ANGMERING PARISH COUNCIL LAPTOP SECURITY POLICY 2025

ANGMERING PARISH COUNCIL

Authored by: Tracy Lees

Date Updated: November 2025

Version: 3

Contents

SECTION IN PLAN	PAGE
What is the Policy	2
Who is affected by the Policy?	2
Why was this Policy created?	2 - 3
What do I need to do?	3
Angmering Parish Council Laptop Usage Policy	3 - 4
Take care to protect the laptop from damage	4
Virus Protection	5
Software Installations	5
Inappropriate materials	5
Reporting Damage or Loss	5
Laptop Security Policy Acceptance Form	6

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.

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: