Established 1894

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

Telephone/Answerphone 01903 772124
E-mail: admin@angmering-pc.gov.uk
Website: www.angmeringparishcouncil.gov.uk

MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL
HELD ON MONDAY 9 FEBRUARY 2026 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: **Councillors Nikki Hamilton-Street (Chair), Alan Evans (Vice Chair), Sylvia Verrinder, Norma Harris, James Thompson, David Marsh and Jack Gocher**

In Attendance: **Katie Herr (Clerk), Tracy Lees (Committee Clerk), ADC Cllr. Andy Copper and two members of the public**

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

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	F25/185	**APOLOGIES FOR ABSENCE** Apologies were received and approved for Cllrs. John Oldfield, Carey Bennett, Sally Taylor, Henry King and WSCC Cllr. Deborah Urquhart. Apologies were not received and therefore not approved for Cllr. Paul Bicknell and ADC Cllr. Amelia Worne.	
2	F25/186	**DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.** Cllr. Marsh declared a non-pecuniary interest in Item 17.	
3	F25/187	**APPROVAL OF MINUTES** Approval of the minutes of the meeting of the Council on **Monday 12 January 2026** were agreed and signed by the Chair.	
4	F25/188	**PUBLIC CONSULTATION** One of the members of the public present was the Community Champion for St. Margaret's Church. He was in attendance to explain what this role covered and its aim – the following key areas of focus were read out: *Reaching Out to Others* *The Community Champion plays a vital role in connecting individuals both within the church and in the local community This involves proactively engaging with the wider community to foster inclusivity and ensure everyone feels welcome.*	

Fostering authentic relationships is fundamental to this position. The objective is to promote sustainable interactions that cultivate lasting connections and enhance the sense of belonging within St Margaret's and the wider community.

Looking for Fresh Ways to get involved

The Community Champion proactively identifies and develops innovative initiatives for volunteers to engage in community activities. This involves systematically exploring new opportunities that strengthen relationships and provide diverse avenues of meaningful contribution.

Starting Up New Things in the Community

A central aspect of this role is to initiate new projects and activities, The Community Champion assess community needs and develops programmes or events to address them, thereby ensuring an active and responsive presence.

Getting More People for the Church involved locally

The Community Champion motivates others to participate, helping build stronger links between St Margaret's and the local community.

Spreading the Word about What we are Doing

Raising awareness of the church's activities and community engagement is essential. The Community Champion communicates; updates and successes, helping showcase the positive impact St Margaret's has witing Angmering.

What they'll be Doing

Motivating volunteers, attending community meetings, preparing funding proposals, engaging with external groups, coordinating activities, and assessing effectiveness.

The Kind of Person We're looking for & What they'll get

Looking for someone who communicates well, stays organised, and works collaboratively, inspiring others is a plus. Support includes volunteers, approved project funds where available, admin assistance, phone, laptop, and covered expenses.

He then went on to speak about the Music & Memory Café, which is free to attend, supports the local Dementia Community and how popular it seems to be after only being open for a short while. Cllr. Verrinder commented on how good it was when she attended the first one that took place.

The Chair then asked the committee if everyone was in agreement if item 17 (Community Grant Applications) was brought up the agenda as it related to this item – all agreed. Please see item 17 for the minute relating to this.

The other member of the public in attendance then took the floor. They wanted to share their idea of holding community markets related to seasonal events and explained their vision for this. They advised funding was not being sought and how the markets would be run and be advertised. They also made it clear that they did not want to tread on APCs toes by taking away from events already scheduled to take place.

They then went on to explain what industry they had worked in in the past and how this could benefit Angmering and surrounding Parishes in the future relating to village Christmas lights etc. The Chair explained APC had

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just replaced the village lights and would be very happy to share the 2026 event guide.

Cllr. Evans suggested they spoke with the various venues within the village, i.e. Angmering Village Hall, Angmering Community Centre etc. to see what they were doing and if there were any gaps that could be filled.

The Chair thanked both members of the public and asked them to keep APC updated with what they do next.

5 F25/189 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:

The Clerk advised that there were no further updates and asked if there were any questions.

Cllr. Thompson asked about the recent meeting with Cancer United and what they had asked APC to provide, and also about their set-up. The Clerk explained what was discussed at the meeting and that APC had asked for Cancer United to come back to them when the developer was known with regards to Bewley Road and to keep us updated on their plans for their new building. The Chair gave her thoughts and that communication channels were open. One of the things that was discussed was that Cancer United have taken on Cancer Care Plans with local surgeries.

6 F25/190 CHAIR'S REPORT

The Chair had not submitted a written report as she had only just returned from being away so updated the committee verbally with the following:

A great meeting was held with Arun Youth Projects looking at providing what young people really want in Angmering. The Outreach Work was working well, and they are really keen to keep working with APC.

The ACLT have made positive moves to progressing the current site in Mayflower Way. We are looking forward to getting more positive updates soon.

Thank you to the Clerk and Office Team for building such a positive relationship with West Sussex Highways that allows APC to explore opportunities for innovation in the village. Examples were also given of what had already been achieved.

The Chair finished by saying she was disappointed after attending a recent meeting with ADALC. She was unsure what they will achieve with Local Government Reorganisation. Minutes of the meeting will be circulated when they are available.

7 F25/191 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart was not able to attend tonight's meeting, and no report had been submitted.

8 F25/192 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper started by saying as Chair of Rustington Parish Council he wanted to thank APC for their letter of support re the Zachary Merton

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Hospital and site. He said that there was due to be a meeting with WSCC this week and he would report back.

As an ADC Councillor there was nothing much to report other than the next Budget Meeting was due to take place on Wednesday 25 February and the roll out of the new bin waste management scheme which was imminent. He commented that questions are still being received from councillors on how this roll out will work.

He finished by saying that he would be taking part in the Councillor Surgery Session on Thursday 12 February starting at 10am in Angmering Library. WSCC Cllr. Urquhart and the APC Chair will also be in attendance along with a local PCSO.

The Chair said that an agenda item relating to the Zachary Merton Hospital and site will be on next months agenda so the committee can receive an update from Cllr. Cooper.

Cllr. Cooper left the meeting at 20:10.

9 F25/193 DEVOLUTION UPDATE & LOCAL GOVERNMENT REORGANISATION UPDATE

The Chair advised that there was still no update and we were waiting on the Government's decision on how their preferred split of Sussex would look. Hopefully something will be shared sometime before the end of March.

10 F25/194 ANGMERING COMMUNITY HUB/MAYFLOWER PARK

The Clerk read out the key points from the supporting paper. Cllr. Marsh referred back to when APC were looking to relocate to the old Chandlers site and how things had evolved resulting in it not being financially viable in the end and therefore supported the Clerks paper.

Cllr. Thompson asked for clarity on what the Community Hub would have provided, the Chair gave an overview of what had been planned. Cllr. Thompson then asked if the current APC office was fit for purpose, the Clerk described the issues affecting the building, highlighting again the poor state of the windows with regards to heat retention etc. She also mentioned the lack of private office space and that its was not ideal in its current state, but improvements could be made. A discussion then took place.

Councillors commented that they had heard that people had expressed concern that APC weren't going to be located in the village anymore and felt this change in plan would be welcomed.

Cllr. Thompson asked if the office was compliant and if ADC should be brought in to seek their advice. The Chair and The Clerk assured Cllr. Thompson that the office was very much compliant and not an unsafe setting. To be able to operate, to be open to the public and to meet insurance requirements the building needed to be compliant.

Cllr. Verrinder commented that she felt, and had always done so, that the flat above the office should be part of the office set up and APC should look closely at what could be achieved. Cllr. Gocher echoed Cllr. Verrinder's points and commented that he felt a Youth Centre would not work in

Bramley Green area. Cllr. Marsh also echoed Cllr. Verrinder's comments and that APC needed to look at all possibilities with the current building.

Cllr. Thompson commented that he felt it was a shame to abandon this project. He felt that the Bramley Green area was not the right place for a project like this and that there were other areas that he could think of and other groups, such as the Scouts, that APC could work with. He then gave his suggestions and the discussion continued. The Chair then gave a full overview of the past discussions with the Scouts and that this had already been considered but unfortunately would not work as they have specific wants/needs and did not want to share a building. Also, there was the issue of parking which ruled out other areas of land such as Fletchers Field plus this area and other areas were not owned by APC.

Mayflower Park is owned by APC and therefore this gives more freedom to look at this area as a potential new site for a café, meeting space and youth provision. The paper shows a way of moving forward with some of the project and invitations to join the working group were again extended to all.

After the discussion had concluded the Chair read out what needed to be agreed, which was to:

Agree to formally halt further development of the Angmering Community Hub project and current youth drop-in sessions at Angmering Community Centre, last session 9 February 2026.
Run rest of contract as outreach hours.

Support the redirection of officer time and resources toward:

- Mayflower Park enhancements,
- Further youth engagement initiatives, and
- Internal improvements to the current office accommodation.

The Chair then asked if everyone was happy with these suggestions and the following was agreed:

Cllr. Marsh **PROPOSED t**o agree and support the above points. Cllr. Gocher SECONDED and **All AGREED**

One member of the public left the meeting at 20:24

11 F25/195 UPDATE TO BLUE PLAQUE PROJECT

The Clerk explained how the project had come about and that she had looked at other councils to see how they had gone about installing Blue Plaques. There has also been correspondence with friends of Angmering Station about turning the sticker of a blue plaque, into a physical plaque, this was now complete.

A conversation has taken place with Angmering's local historian, Neil Rogers-Davies, and three names have been identified that would meet the requirements for being granted a Blue Plaque – Lord Bernard Delfont (Tall Trees), Sir Henry Aubrey Fletcher (St Margarets Church) and Mrs Juliet Kathleen Pannett, MBE (Pound House).

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The Clerk confirmed she had approval from both St Margarets Church and the current owner of Tall Trees to put plaques at these addresses. A chase letter would be sent to Pound House.

Cllr. Verrinder asked about where a plaque, if agreed, would be located at Tall Trees and a short discussion took place on where it would be permitted to be sited.

Councillors were requested to make suggestions, as well as the proposal to put the call out to local residents about their suggestions.

12 F25/196 INFORMATION SECURITY INCIDENT POLICY 2026

The following policies had all been taken to Governance and Oversight on 4 February 2026 and small changes made, if appropriate, and recommended to go to Full Council. The policy was put forward with a view to re-adoption, no questions were asked. The following was therefore agreed:

Cllr. Verrinder **PROPOSED** that the Security Incident Policy 2026 was re-adopted for use by Angmering Parish Council. Cllr. Harris **SECONDED** and **ALL AGREED**

13 F25/197 USE OF ARTIFICAL INTELIGENCE (AI) POLICY

The policy was put forward with a view to adoption, as it was a new policy, no questions were asked. The following was therefore agreed:

Cllr. Evans **PROPOSED** that the Use of Artificial Intelligence (AI) Policy 2026 was re-adopted for use by Angmering Parish Council. Cllr. Verrinder **SECONDED** and **ALL AGREED**

14 F25/198 MEMBERS ALLOWANCE POLICY 2026

The policy was put forward with a view to re-adoption, no questions were asked. The following was therefore agreed:

Cllr. Verrinder **PROPOSED** that the Members Allowance Policy 2026 was re-adopted for use by Angmering Parish Council. Cllr. Gocher **SECONDED** and **ALL AGREED**

15 F25/199 TRAINING DEVELOPMENT POLICY 2026

The policy was put forward with a view to re-adoption, no questions were asked. The following was therefore agreed:

Cllr. Marsh **PROPOSED** that the Training Development Policy 2026 was re-adopted for use by Angmering Parish Council. Cllr. Thompson **SECONDED** and **ALL AGREED**

16 F25/200 GENERAL AND FINANCIAL RISK REGISTERS

The Chair advised that the change related to the CLT and their new potential partnership. She confirmed that none of the risk had changed.
This was noted by all present.

17 F25/201 COMMUNITY GRANT APPLICATIONS

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

One grant request had been submitted for consideration this month.

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- Music and Memory Café/Arun Dementia Alliance, St Margaret's Church - £750

A short discussion took place, and the following decision was made:

Cllr. Verrinder **PROPOSED** that the sum of £750 was granted to Music and Memory Café/Arun Dementia Alliance, St Margaret's Church. Cllr. Harris **SECONDED** and **ALL AGREED**

Fourteen grants, including tonight's, have been awarded so far this year, leaving an available budget of £0. The remaining budget needed for tonight's grant will be taken from VE/VJ Day funding totalling £65. A new grant budget will be available from 1 April 2026 – currently at £6,000.

18 F25/202 2025/26 FINANCIAL REPORT

The reports were presented, no questions were asked.
Cllr. Verrinder signed the reconciliations for January 2026.

19 F25/203 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

Cllr. Verrinder reported on the following items:
On Thursday 5th February 2026 (slides to follow) Alan, Carey and I attended the online presentation given by ADC of the "Arun Parish & Town Council's Climate Change Meeting". This was very interesting and set much food for thought to consider for Angmering as a whole. Although Angmering does contribute to climate change with what Alan is currently brilliantly doing, this meeting made me realise that the matter goes far deeper than that. I have been reminded that last year we were visited by a lady very keen to progress the matter of "Greening Angmering" and has established a group to which some of our councillors are members. I understand that the next meeting is in March.

The next SDNP Planning meeting is to be held on 12th February 2026. Although there are no planning applications that affect Angmering there are two items on the agenda of interest to Angmering: -
a) Local Plan review progress, Regulation 19, and
b) The SDNP response to the NPPF Consultation.
These items can be watched on the SDNP Planning website.

20 F25/204 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

The Planning and Infrastructure Committee: None.
Governance & Oversight Committee: None.

21 F25/205 TO CONSIDER ANY URGENT MATTERS, <u>FOR INFORMATION ONLY</u>, ARISING SINCE THE PREPARATION OF THIS AGENDA

None.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 9 March 2026** at 7:30pm in the King Suite, Angmering Village Hall.
The meeting concluded at 20:50

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

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Clerks Report March 2026

Agenda Item 5

1) Invites have been sent out for a GDPR session in April 2026 and also for a session with Steve Tillbury on our Neighbourhood Plan, also in April. Please can you all accept these calendar invites as soon as possible so we know how many councillors are attending. Please try your best to attend both sessions.

2) Work has been delayed on the CALA roundabout due to contractor availability – a new date will be advised when known.

3) The candle collection point for Ukraine went really well and we received a large number of candles which have now been delivered to the lady forwarding them on. This led to many new faces popping into the office and seeing what other collection/recycling opportunities there are within the office.

4) The collection box for My Sisters House has been filled again and awaiting collection. This is great news and we will continue to collect items.

5) The first onsite meeting of the Mayflower Park Improvement Task and Finish Group took place. Locations for the café were discussed, along with data collection, other enhancements and information given around the tender process.

6) A very productive meeting was held at Rustington Parish Council offices regarding improving access to youth services – this is on the agenda for agreement.

7) The Clerk and Cllr. Gocher attended an online session "Boosting your council's identity" – it highlighted many things that we are doing right and also showed a few things where our website/communications could be improved. Cllr. Gocher has put a report together that will be shared next week for your comments, before coming to Full Council to acknowledge any actions coming from it.

8) The Clerk also attended a Community Infrastructure Levy meeting with Arun District Council (ADC) – the Clerk and Chair are working on the CIL list which will then be shared with all councillors for approval, before submitting this to ADC.

9) The Grounds Team have been replacing dragons teeth around the Community Centre, attending to overgrown trees/bushes around Downs Way and carrying out play park inspections.

Chairs Report March 2026

Agenda Item 6

A varied month of meetings.

Councillor Drop In - we held our quarterly drop in at Angmering Library alongside WSCC Cllr Urquhart and ADC Cllr Cooper. We saw 3 residents with a mixture of concerns. We will look to offer a twilight session to appeal to a wider group of residents in June.

Highways Meeting - with Cllr's Bicknell and Thompson we welcomed a discussion with Assistant Area Highways Manager on possible TRO's to extend 20 mph zones around key gateways into the village and installation of village gates. It was a very positive meeting with clear next steps agreed.

Mayflower Park Task and Finish Group - a site meeting was held to look at the park and agree next steps in preparation for a meeting to create a project plan to bring to Full Council in the coming months.

Partnership working with Parishes on youth provision - a very positive meeting was held to look at how we can promote activities for children and young people. A paper will be shared to agree our contribution to "What's on in BN16"

Nikki Hamilton-Street

Angmering Parish Council
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Angmering
West Sussex BN16 4EA

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SUPPORTING PAPER

ANGMERING PARISH COUNCIL COMMITTEE MEETING
MONDAY 9 MARCH 2026

Agenda Item 12 – Bus Shelter – Arundel Road

1. Purpose of Report

To present evidence, financial implications, and recommendations regarding the installation of a new bus shelter with a perching bench on Arundel Road (opposite Bewley Road), following repeated requests from residents and findings from community consultation.

2. Background

2.1 Resident Representations

Over a prolonged period, several residents have approached the Parish Council to request a bus shelter at the bus stop on Arundel Road, opposite the entrance to Bewley Road. Residents report that:

This stop is heavily used, particularly by older residents.
Accessibility challenges (including wheelchair users, mobility restrictions, and those with health issues) make prolonged standing difficult.
Exposure to rain, wind, and extreme temperatures creates discomfort and discourages bus use.
Although the Council previously highlighted that a shelter exists further up Arundel Road, many residents advised that the distance is too great and does not meet their needs.

This location has been mentioned not only through individual requests but also consistently in formal community surveys.

2.2 Survey Evidence

In the 2024 Community Survey, residents were asked where additional bus shelters would be most beneficial. The following locations were identified as the most frequently recommended:

Arundel Road (Bewley Road junction, both sides)

End of Bewley Road
Chantryfield Road
Station Road
Village Centre / The Square

Arundel Road appears repeatedly across the dataset, highlighting strong community demand.

2.3 Strategic Alignment

The Council's Annual Plan for 2026/27 also includes Arundel Road as a priority location for improving bus infrastructure. This proposal is therefore fully aligned with current strategic objectives.

TRAFFIC & OUR ROADS										
Objective: Maintain and improve traffic measures in Angmering.										
No.	Area of Focus	Ambition	Responsible	Plan of Action	Time Scale	Budget £	Funding Source	Committee / Meeting		
52	Bus Shelters	Engage residents regarding shelter/bench locations	Office / Paul Bicknell	Ensure bus stops are well-equipped. Liaising with residents regarding shelter on Arundel Road.	2026/27	£8,000.00	Precept / Grants	PI		

2.4 Consultation With Nearby Residents

A consultation exercise has been carried out with residents living closest to the proposed bus shelter location on Arundel Road. Feedback was gathered from households immediately surrounding the site, ensuring that those most directly affected had the opportunity to review the proposal, understand the design, and raise any site-specific concerns.

The consultation responses were generally supportive of the installation, and no objections were raised that would prevent the project from progressing. Where minor concerns were expressed, these have been reviewed and incorporated into the final positioning and design considerations where feasible. This ensures the shelter meets the needs of bus users while remaining sensitive to the immediate residential environment.

2.5 Amendments Following Consultation

Following the completed consultation, the Parish Council has considered the feedback received and made appropriate adjustments. These include:

Minor refinement of the shelter's exact position to maintain good sightlines for residents and road users.

Confirming that the selected shelter design remains slimline and visually unobtrusive.

Ensuring sufficient space remains on the pavement for pedestrians, wheelchair users, and pushchairs.

These amendments ensure the final installation reflects both community need and feedback from those living closest to the site.

2.6 WSCC Licensing Confirmation
West Sussex County Council has confirmed that they are content with the proposed location and will issue the required Highways Licence once the Parish Council formally approves the installation. With consultation now completed and no unresolved objections, there are no anticipated barriers to securing this licence.

3. Benefits of Providing a Bus Shelter

Installing a bus shelter at this location would offer several meaningful benefits:

3.1 Supports Older Residents & Those With Reduced Mobility
Provides seating (via a perching bench) for individuals unable to stand for long periods.
Reduces barriers to using public transport for residents with disabilities or health conditions.

3.2 Encourages Sustainable Travel
Shelters make bus travel more attractive, helping to reduce short car journeys, congestion, and pollution.
Supports the village's "Cleaner and Greener" objectives.

3.3 Improves Safety and Comfort
Offers protection against rain, cold, and strong sun, making the wait for buses safer and more comfortable year-round.
Creates a clearly visible, formal waiting area that can help bus drivers identify passengers more easily.

3.4 Enhances Social Inclusion
Public transport is a lifeline for residents who do not drive.
Improved facilities support independence and access to shops, healthcare, and community activities.

3.5 Responds Directly to Resident Feedback
Demonstrates that the Council listens to community needs and acts on evidence-driven requests.
Helps balance the perceived focus between different areas of the village.

4. Finance

The Council currently holds:
£10,000+ in the Ear Marked Reserve (EMR) for Street Furniture.
£8,000 budgeted in 2026/27.

By the end of the 2025/26 financial year, approximately £9,000 will be added to the EMR, bringing the total to £19,000.
Note: A portion of this reserve may be allocated to village entrance gates, but sufficient funds remain available to support a bus shelter installation.

A quote for the proposed shelter and perching bench has been obtained and attached for Council consideration.

5. Recommendations

That Council:

Notes the contents of this report.
Approves the installation of a bus shelter and perching bench at the Arundel Road / Bewley Road junction, funded from the Street Furniture EMR and annual budget line, as per the attached quotation.

Photos of the area.

The below work was carried out by WSCC prior to our investigations, and the plan would be to extend the tarmac in order to install the shelter and for the area to be tarmacked under the shelter to insure ease of access.
The shelter below is what will be installed, there is the potential to have full panelled sides, if this is deemed necessary.

[redacted]

Quotation				
Quote No	GWQ2249d	**Date**	05/12/2025	
Customer	Angmering Parish Council	**Site Address**	Arundel Road opp Bewley Road Angmering Littlehampton BN16 4LE	
Contact	Katie Herr 01903 772124 katie.herr@angmering-pc.gov.uk	**Delivery Period**	8 weeks from receipt of order	
Item No	**Description**	**Qty**	**Unit cost**	**Total**
1. Shelter	**To supply an Arun cantilever shelter to the following specification:**	1	£4,145.00	£4,145.00
1a	2m (2 bay) long x 1.38m wide			
1b	4mm bronze polycarbonate barrel roof			
1c	Clear toughened glass upper and lower panels			
1d	Mid rails			
1e	Standard height			
2. Options				
2a	Full end panels	2	£487.00	£974.00
2b	2m aluminium seat	1	£194.00	£194.00
3. Colour				
3a	Powder coated Green RAL 6028	inc		
4. Groundworks				
4a	Excavate grass area 4.6m long x 2.1m wide, provide new concrete hardstand with pin kerbs	1	£2,571.00	£2,571.00
5. Install				
5a	To be concreted in front of path	inc		
5b	Temporary traffic lights for two days	2	£500.00	£1,000.00
5c	Application of streetworks permit to WSCC	1	£250.00	£250.00
		GRAND TOTAL		**£9,134.00**

SPECIFIC TERMS & CONDITIONS OF THIS QUOTATION

1 Quotation is valid for 30 days

2 Terms of payment - strictly 30 days nett

3 [redacted] are to be dug-in to the ground unless otherwise stated (to approximately 350mm)

4 Slopes in excess of 150mm must also be notified

5 Prices are exclusive of VAT and any charges relating to obtaining opening/planning notices & utility plans etc

6 Prices include for standard chapter 8 traffic management, anything extra such as traffic lights will be an extra cost

Please refer to additional document for full terms and conditions

[redacted]

Angmering Parish Council
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SUPPORTING PAPER

ANGMERING PARISH COUNCIL COMMITTEE MEETING
MONDAY 9 MARCH 2026

Agenda Item 10 – DATA PROTECTION COMPLIANCE

Changes are coming through with regards to Governance Assertion 10 within the Annual Governance and Accountability Return.

From an audit perspective, to tick yes to Governance Assertion 10, the council must do as outlined in the Practitioner's Guide as per the section below:

Assertion 10 - Digital and data compliance (Assertion 10 added to clarify data compliance, previously covered under Assertion 3) Note: Assertion 10 will not appear on the AGAR until 2025-26

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

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

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

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

1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

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

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

1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

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

This does include compliance with GDPR and DPA (1.51 to 1.53), and as per the email from Breakthrough Comms, it includes the need for a council to 'Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.'

There is no definition of 'regular', and from an audit perspective, no requirement for evidence of an audit taking place this year (although that could change in the future).

See attached quotes/explanation.

Decision
Councillors need to decide if they would like to go ahead with the work needed.

There is funding available in Professional Expenses which will cover the full amount of either piece of work.

Quote 1

Data protection review and Assertion 10 compliance package for Angmering Parish Council

A proposal to carry out a comprehensive data protection compliance review, refresh of the council's data protection policies and procedures and provide a package of ongoing support and advice to the council.

Proposal created on 27th February 2026 for Angmering Parish Council

Supporting Angmering Parish Council to achieve Confident Data Protection Compliance

27th February 2026

Dear Angmering Parish Council,

We're pleased to present a tailored proposal to support Angmering Parish Council in strengthening its data protection practices, ensuring UK GDPR and Data Protection Act compliance, reducing risk, and building public trust across all your vital services.

We know that Angmering Parish Council plays a vital role at the heart of a vibrant community. As an active and community-focused parish council, we know that you work to enhance the local environment and facilities, support local organisations and events, and represent residents' interests on key local issues.

This means that your council already collects and processes significant volumes of people's personal data. With growing expectations around transparency and accountability from residents, coupled with increased regulatory scrutiny, it's never been more important to focus on your council's approach to data protection and information compliance.

Just as your council continues to grow and evolve to meet the needs of your community, so too must your approach to data protection and information compliance. Both are dynamic, ongoing responsibilities that require continual attention and refinement.

To support Angmering Parish Council, you need a trusted partner that not only understands the legal and regulatory frameworks surrounding data protection, but also truly 'gets' the unique nature of how parish councils operate. We believe that our experienced team of information compliance experts are best placed to support your needs.

Our proposal outlines a structured and tailored approach to empower Angmering Parish Council to review and improve its information governance practices, policies and ways of working.

Our proposal begins with a comprehensive data review. Our team will visit your council in-person, and work with council officers to map and document all of the personal data processed by the council. We'll explore how and why data is currently collected, what you do with it, as well as how you keep it secure and when you securely dispose of it. This provides clarity on the council's current position, enabling us to identify areas that require action.

We'll then continue your compliance journey off-site, working with you to conduct a council-wide Data Protection Impact Assessment. This assessment will carefully document and risk-assess the parish council's data processing activities, identifying where gaps, risks or inconsistencies may exist, and where mitigations are needed.

From there, we will utilise our specialist knowledge of the parish council sector to carefully update and refresh the council's data protection and information compliance policy suite, ensuring all documents are tailored, up-to-date, and aligned with both legislation and real-world practice. This includes internal and public-facing documents to support consistent, compliant handling of data.

To help embed this work, our package includes two dedicated training sessions: one focused on council officers and staff, and one focused on councillors. These sessions, delivered remotely via Zoom or Teams, are designed to ensure that everyone understands their role and responsibilities in data protection, can act confidently, and ultimately contribute to a stronger compliance culture across the council.

At the end of this process, we'll ensure staff and councillors are confident in the council's strategy and operational approach to data protection and information compliance.

Our support for Angmering Parish Council doesn't end there. Through your council's existing subscription to our Council Hive service, we'll support you to maintain compliance as your council grows and evolves in the coming months and years.

Our goal is to ensure that our unique approach not only supports Angmering Parish Council in meeting its existing legal and regulatory obligations with the UK GDPR and Data Protection Act, as well as changes coming in the council's Annual Governance and Accountability Return (AGAR) Assertion 10, but will also future-proof the council by reducing risk, improving operational efficiency, clarifying roles and responsibilities, and ultimately building enhanced trust with residents through transparent and consistent practices.

Our approach combines sector-specific insight, practical tools, and wrap-around support to ensure councils are never alone when it comes to data protection compliance.

We're confident this proposal delivers excellent value for the council and has been developed specifically to meet the needs of local councils. We'll be proud to support Angmering Parish Council in achieving lasting compliance.

[redacted]

P.S. [redacted] works almost exclusively with town and parish councils like yours. Our expertise lies not just in data protection law, but in how it applies day-to-day to parish council service delivery and operations. With our support, we'll help you achieve and maintain confident data protection compliance.

Why proactive data protection matters and what happens when it goes wrong

For town and parish councils, data protection is a core governance and existing legal responsibility. Data protection underpins transparency, accountability, and public trust, and supports sound decision-making by councillors and officers.

Where data protection arrangements are clear and up to date, councils are better placed to operate confidently, demonstrate compliance and respond when issues arise. Where they are not, we see councils dealing with data breaches, regulatory complaints, prolonged disputes with residents, and difficulties evidencing good governance at audit or review stage. Across the council sector, the same issues arise time and again when data protection is not addressed proactively:

Personal data breaches and regulatory exposure

Data breaches most often arise from everyday council activity, such as emails sent in error, personal data held on unsecured devices, or unclear practices around information sharing. Without a clear understanding of what constitutes a breach and how it should be managed, councils can delay action, assess risk incorrectly, or fail to meet reporting requirements. This can lead to ICO involvement, formal complaints, and reputational damage that undermines public confidence in the council.

Difficulties responding to data subject rights requests

Requests from residents to access or challenge how their personal data is used are becoming more common. Councils without clear processes, documented data mapping, or appropriate training can struggle to respond fully and within statutory timescales. Errors in handling these requests frequently result in complaints, escalation to the ICO, and increased scrutiny of the council's wider governance and information management practices.

Challenges when complying with Freedom of Information law

Councils with poor data protection compliance often find they are equally exposed under Freedom of Information regulations, and find it challenging to either adequately manage their data under Freedom of Information law, or apply appropriate exemptions when required.

Compliance falling behind as the council grows and evolves

As councils take on new services, projects, staff, contractors or embrace new digital tools, data protection arrangements do not always keep pace. New ways of working are introduced without updating policies, risk assessments, or training. Over time, this creates a gap between the council's documented approach to data protection and its day-to-day practice. These issues often only become apparent during audits, complaints, or following an incident.

Taking a structured and proportionate approach to data protection reduces these risks. It provides assurance to staff and councillors that the whole council can evidence and demonstrate compliance, manage personal data lawfully and responsibly, and maintain the trust of its community as the council continues to develop and change.

A Bespoke Package of Data Protection Compliance for Angmering Parish Council

We have set out below a proposal to carry out a comprehensive data protection review and risk assessment, along with a refresh of all the council's relevant policies. This proposal offers Angmering Parish Council a full, council-wide information compliance review focused on the Data Protection Act 2018 and the UK GDPR, tailored to the local council context.

Our service includes a council-wide Data Map and a Data Protection Impact Assessment. This will be followed by a comprehensive refresh of the council's data protection policies and procedures, as well as the delivery of training and ongoing support.

Part A: Project Kick Start Meeting and Discovery

We will begin the project with a virtual kick-off meeting involving key council officers. This will:

- Clarify the council's specific needs and priorities
- Exploring and documenting the council's current approach to data protection compliance, including understanding its services and assets, projects, operational and infrastructure setup
- Mutually agree timelines and communication points
- Ensure the council understands the process and what to expect from us, as well as sharing what we will expect from the council to ensure the process runs smoothly

This stage helps to ensure that the review is proportionate, tailored, and aligned with how the council actually works. It also allows us to begin building a shared understanding of what good data stewardship looks like in a local council context.

Part B: On-site Data Protection Review and Data Map

Our team will carry out an on-site review with the council's officers, designed to understand how personal data is collected, used, shared and stored across the organisation. Working closely with council officers, we will build a comprehensive data map that captures:

- All personal data processed by the council
- The council's purposes for processing
- The council's currently-assigned lawful bases for each purpose
- Who the data is shared with and on what basis (internally and externally)
- How long it is retained, how it is stored, and how it is secured

Our mapping process provides visibility and clarity, ensuring the council knows what data it holds, where it lives, and how it flows through systems and processes. It forms the foundation for all further compliance work.

Part C: Council-wide Data Protection Impact Assessment (DPIA)

Using our structured and well-established framework, we will assess the risks associated with each area of data processing within the council. This includes:

- Identifying high-risk or potentially non-compliant activities
- Evaluating the potential harm to individuals or the council
- Recommending proportionate steps to reduce or eliminate risk

This process provides a clear risk profile for the council's data processing. It helps prioritise actions, reduce exposure to complaints or breaches, and ensures decisions are documented and that accountability is demonstrated. The assessment also helps the council ensure its practices align with core data protection principles.

Part D: Policy and Procedure Creation and Refresh

Once the data map and data protection impact assessment have been completed, we will review and update the council's policies and documentation to ensure they reflect real-world practice and current legal standards. This includes the creation or updating of:

- **Privacy Notice**
- **Data Breach Policy and Data Breach Register**
- **Template Data Sharing Agreement**
- **Data Security and Bring Your Own Device Policy**
- **Data Erasure Policy**
- **Subject Access Request Policy**
- **Appropriate Policy Documents (APDs) for Special Category Data (as required)**
- **Legitimate Interest Assessments (as required)**

These policies are bespoke, practical tools that help officers and councillors act confidently and consistently in handling personal data. To accompany this, the council will also receive:

- **Council-wide Data Map, based on all data reviewed**
- **Council-wide Data Protection Impact Assessment (DPIA)**

Together, these documents demonstrate due diligence and compliance, while also providing day-to-day operational clarity.

Summary of Project Deliverables and Investment Required by the Council

Please find below the deliverables for this project, together with associated pricing. Our quotes are valid for 21 days and the delivery of services is subject to our standard contracts and terms.

Summary of Deliverables (as previously set out):

- **Kickstart session with council officers;**
- **Council-wide data map, carried out on-site;**
- **Council-wide data protection impact assessment, to risk assess every way in which the council processes personal data, and to work with officers to put in place mitigations for areas of risk deemed too high or unacceptable to the council;**
- **Refresh, updates and creation of council data protection policies and documentation;**
- **Handover session with council officers upon completion;**

Investment Required

Compliance review, Council Wide Data Map, Data Protection Impact Assessment and Refresh and Creation of Council Policies and Documentation.

Investment required to deliver the service: £2,495+vat. Payment due upon project booking, to secure our time and resources in order for us to effectively and efficiently deliver the service.

Just some of the councils we've supported with Data Protection, UK GDPR and FOI compliance:

nalc National Association of Local Councils

Chard Town Council

Billingshurst Parish Council

Rustington

Littlehampton Town Council

Wool Parish Council

Wythall Parish Council

Evesham Town Council

Stantonbury Parish Council

NewquayCouncil

Penzance Council

Crowborough Town Council

Lewes Town Council

View our profile on Trustpilot to see what Clerks, Officers and Councillors think about our services supporting councils with data protection, community engagement and communications

[redacted] are really helpful, easy to get hold of and easy to talk to. The GDPR advice they give has been tested and stood up to that test. I have absolutely no hesitation in recommending them. We certainly feel a sense of comfort knowing they are available for any unexpected issues."

- Andy Curtis, CEO at Newquay Town Council

"I would 100% recommend [redacted]. Their data protection and FOI support has been invaluable and their team has been attentive and helpful every time we've needed them."

- Steve Smith, Clerk at Wool Parish Council

We are rated "Excellent" by Councils, Clerks and Councillors across the country on Trustpilot

[redacted]

How we support local councils like yours:

Hi there, we're [redacted]
We specialise in helping parish and town councils communicate and engage more effectively with their communities, and to do so in a more compliant way.

We're the UK's leading supplier of communication, community engagement and information governance support and services to local councils.

Our team has decades of combined professional experience in the world of communications and community engagement, as well as information governance. Many of our team have also served as councillors and clerks.

This means that, as well as understanding the importance of effective community engagement, council communication and information governance compliance, *we also have unique insight into the world of parish and town councils.*

Over the years our customers have included the Local Government Association, the National Association of Local Councils, many County Associations of Local Councils and hundreds of parish and town councils across the country.

In summary, we're passionate about helping and supporting local councils of all shapes and sizes.

Council Hive Subscription for Local Councils

- A unique communications and compliance support service for local councils, Council Hive provides unlimited access to on-demand training and learning, tools and toolkits, as well as professional support covering all aspects of local council communications, community engagement and GDPR/FOI compliance. We're here, whenever your council needs us.

Done-for-you services

- From creating communication strategies to carrying out consultations and surveys, we can assist your council with any aspect of its community engagement and communications.
- From advising on GDPR/FOI compliance matters, to carrying out council-wide data protection compliance reviews, we can ensure your council stays compliant with latest information governance legislation.

Training, Workshops and Events

- We deliver virtual and in-person workshops and training courses in a range of technical and soft skill subjects covering all aspects of communications, community engagement and information governance compliance.
- We also run online and in-person events throughout the year designed exclusively for parish and town councils.

QUOTE 2

[redacted]

Report to	:	Angmering Parish Council
Title of Report	:	GDPR Compliance Review
Purpose of Report	:	To inform Councillors
Date of Report	:	4th March 2026

Background

Governance Assertion 10 relates to Digital and Data Compliance and is considered as part of the annual audit.

Elements of Assertion 10 relate to compliance with GDPR.

The Council takes measures to ensure compliance but has not undertake a full compliance review for many years.

Proposal

Undertake a data audit to determine what, if any, measures are needed to ensure compliance with GDPR.

Review policies and procedures.

Ensure web site accessibility meets the requirements of Web Content Accessibility Guidelines 2.2 AA and amend the accessibility statement accordingly.

Method

[redacted] will undertake the necessary work in conjunction with the Clerk.
A report detailing each of the Assertion 10 elements will be produced and presented to Councillors once the work is completed.

Cost

The work will take half a day and cost £300.

Work to update the website will be undertaken by the Clerk/the website management company. This should no incur a cost however until the review is completed this is uncertain.

[redacted]

4th March 2026

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 COMMITTEE MEETING
MONDAY 9 MARCH 2026

Agenda Item 14 – What's on BN16 – joint project with Rustington and East Preston Parish Council.

1. Purpose of Report

To seek approval from Angmering Parish Council to allocate £500 toward the collaborative development of a new Youth Provision website, created jointly with East Preston Parish Council and Rustington Parish Council.

The website will centralise, promote, and streamline information about youth activities available for ages 0–18 across the three parishes. This proposal is based on the findings presented in the attached Youth Provision document. [14. Youth Provision | PDF]

2. Background

Angmering, East Preston, and Rustington each offer a wide range of activities for young people from infancy through late teens. However, current information is scattered across multiple websites, social media pages, noticeboards, and printed materials. This makes it harder for families to piece together a full picture of what is available locally.

The attached document shows that a dedicated website could bring together:

- A clear "What's On" listings page, showcasing clubs, sessions, one-off events, and opportunities for young people.
- Options for newsletter subscriptions, helping families stay informed.
- A structure for presenting activities, locations, and age suitability in an accessible way.
- Cost-effective setup using WordPress with clear steps for hosting, domain registration, email setup, backups, and security.

Both East Preston and Rustington Parish Councils have expressed support for working jointly with Angmering Parish Council on this project.

3. Benefits to Angmering

For Children, Young People and Families (0–18)

A single, trusted, and easy-to-navigate website showing everything available for ages 0–18, including toddler groups, sports clubs, youth centres, arts sessions, and holiday activities.

Helps families of older teens access opportunities that are often harder to publicise.

For the Council

Strengthens Angmering Parish Council's commitment to improving youth engagement and community communication.

Reduces the volume of activity-related enquiries to the office.

Builds a stronger, unified approach with neighbouring parishes.

Provides a future-proof, adaptable platform for community information.

4. Financial Considerations

The attached document outlines typical costs:

Hosting: £1/month for the first year, then approx. £9/month.

Domain name: £1 for the first year, then approx. £16/year.

Email/newsletter (Mailchimp): Free basic tier available; paid tiers optional.

A shared setup keeps initial costs modest across the three councils.

A £500 contribution from Angmering Parish Council would fund:

Website setup and design

Branding and accessibility preparation

Integration of newsletter systems

Security and backup configurations

Testing before launch

Promotional material includes leaflets/banners etc

Ongoing running costs will be shared proportionally.

5. Risks and Considerations

A shared website will require a clear agreement among the three councils about responsibility for updates. Each council will commit to keeping their parishes information up to date.

Linking to social media must be done carefully, given the wider exposure algorithms may generate for young people.

GDPR compliance will be ensured through structured signup processes (e.g., Mailchimp).

6. Recommendation

That Angmering Parish Council approves a £500 contribution toward the joint development of the Youth Provision website with East Preston and Rustington Parish Councils.

This website will offer a comprehensive resource for ages 0–18, improve access to local opportunities, and strengthen cross-parish collaboration.

Funds have been made available in the 2026/27 budget where a new line “Youth Promotion” has been created. See the next paper for agreement to move funds within the budget.

Youth Provision

A brief look into the viability of using a website to communicate youth provision in Angmering, East Preston & Rustington.

Feel free to scan the QR Code

What's On

Subscribe to our news letter for the latest information.

Your Email Address

SUBSCRIBE

Virtuoso Dance

School of dance.

- Rustington Youth centre
- Saturdays 9am -12:45pm
- Age Range

Learn More

Craft Club

Let's get creative!

- East Preston Youth Centre
- Saturdays 9am -12:45pm
- Age Range

Table Tennis

All abilities welcome

- Rustington Youth centre
- Saturdays 9am -12:45pm
- Age Range

Another Event

One off event

- Location
- Day & Time
- Age Range

Learn More

Club Hub UK
www.clubhubuk.co.uk

Featured UK Activities

- This week's featured UK kids activities and children's clubs -

SuperCamps School Holiday ...

Godalming

MAR 21 School Holidays

Standard Hours 9am-5pm and Extended Care Hours 8am-6pm

Age Range: 4 - 12

Find Out More

Toddler Takeover- AirHop C...

Chelmsford

MAR 21 Monday to Sunday

Monday & Friday 10am - 12pm (120 minutes) Weekends, publich & school holidays (peak): 9 - 10am (60 minutes)

Age Range: 1 - 6

Find Out More

Tessa's Jazz Hands After S...

Crockenhill, Crockenhill

MAR 21 Thursdays during Term Time

5 to 6pm

Age Range: 7 - 11

Find Out More

AirHop Trampoline Park Gui...

Guildford

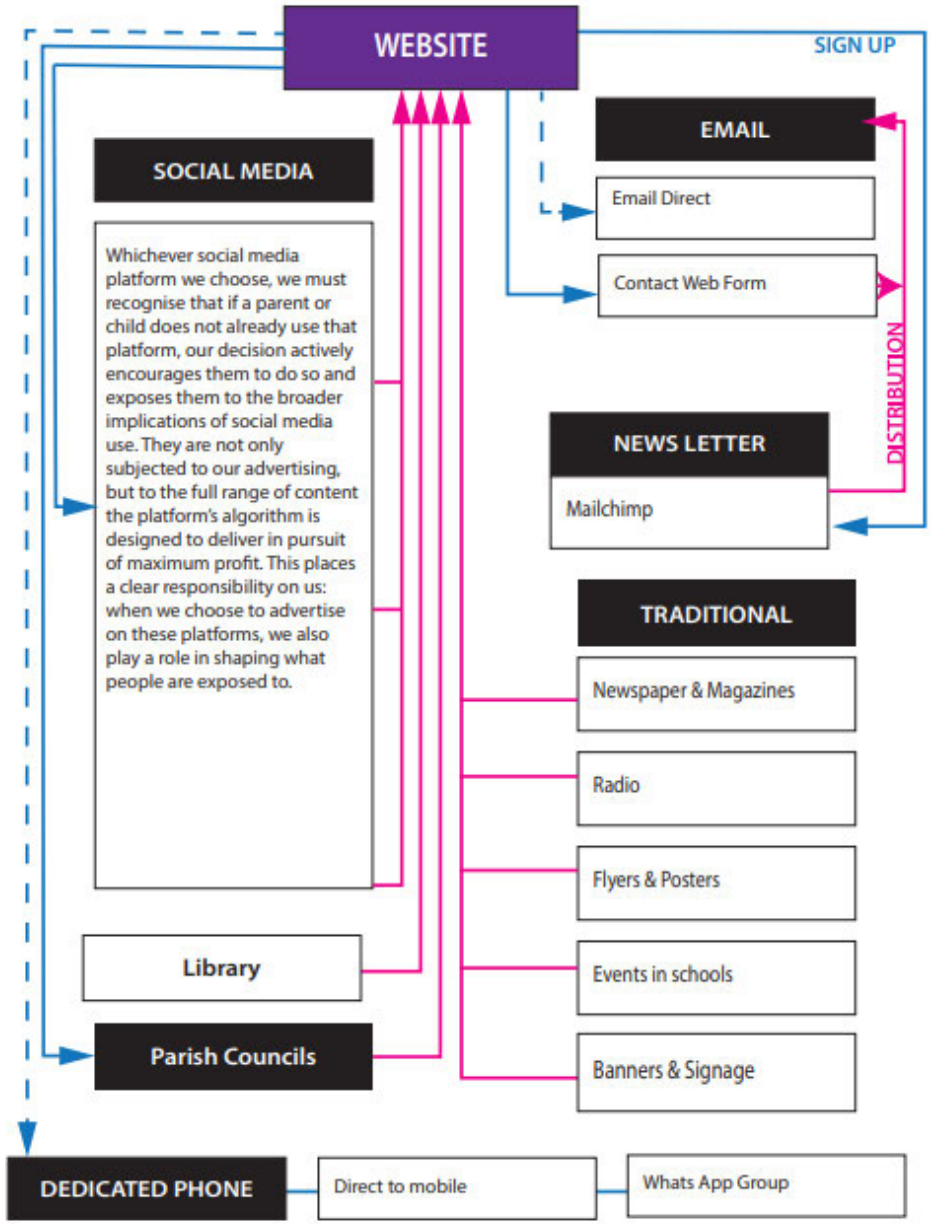
MAR 21 Monday to Sunday

Mon: 10am – 7pm Tue, Wed, Thu: 4 – 7pm Fri: 10am – 8pm Sat: 9am – 8pm Sun: 9am – 6pm Bank & School Holidays: 9am – 7pm Opening times may vary. Check our timetable.

Age Range: 0.6 - 18

Find Out More

WEBSITE, ADVERTSING AND COMMUNICATION



INPORTANT INFORMATION

HOSTING PROVIDER	COST
Renweal Date: User name: Password:	£ 1 /month for 12 excl. VAT months, then £9/month excl. VAT
Domain Name: Renewal Date:	£1/year excl. VAT for 1 year, year 2 and onwards around £16 per year excl. vat
Email address1: Password: Email address2: Password:	

WEBSITE	COST
WORDPRESS: User name: Password:	
CONTACT INFO Address: Phone: emai:	
GOOGLE ACCOUNT Website backup, google listing, shared files. User name: Password:	
MAILCHIMP ACCOUNT news letter User name: Password:	Basic = Free Essentials £9.69/month Standard £14.91/month Premium £221.77/mo for 12 months

USING A HOSTING PROVIDER WITH WORDPRESS

HOSTING SITE

A hosting provider is a company that rents out space on its powerful servers to store website files, making them accessible on the internet.

DOMAIN NAME

A domain name is a human-friendly address (like google.com) that identifies a website or other internet resources otherwise it would be an unremerable string of numbers.

How to choose a domain name:-

- keep it short and memorable.
- avoiding hyphens, numbers.
- No weird spellings for clarity.
- Aim to match your branding and social handles for consistency.
- use keywords or location .
- pick a trusted extension like .com or .co.uk.
- Always check for trademark issues and brandability for long-term success.

WEBSITE

A website is a collection of interconnected web pages, multimedia content, and files, all identified by a common domain name (like google.com).

WordPress Site

Wordpress is a free, open-source Content Management System (CMS) that lets anyone build and manage websites without coding, using themes for design and plugins for extra features like e-commerce or forums, powering a significant portion of the internet for everything from simple blogs to complex online stores. It offers immense flexibility, a user-friendly dashboard for content creation, and is supported by a large community.

EMAIL

Email (electronic mail) is a digital messaging system for sending and receiving messages, files, and information over the internet.

Hosted email

You have a hosted email address (like you@yourcompany.com) for professionalism, enhanced security, and greater control, moving beyond generic free accounts (like @gmail.com) to build brand credibility, manage multiple users, ensure data safety with advanced spam filters, and comply with industry standards, all without managing your own servers.

ORDER OF EVENTS FOR WEBSITE SETUP

1. Name of Project/ business/Group that will be associated with the website.
2. Sign up with hosting site.
3. Chose an domain name.
4. Decide on the front en of the email addresses name@domainname.
5. Create a google account for the website backups.
6. Create a mail chip account for collecting email sign up from website in accordance with GDPR.
7. Create wordpress site with security and backups inlcuded.
8. Upload website.
9. Test all link and useability.

Good practise but not essential:-

1a. Branding,
Create a logo and a colour scheme priot to creating website, this is also helpful for use with any social media or paperwork.

Angmering Parish Council

Annual Budget - By Centre (Actual YTD Month 11)

		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	**Income**											
1076	Precept	432,575	432,575	0	0	455,103	0	455,103	455,103	460,734	0	0
1080	Investment Income	20,000	280,624	0	0	20,000	0	20,000	55,120	49,869	0	0
1090	Bank Interest	500	1,991	0	0	500	0	500	876	600	0	0
1095	Other Income	750	32,860	0	0	750	0	750	1,990	750	0	0
1096	2025 Calendar/Raffle Sales	0	305	0	0	0	0	0	383	0	0	0
1097	Advertising Revenue	0	288	0	0	0	0	0	1,511	0	0	0
1100	Grants Received	0	8,552	0	0	0	0	0	2,700	0	0	0
1105	Donations Received	0	2,343	0	0	0	0	0	6,064	0	0	0
1115	Community Infrastructure Levy	0	230,499	0	0	0	0	0	198,281	0	0	0
1120	Insurance Claims	0	0	0	0	0	0	0	1,182	0	0	0
1300	Sponsorship/Stall Holders	0	0	0	0	0	0	0	1,000	0	0	0
	Total Income	453,825	990,037	0	0	476,353	0	476,353	724,209	511,953	0	0
6001	less Transfer to EMR	0	269,551	0	0	0	0	0	117,459	0	0	0
	Movement to/(from) Gen Reserve	453,825	720,486			476,353		476,353	606,750	511,953		
120	**Office**											
4000	Salary - Clerk	51,500	52,356	0	0	53,100	0	53,100	44,543	54,500	0	0
4005	Salary - Staff	103,000	89,080	0	0	95,200	0	95,200	89,106	125,000	0	0
4025	Employer's NI	13,000	14,327	0	0	18,800	0	18,800	16,350	19,000	0	0
4035	Pension - LGPS	22,000	25,217	0	0	24,750	0	24,750	23,515	30,000	0	0
4055	Travel	200	102	0	0	200	0	200	55	200	0	0
4070	Training	2,000	1,462	0	0	2,000	0	2,000	540	2,000	0	0
4200	Electricity	4,500	4,013	0	0	5,000	0	5,000	2,421	5,000	0	0

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Angmering Parish Council

Annual Budget - By Centre (Actual YTD Month 11)

		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4205	Gas	3,500	2,136	0	0	3,500	0	3,500	1,767	3,500	0	0
4210	Water/Sewage	750	600	0	0	882	0	882	844	900	0	0
4220	Office Cleaning	900	686	0	0	1,000	0	1,000	688	500	0	0
4225	Office Maintenance	1,000	1,731	0	0	1,000	0	1,000	1,252	1,200	0	0
4230	Office Improvements	2,000	8,935	0	0	2,000	0	2,000	6,282	2,000	0	0
4235	Office Equipment	600	116	0	0	500	0	500	573	1,000	0	0
4240	Stationery & Consumables	3,000	2,923	0	0	3,500	0	3,500	2,767	3,500	0	0
4250	Telephones	2,000	1,627	0	0	2,000	0	2,000	1,761	2,250	0	0
4255	Broadband	780	786	0	0	800	0	800	655	900	0	0
4265	Photocopying/Printing	3,500	2,298	0	0	3,000	0	3,000	3,493	3,500	0	0
4275	Newsletter Production	3,120	2,959	0	0	3,500	0	3,500	2,462	3,500	0	0
4290	Subscriptions	3,500	2,719	0	0	4,000	0	4,000	2,912	3,000	0	0
4295	Land Registry	200	54	0	0	200	0	200	56	100	0	0
4310	Bank Charges	0	41	0	110	105	0	215	187	200	0	0
4315	Room Hire	1,200	1,292	0	0	1,500	0	1,500	1,094	1,700	0	0
4330	IT Support	3,000	2,860	0	0	5,000	0	5,000	4,979	5,500	0	0
4335	IT Software	2,172	1,354	0	0	2,000	0	2,000	1,677	2,500	0	0
4340	IT Equipment	1,000	0	0	0	1,000	0	1,000	0	750	0	0
4345	Insurance	9,500	9,436	0	1,703	9,500	0	11,203	11,771	12,500	0	0
4346	Insurance (Claim)	0	0	0	0	500	0	500	0	500	0	0
4350	Audit Fees	1,594	1,594	0	0	2,000	0	2,000	2,450	2,500	0	0
4360	Professional Expenses	7,696	11,833	0	0	9,000	0	9,000	2,632	5,500	0	0
4365	Legal Fees	2,000	2,644	0	0	2,000	0	2,000	2,338	3,000	0	0
4370	Election Costs	0	258	0	0	0	0	0	0	0	0	0

Continued on next page

Angmering Parish Council

Annual Budget - By Centre (Actual YTD Month 11)

		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4375	Community Grants	5,000	2,585	0	0	5,000	0	5,000	4,315	6,000	0	0
4376	St Margaret's Event Donation	0	0	0	0	0	0	0	0	250	0	0
4685	Defibrilators	2,000	0	0	0	0	0	0	358	1,000	0	0
4696	Blue Plaques Scheme	5,000	0	0	0	0	0	0	525	1,500	0	0
4697	Bewley Road Appeal	0	0	111,974,29	0	0	0	111,974,29	119,743	0	0	0
4802	Angmering Map	3,150	3,150	0	0	0	0	0	0	0	0	0
4823	Consultancy - Level Crossings	0	0	0	0	4,000	0	4,000	0	0	0	0
4824	Payment to Charity of the Year	0	0	0	0	0	0	0	3,116	0	0	0
4826	Design Services	0	0	0	0	0	0	0	0	1,500	0	0
	Overhead Expenditure	264,362	251,175	111,974,29	1,813	266,537	0	112,242,64	357,226	306,450	0	0
6000	plus Transfer from EMR	0	7,846	0	0	0	0	0	907	0	0	0
	Movement to/(from) Gen Reserve	(264,362)	(243,329)			(266,537)		(112,242,6	(356,319)	(306,450)		
140	**Councillors/Civic**											
4070	Training	1,000	363	0	0	1,000	0	1,000	165	500	0	0
4335	IT Software	100	0	0	0	100	0	100	0	100	0	0
4400	Councillor's Basic Allowance	3,828	3,510	0	0	3,828	0	3,828	2,876	3,552	0	0
4405	Chairman's Allowance	300	202	0	0	300	0	300	2,170	300	0	0
4410	Member's Travel Expenses	100	16	0	0	100	0	100	0	100	0	0
	Overhead Expenditure	5,328	4,090	0	0	5,328	0	5,328	5,211	4,552	0	0
	Movement to/(from) Gen Reserve	(5,328)	(4,090)			(5,328)		(5,328)	(5,211)	(4,552)		
200	**Maintenance**											
4260	Mobile Telephones	200	180	0	0	200	0	200	141	180	0	0

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Angmering Parish Council

Annual Budget - By Centre (Actual YTD Month 11)

		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4500	Protective Clothing	300	181	0	0	300	0	300	432	400	0	0
4505	Tools & Equipment	1,500	1,006	0	0	1,500	0	1,500	1,530	1,600	0	0
4570	Dog Fouling Bin Collections	600	461	0	0	700	0	700	0	800	0	0
4580	Green Waste Disposal	3,000	1,979	0	0	3,000	0	3,000	2,204	3,000	0	0
4630	Equipment Storage	6,000	6,000	0	0	6,000	0	6,000	5,000	6,000	0	0
4650	Play Area Inspections	400	583	0	0	600	0	600	512	600	0	0
4655	Play Area Maintenance	5,000	90	0	0	5,000	0	5,000	10,350	5,000	0	0
4656	Russet/Mayf Improvements	0	4,095	0	0	0	0	0	0	0	0	0
4665	Contractor-General	4,285	274	0	0	5,000	0	5,000	4,365	6,200	0	0
4670	Contractor-Grass	13,000	7,524	0	0	12,000	0	12,000	10,132	12,000	0	0
4675	Contractor-Trees & Hedges	12,500	18,425	0	0	12,500	0	12,500	12,775	12,500	0	0
4680	Contractor-Flowers & Beds	10,000	10,231	0	0	12,500	0	12,500	10,338	12,750	0	0
	Overhead Expenditure	56,785	51,028	0	0	59,300	0	59,300	57,779	61,030	0	0
6000	plus Transfer from EMR	0	9,895	0	0	0	0	0	5,870	0	0	0
	Movement to/(from) Gen Reserve	(56,785)	(41,133)			(59,300)		(59,300)	(51,909)	(61,030)		
210	**Village Centre**											
4795	Cleaning Village Monument	965	965	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	965	965	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(965)	(965)			0		0	0	0		
220	**Mowers/Strimmers**											
4605	Fuel	150	22	0	0	150	0	150	55	100	0	0
4610	Maintenance	1,500	1,185	0	0	1,500	0	1,500	813	1,500	0	0

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Angmering Parish Council

Annual Budget - By Centre (Actual YTD Month 11)

		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	1,650	1,207	0	0	1,650	0	1,650	868	1,600	0	0
	Movement to/(from) Gen Reserve	(1,650)	(1,207)			(1,650)		(1,650)	(868)	(1,600)		
240	**Vehicles**											
4345	Insurance	1,200	1,027	0	0	1,200	0	1,200	1,008	1,189	0	0
4600	Purchase	3,000	0	0	0	3,000	0	3,000	0	3,000	0	0
4605	Fuel	2,000	1,530	0	0	2,000	0	2,000	1,411	2,000	0	0
4610	Maintenance	2,000	1,273	0	0	2,000	0	2,000	1,282	2,000	0	0
4620	Road Tax	290	335	0	0	350	0	350	0	350	0	0
	Overhead Expenditure	8,490	4,166	0	0	8,550	0	8,550	3,701	8,539	0	0
	Movement to/(from) Gen Reserve	(8,490)	(4,166)			(8,550)		(8,550)	(3,701)	(8,539)		
250	**Street Lighting**											
4200	Electricity	4,520	4,520	0	-1,813	5,500	0	3,687	3,655	5,000	0	0
4610	Maintenance	6,251	6,251	0	0	7,500	0	7,500	6,488	7,500	0	0
	Overhead Expenditure	10,771	10,771	0	-1,813	13,000	0	11,187	10,143	12,500	0	0
	Movement to/(from) Gen Reserve	(10,771)	(10,771)			(13,000)		(11,187)	(10,143)	(12,500)		
260	**Palmer Road Rec**											
4660	Palmer Road Pavilion	2,500	3,802	0	0	3,000	0	3,000	0	3,000	0	0
4670	Contractor-Grass	3,000	1,124	0	0	2,000	0	2,000	1,138	1,500	0	0
	Overhead Expenditure	5,500	4,926	0	0	5,000	0	5,000	1,138	4,500	0	0
6000	plus Transfer from EMR	0	3,750	0	0	0	0	0	0	0	0	0

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Angmering Parish Council

Annual Budget - By Centre (Actual YTD Month 11)

		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(5,500)	(1,176)			(5,000)		(5,000)	(1,138)	(4,500)		
280	**Community Centre**											
4450	CCTV Maintenance	1,500	2,057	0	0	1,500	0	1,500	136	1,000	0	0
4455	Fire Safety	1,500	603	0	0	1,500	0	1,500	1,067	1,000	0	0
4456	Intruder Alarm	0	0	0	0	0	0	0	272	1,000	0	0
4530	Buildings - Routine Maint.	5,000	1,328	0	0	2,500	0	2,500	10,984	3,000	0	0
4585	Rubbish Collection Recycling	300	486	0	0	600	0	600	356	500	0	0
4590	Rubbish Collection Gen. Waste	1,500	1,386	0	0	1,500	0	1,500	1,414	1,600	0	0
	Overhead Expenditure	9,800	5,860	0	0	7,600	0	7,600	14,230	8,100	0	0
6000	plus Transfer from EMR	0	1,240	0	0	0	0	0	5,503	0	0	0
	Movement to/(from) Gen Reserve	(9,800)	(4,620)			(7,600)		(7,600)	(8,727)	(8,100)		
290	**Skate Bowl**											
4200	Electricity	1,500	2,111	0	0	1,500	0	1,500	-954	1,600	0	0
4610	Maintenance	3,000	0	0	0	3,000	0	3,000	3,250	3,000	0	0
	Overhead Expenditure	4,500	2,111	0	0	4,500	0	4,500	2,296	4,600	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	300	0	0	0
	Movement to/(from) Gen Reserve	(4,500)	(2,111)			(4,500)		(4,500)	(1,996)	(4,600)		
310	**Angmering @ Christmas**											
4240	Stationery & Consumables	1,500	632	0	0	1,500	0	1,500	406	1,300	0	0
4325	Advertising	100	18	0	0	75	0	75	64	75	0	0
4755	Event Hire/Enterntainment	6,000	6,493	0	0	7,000	0	7,000	8,091	7,000	0	0

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Angmering Parish Council

Annual Budget - By Centre (Actual YTD Month 11)

		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4760	Event Staffing	1,200	1,075	0	0	1,200	0	1,200	0	500	0	0
	Overhead Expenditure	8,800	8,217	0	0	9,775	0	9,775	8,561	8,875	0	0
6000	plus Transfer from EMR	0	497	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,800)	(7,720)			(9,775)		(9,775)	(8,561)	(8,875)		
315	**Christmas**											
4700	Village Christmas Trees	4,000	4,250	0	0	4,000	0	4,000	2,512	4,500	0	0
4705	Festive Lights	5,000	4,000	0	0	3,500	0	3,500	4,000	4,000	0	0
	Overhead Expenditure	9,000	8,250	0	0	7,500	0	7,500	6,512	8,500	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	500	0	0	0
	Movement to/(from) Gen Reserve	(9,000)	(8,250)			(7,500)		(7,500)	(6,012)	(8,500)		
325	**Climate Action Plan**											
4240	Stationery & Consumables	250	0	0	0	250	0	250	0	250	0	0
4315	Room Hire	100	0	0	0	100	0	100	0	100	0	0
4505	Tools & Equipment	600	0	0	0	600	0	600	0	600	0	0
4825	Street Furniture Purchase	2,000	0	0	0	2,000	0	2,000	0	2,000	0	0
	Overhead Expenditure	2,950	0	0	0	2,950	0	2,950	0	2,950	0	0
	Movement to/(from) Gen Reserve	(2,950)	0			(2,950)		(2,950)	0	(2,950)		
330	**Joint WRFC Event**											
4505	Tools & Equipment	6,000	6,000	0	0	1,000	0	1,000	1,000	0	0	0
	Overhead Expenditure	6,000	6,000	0	0	1,000	0	1,000	1,000	0	0	0

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		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(6,000)	(6,000)			(1,000)		(1,000)	(1,000)	0		
350	**Community Sessions**											
4240	Stationery & Consumables	500	3	0	0	500	0	500	356	300	0	0
4315	Room Hire	250	185	0	0	250	0	250	88	200	0	0
4325	Advertising	50	59	0	0	100	0	100	24	50	0	0
	Overhead Expenditure	800	247	0	0	850	0	850	467	550	0	0
	Movement to/(from) Gen Reserve	(800)	(247)			(850)		(850)	(467)	(550)		
360	**Mayflower Park/Mayflower Way**											
4365	Legal Fees	3,000	0	0	0	3,000	0	3,000	0	3,000	0	0
4665	Contractor-General	7,000	2,453	0	0	7,000	0	7,000	7,244	5,000	0	0
4725	Solar Lighting	0	0	0	0	0	0	0	6,750	0	0	0
4775	Improvements	0	11,814	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	10,000	14,267	0	0	10,000	0	10,000	13,994	8,000	0	0
6000	plus Transfer from EMR	0	11,050	0	0	0	0	0	6,750	0	0	0
	Movement to/(from) Gen Reserve	(10,000)	(3,217)			(10,000)		(10,000)	(7,244)	(8,000)		
370	**Parish Assembly**											
4240	Stationery & Consumables	0	0	0	0	0	0	0	0	100	0	0
4315	Room Hire	0	0	0	0	0	0	0	0	100	0	0
4325	Advertising	0	0	0	0	0	0	0	0	30	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	230	0	0

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Angmering Parish Council

Annual Budget - By Centre (Actual YTD Month 11)

		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	0	0			0		0	0	(230)		
380	**Volunteers**											
4505	Tools & Equipment	200	0	0	0	200	0	200	32	100	0	0
	Overhead Expenditure	200	0	0	0	200	0	200	32	100	0	0
	Movement to/(from) Gen Reserve	(200)	0			(200)		(200)	(32)	(100)		
390	**BMX Track**											
4610	Maintenance	2,000	0	0	0	3,800	0	3,800	4,841	4,000	0	0
	Overhead Expenditure	2,000	0	0	0	3,800	0	3,800	4,841	4,000	0	0
	Movement to/(from) Gen Reserve	(2,000)	0			(3,800)		(3,800)	(4,841)	(4,000)		
410	**Angmering Revealed**											
4240	Stationery & Consumables	100	30	0	0	100	0	100	0	50	0	0
4315	Room Hire	200	237	0	0	300	0	300	326	350	0	0
4325	Advertising	75	85	0	0	100	0	100	42	75	0	0
4505	Tools & Equipment	3,500	3,291	0	0	4,000	0	4,000	2,052	2,500	0	0
4755	Event Hire/Enterntainment	1,500	1,583	0	0	2,000	0	2,000	2,074	3,500	0	0
	Overhead Expenditure	5,375	5,226	0	0	6,500	0	6,500	4,494	6,475	0	0
	Movement to/(from) Gen Reserve	(5,375)	(5,226)			(6,500)		(6,500)	(4,494)	(6,475)		
420	**Remembrance Day**											
4240	Stationery & Consumables	50	21	0	0	150	0	150	123	120	0	0

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		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4505	Tools & Equipment	75	40	0	0	75	0	75	0	50	0	0
4796	Monument Flowers	700	400	0	0	450	0	450	400	450	0	0
	Overhead Expenditure	825	461	0	0	675	0	675	523	620	0	0
	Movement to/(from) Gen Reserve	(825)	(461)			(675)		(675)	(523)	(620)		
500	**Allotments**											
1000	Rent Received	900	900	0	0	900	0	900	0	900	0	0
	Total Income	900	900	0	0	900	0	900	0	900	0	0
4800	Rent Paid - Sommerset	825	825	0	0	825	0	825	0	825	0	0
4801	Rent Paid - For Allotment	0	0	0	0	50	0	50	0	50	0	0
4807	Improving Community Allotment	3,000	0	0	0	2,000	0	2,000	0	500	0	0
	Overhead Expenditure	3,825	825	0	0	2,875	0	2,875	0	1,375	0	0
	Movement to/(from) Gen Reserve	(2,925)	75			(1,975)		(1,975)	0	(475)		
650	**Corner House Flat**											
1000	Rent Received	8,000	9,698	0	0	8,000	0	8,000	8,082	8,000	0	0
	Total Income	8,000	9,698	0	0	8,000	0	8,000	8,082	8,000	0	0
4380	Loan Charges	8,142	8,142	0	0	8,142	0	8,142	8,142	8,142	0	0
4530	Buildings - Routine Maint.	1,000	4,122	0	0	1,000	0	1,000	390	1,000	0	0
	Overhead Expenditure	9,142	12,264	0	0	9,142	0	9,142	8,532	9,142	0	0
	Movement to/(from) Gen Reserve	(1,142)	(2,566)			(1,142)		(1,142)	(450)	(1,142)		
670	**Speed Indicator Devices**											

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		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4790	Speed Indicator Device Units	0	0	0	0	0	0	0	2,530	0	0	0
4791	SID Maintenance Plan	0	0	0	0	0	0	0	2,540	4,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	5,070	4,000	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	4,095	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	(975)	(4,000)		
680	**Youth Sessions**											
4240	Stationery & Consumables	100	0	0	0	100	0	100	0	50	0	0
4325	Advertising	75	0	0	0	75	0	75	0	50	0	0
4710	Youth Outreach Workers	10,000	11,141	0	0	25,000	0	25,000	13,164	24,500	0	0
4711	Youth Promotion	0	0	0	0	0	0	0	0	500	0	0
4720	Holiday Activities	3,000	1,665	0	0	3,000	0	3,000	2,670	3,000	0	0
	Overhead Expenditure	13,175	12,806	0	0	28,175	0	28,175	15,834	28,100	0	0
	Movement to/(from) Gen Reserve	(13,175)	(12,806)			(28,175)		(28,175)	(15,834)	(28,100)		
690	**Halloween Spectacular**											
4240	Stationery & Consumables	300	322	0	0	400	0	400	335	400	0	0
4315	Room Hire	100	80	0	0	100	0	100	88	100	0	0
4325	Advertising	16	38	0	0	50	0	50	45	50	0	0
4755	Event Hire/Enterntainment	0	65	0	0	450	0	450	130	1,000	0	0
	Overhead Expenditure	416	505	0	0	1,000	0	1,000	598	1,550	0	0
	Movement to/(from) Gen Reserve	(416)	(505)			(1,000)		(1,000)	(598)	(1,550)		
700	**Skate Jam**											

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		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4240	Stationery & Consumables	50	61	0	0	70	0	70	35	70	0	0
4325	Advertising	16	12	0	0	50	0	50	139	75	0	0
4755	Event Hire/Enterntainment	1,000	500	0	0	1,000	0	1,000	1,509	1,500	0	0
4760	Event Staffing	0	0	0	0	0	0	0	0	500	0	0
4805	Leisure Providers	1,500	2,650	0	0	3,000	0	3,000	2,950	3,200	0	0
	Overhead Expenditure	2,566	3,223	0	0	4,120	0	4,120	4,633	5,345	0	0
6000	plus Transfer from EMR	0	404	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,566)	(2,819)			(4,120)		(4,120)	(4,633)	(5,345)		
710	**Celebration Days**											
4821	D-Day Celebrations 2024	500	26	0	0	0	0	0	0	0	0	0
4822	VE/VJ Day Funding	0	0	0	0	3,476	0	3,476	947	0	0	0
	Overhead Expenditure	500	26	0	0	3,476	0	3,476	947	0	0	0
	Movement to/(from) Gen Reserve	(500)	(26)			(3,476)		(3,476)	(947)	0		
730	**Street Furniture**											
4610	Maintenance	2,000	0	0	0	2,000	0	2,000	0	1,000	0	0
4825	Street Furniture Purchase	15,000	6,631	0	0	10,000	0	10,000	2,692	8,000	0	0
	Overhead Expenditure	17,000	6,631	0	0	12,000	0	12,000	2,692	9,000	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	1,000	0	0	0
	Movement to/(from) Gen Reserve	(17,000)	(6,631)			(12,000)		(12,000)	(1,692)	(9,000)		
740	**Fire Ride Event**											

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		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4240	Stationery & Consumables	0	0	0	0	100	0	100	0	50	0	0
4325	Advertising	0	0	0	0	50	0	50	63	70	0	0
4505	Tools & Equipment	0	0	0	0	1,000	0	1,000	1,129	1,200	0	0
4750	Event Organiser	0	1,750	0	0	4,000	0	4,000	2,230	4,500	0	0
4760	Event Staffing	0	0	0	0	0	0	0	0	500	0	0
	Overhead Expenditure	0	1,750	0	0	5,150	0	5,150	3,422	6,320	0	0
	Movement to/(from) Gen Reserve	0	(1,750)			(5,150)		(5,150)	(3,422)	(6,320)		
750	**WADARS Dog Show**											
4240	Stationery & Consumables	0	0	0	0	1,000	0	1,000	104	200	0	0
4325	Advertising	0	0	0	0	150	0	150	48	100	0	0
4505	Tools & Equipment	0	0	0	0	450	0	450	0	200	0	0
4755	Event Hire/Enterntainment	0	0	0	0	2,000	0	2,000	1,385	2,500	0	0
4760	Event Staffing	0	0	0	0	1,000	0	1,000	360	500	0	0
	Overhead Expenditure	0	0	0	0	4,600	0	4,600	1,897	3,500	0	0
	Movement to/(from) Gen Reserve	0	0			(4,600)		(4,600)	(1,897)	(3,500)		
780	**Wellbeing Event**											
4240	Stationery & Consumables	0	0	0	0	0	0	0	0	100	0	0
4315	Room Hire	0	0	0	0	0	0	0	0	150	0	0
4325	Advertising	0	0	0	0	0	0	0	0	100	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	350	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(350)		

Continued on next page

		2024/25		2025/26						2026/27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
900	**Investment Expenditure**											
4311	Flagstone Charges	2,000	464	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	2,000	464	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,000)	(464)			0		0	0	0		
	Total Budget Income	462,725	1,000,635	0	0	485,253	0	485,253	732,291	520,853	0	0
	Expenditure	462,725	417,461	111,974,29	0	485,253	0	112,459,54	536,639	520,853	0	0
	Net Income over Expenditure	0	583,174	-	0	0	0	-	195,652	0	0	0
	plus Transfer from EMR	0	34,681	0	0	0	0	0	24,924	0	0	0
	less Transfer to EMR	0	269,551	0	0	0	0	0	117,459	0	0	0
	Movement to/(from) Gen Reserve	0	348,304			0		(111,974,2	103,117	0		

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 COMMITTEE MEETING
MONDAY 9 MARCH 2026

Agenda Item 16 – Audit Provider 2026 onwards.

We are at the end of our contract with Mulberry Local Authorities Services Ltd. And received the below email.

I am contacting you as our records indicate that your current internal audit contract with Mulberry Local Authority Services Ltd is due to expire at the end of this financial year.

Don't worry - your current contract covers the year-end internal audit work due to take place between April and June, and most of you will already have booked your dates for completing this with your assigned auditor.

As you are no doubt aware, following the CIPFA review of local government finances, there are a number of recommendations currently going through a consultation process. These are likely to require more detailed financial information to be included on the AGAR in future, and subsequently a more robust audit process for both internal and external auditors and securing a sector specialist internal auditor will be more important than ever in the coming years.

We want to offer your council the opportunity to renew your contract with us, and I have attached our quotation for the 2026/27 financial year. As previously, we offer either a one or three-year engagement period, with the hourly rates fixed throughout the chosen term, and are happy to conduct the audits onsite, remotely or as a combination of the two during the year.

The SAPPP Practitioner's Guide (4.11) makes it clear that 'There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.'

We have continued to increase our team of internal auditors to meet the needs of our expanding council client base. This enables councils that want to remain with us to benefit from a fresh perspective from a different team member when they feel that would be helpful.

Please ensure that your council considers the internal audit arrangements soon, to ensure that the interim arrangements for 2026/27 can be made in good time, and confirm to me in due course whether you are re-appointing us for one or three years so I can send you the new engagement letter.

We have been with Mulberry for the last 3 years and they continue to do a great job, they are always on hand to answer any questions, and not just relating to audits.

With their expansion in staff, this will allow for a bigger pool of auditors, so that the audit process remains sharp and continues to challenge both the council and the Clerk on their standards.

See attached information.

Recommendation
To renew with Mulberry for 3 years.

MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t 07724 545669
e office@mulberrylas.co.uk
w www.mulberrylas.co.uk

Internal Audit Services for Town and Parish Councils

Overview of Services

As part of our comprehensive support for town and parish councils, **Mulberry Local Authority Services (LAS) Ltd** provides a professional **internal audit service**. This is delivered in full compliance with the **Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide**, reflecting current guidelines and accounting standards.

Audit Schedule

We generally carry out **two audits per year** as standard:

- **Interim Audit**: Focuses on **governance and accountability**, including procedural aspects such as Financial Regulations, Standing Orders, risk assessments, internal control systems, and policies.
- **Final Audit**: Concentrates on **financial matters**, including verification of the Annual Governance and Accountability Return (AGAR) and all supporting documentation for submission to external auditors.

This two-stage approach allows councils to **identify and address weaknesses** before the final internal audit report is completed.

Flexible and Responsive Service

We understand that each council has unique needs, so we're happy to offer **customised audit visit schedules** and respond to queries throughout the year. Our flexible service ensures your council receives the support it requires when it's needed most.

Sector Expertise and Independence

Mulberry LAS are founder members of the **Internal Audit Forum**, who work in partnership with the National Association of Local Councils (NALC) to promote continuous internal audit improvement in the local council sector.

One of our directors, Mark Mulberry, is the internal audit representative on the SAPPP, which is responsible for issuing proper practices about governance and accounts of smaller authorities.

Mulberry LAS, previously operating as part of **Mulberry & Co**, has over **20 years of experience** in conducting internal audits for local councils. Our auditors have deep sector knowledge and can rotate between clients to ensure **full independence** throughout your engagement.

In the 2025/26 financial year, we are supporting over **350 councils** with their internal audit requirements, including:

- Small councils exempt from limited assurance reviews
- Larger town and parish councils managing **multi-million-pound budgets** and **complex financial systems**

Audits are conducted **either on-site or remotely**, based on your council's preferences and circumstances.

We publish on our website an **annual internal audit guide**, which enables our councils to prepare for their audits by providing details of the information we review at each visit and reminding them of the publication requirements on the council's website.

Fees and Charges

Our pricing for internal audits for the financial year commencing **1 April 2026** is as follows:

- Precept below £1 million **- £80 per hour + VAT**
- Precept £1 million and above **- £85 per hour + VAT**
- **Travel costs** (for on-site visits) are billed at the standard **HMRC rate of 45p per mile**
- No charges for travel time

Audit duration depends on your council's financial complexity. Once appointed, your assigned auditor will be happy to discuss a **personalised estimate** and timeline.

Engagement Options

We offer **one-year** and **three-year** engagement periods. If you commit to a **three-year term**, we guarantee that your hourly rate will remain **fixed for the full duration** of the agreement.

Added Benefits

As a client of Mulberry LAS, you will gain access to **discounted rates** on our **training programme for officers and councillors**. Details of upcoming courses can be found at: www.mulberrylas.co.uk/training-programme

Contact Us

If you have any questions or require further information, please don't hesitate to get in touch. We look forward to supporting your council's internal audit needs.