



Established 1894

Angmering Parish Council

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MINUTES OF THE ANNUAL MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 12 MAY 2025 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Nikki Hamilton-Street (Chair), Alan Evans, Sylvia Verrinder, John Oldfield, Alison Reigate, Paul Bicknell, David Marsh and Carey Bennett.

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk), ADC Cllr. Andy Cooper, and one member 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 (formally HTP) – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee; Sussex & Surrey Association of Local Councils – SSALC; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	F25/001	ELECTION OF THE CHAIR Cllr. Reigate nominated Cllr. Hamilton-Street to be Chair. This was seconded by Cllr. Verrinder and unanimously agreed. No other nominations were received. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIR Cllr. N Hamilton-Street signed the Declaration of Acceptance of Office.	
2	F25/002	ELECTION OF THE VICE CHAIR Cllr. Marsh nominated Cllr. Reigate to be Vice Chair however Cllr. Reigate announced that should not be putting herself forward for this role. Cllr. Reigate then nominated Cllr. Evans to be Vice Chair. This was seconded by Cllr. Oldfield and unanimously agreed. No other nominations were received. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE VICE CHAIR Cllr. Evans signed the Declaration of Acceptance of Office	
3	F25/003	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllrs. Harris, Want and WSCC Deborah Urquhart.	

4 F25/004 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.

The Chair declared a non-pecuniary interest in Item 22 as she is the Chair of Governors at The Angmering School.
No other declarations were made.

5 F25/005 APPROVAL OF MINUTES

Approval of the minutes of the meeting of the committee from **Monday 14 April 2025** were then agreed by all and signed by the Chair.

6 F25/006 PUBLIC CONSULTATION

The one member of the public present started by thanking APC staff for their help over the last year as well as all the support received from Cllr. Verrinder.

The member of the public said they had attended a useful drop in event organised by Southern Water to explain the sewer enhancement works they intend to undertake in Water Lane through the village beginning next week with completion before Christmas associated with the housing development north of Water Lane. The resident realised these works are necessary and is pleased the village was actually getting some improved infrastructure as a result of the housing development. Southern Water explained the works would require a full rolling closure of Water Lane to through traffic starting at Station Road and finishing at Weavers Hill as works progress. The resident was concerned about the traffic on the diversion routes and especially the impact on the bus route during Phases 1a and 3.

The Chair commented that all the schools within Angmering were aware of this and the information provided by WSCC had been shared with parents.

A question was also raised as to if the bus companies had been advised, the Clerk will find out and advise if they have not been informed. The office will be displaying all the information they have and regularly posting on social media.

7 F25/007 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:

The Clerk presented her report and introduced a new report that will also be submitted monthly as the CLEW Committee is no longer taking place. This report will be written by the Committee Clerk.

No questions were asked re the Clerks report.

The Committee Clerk talked through the Fun Dog Show that took place on Saturday 10 May and commented that it was very well attended and over £500 had been raised for Wadars, the APC Charity of the Year.

Cllr. Verrinder commented on the great job Mike Jones did as compare and Cllr. Bicknell said he had heard a lot of positive feedback.

The Chair was pleased to see the usage of the InPost locker was high i.e. being well used and Cllr. Verrinder also commented on the Angmering Twinning Associations Tea Party that was also held on Saturday 10 May and had also been well attended.

Both reports can be found within the supporting papers for this meeting on the APC website.

8 F25/008 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart was unable to attend the meeting. No report had been submitted.

9 F25/009 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper started by welcoming everyone back to this years council and gave congratulations to the Chair, Vice Chair and Councillors for their achievements in the past year.

He reported there was nothing much to report other than he was still working on the issues at Swallows Gate, awaiting further information on the proposed Bewley Road development and the next ADC Full Council meeting will take place on Wednesday 21 May.

Questions were invited and Cllr. Cooper said he was available for questions at any time. No questions were asked.

Cllr. Cooper left the meeting at 19:46.

10 F25/010 NEIGHBOURHOOD PLAN/DEVOLUTION

The Chair advised the committee that she and the Clerk had spoken with Steve Tilbury, Planning Expert, regarding several matters including the APC Neighbourhood Plan. It was felt that due to the current status of the Arun Local Plan and the upcoming local government reorganisation, it would not be an appropriate or beneficial time to amend our plan. It was mentioned that East Preston Parish council have put in amendments for theirs. Their plan is to update policies, plus they do not intend to allocate any sites for housing.

It was clarified that even though the APC plan will be out of date in 2029, it would still stand as a made plan and would still apply for the higher rate of CIL payments.

The member of the public left the meeting at 19:58.

11 F25/011 APPOINTMENTS TO PARISH COUNCIL COMMITTEES

- a) Governance & Oversight Committee
Cllrs. Hamilton-Street, Verrinder, Reigate, Oldfield and Marsh
- b) Planning and Infrastructure Committee
Cllrs. Hamilton-Street, Verrinder, Oldfield, Harris, Bicknell, and Bennett

12 F25/012 EXTERNAL GROUP/ASSOCIATION/MEETING REPRESENTATIVES

- a) **Eastern Arun Parishes Group**
The Chair plus the Chair for PI when appointed
- b) **Arun District Association of Local Councils (ADALC)**
The Chair
- c) **Angmering Sports and Recreation Association (ASRA)**

- Cllr. Want
- d) **Angmering Village Hall Management Committee**
Cllr. Evans
- e) **Angmering Twinning Association**
Cllr. Harris
- f) **South Downs National Park Authority**
Cllr. Verrinder
- g) **Arun District Council Planning & Development Advisory Group**
The Chair plus the Chair of PI when appointed
- h) **Angmering Community Land Trust**
The Chair
- i) **West Sussex Association of local Councils (WSALC)**
Chair and Vice Chair

13 F25/013 STANDING ORDERS 2025

The Chair reported that this document had been taken to the Governance and Oversight committee where any changes were talked through. Cllr. Bicknell asked for clarification on the changes that had been made which was given by the Clerk and the process taken.

After a short discussion it was agreed to slightly amend some wording regarding requesting to speak and the need to stand. This was agreed by all and the change will be made.

RESOLUTION: Cllr. Bicknell **PROPOSED** the Standing Orders 2025 be adopted once the above change has been made. Cllr. Evans **SECONDED** and **ALL AGREED**.

14 F25/014 FINANCIAL REGULATIONS 2025

The Clerk advised why certain updates had been made including sign off limits and how invoices are processed.

RESOLUTION: Cllr. Reigate **PROPOSED** the Financial Regulations 2025 be adopted. Cllr. Bennett **SECONDED** and **ALL AGREED**.

15 F25/015 SCHEME OF DELEGATION

The Clerk updated the councillors with the only amendment which was agreed by all.

RESOLUTION: Cllr. Marsh **PROPOSED** the Scheme of Delegation be adopted for 2025. Cllr. Oldfield **SECONDED** and **ALL AGREED**.

16 F25/016 FINAL ACCOUNTS 2024/2025

The Chair thanked the Clerk for all her work in preparing the final accounts. The Clerk then explained the documents that the councillors were looking at and invited questions.

Cllr. Bicknell asked about Ear Marked Reserves and the Clerk advised why these amounts had increased. No other questions were asked. All agreed they were happy for the Chair to sign. The Chair then signed off the document.

17 F25/017 AUDIT REPORT 2024/2025

Congratulations were given to the Clerk for another successful audit and comments were made on the good working relationship that APC have with Mulbury who act as APCs auditors.

18 F25/018 CURRENT SYSTEM OF INTERNAL CONTROLS

Councillors were asked if they were happy with the current system of internal controls.

All councillors present confirmed they were happy with the current controls in place for the previous year and for 2025/26

19 F25/019 ANNUAL RETURN 2024/2025 – SECTION 1

The Chair gave an overview of what this is and asked if there were any questions regarding Section 1, which relates to internal controls.

The Clerk then explained that everyone needed to agree with all the statements made in order to tick the relevant boxes. The Chair then read all the statements in turn and all present confirmed that they agreed with the statements made.

The Chair asked if everyone was in favour of approving Section 1 and for the Clerk and the Chair to sign. All agreed. The document was then signed.

20 F25/020 ANNUAL RETURN 2024/2025 – SECTION 2

The Chair then went on to cover Section 2 of the Annual Return which is the Accounting Statement and explained what this was. She asked if there were any questions, none were asked.

The Chair asked if everyone was in favour of approving Section 2 and for the Clerk and the Chair to sign. All agreed. The document was then signed.

21 F25/021 ADOPTION OF THE ANNUAL PLAN 2025/2026

The Chair advised that the plan had been sent to all councillors prior to this meeting and asked if there were any questions, none were asked.

The Clerk commented that some councillor names might not be shown and to please let her know if they would like their names added against any of the tasks as there were some councillors whose names were not included in the plan.

<p>RESOLUTION: Cllr. Bicknell PROPOSED that the Annual Plan for 2025/2026 was adopted. Cllr. Verrinder SECONDED and ALL AGREED.</p>

22 F25/022 COMMUNITY GRANT APPLICATIONS

When the agenda was published this application was not included by mistake, all councils agreed that this could be considered at this meeting as it was included in the supporting papers, so had been reviewed by councillors.

The Chair abstained from this item due to the non-pecuniary declaration made at the start of this meeting.

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

One grant request was submitted for consideration this month.

- The Angmering School – £500

After discussion, the following option was put forward and agreed.

Cllr. Bicknell **PROPOSED** that a sum of £500 was granted to the Angmering School. Cllr. Reigate **SECONDED** and **SEVEN AGREED with ONE ABSTAINING**

23 F25/023 2025/2026 FINANCIAL REPORT

The reports were presented; no questions were asked.

Cllr. Oldfield signed the reconciliations for April 2025.

24 F25/024 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 attended a meeting on Friday 9 May regarding flooding. She will prepare a report and bring to the next Full Council meeting in June.

25 F25/025 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

The Planning and Infrastructure Committee – None.

CLEW Committee – None.

Governance & Oversight Committee – None.

26 F25/026 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

The Chair read out a few points from a report she had written before she had been re-elected. The recent Wellbeing Fair was mentioned along with the anticipated next steps for Bewley Road. Congratulations were also given to Angmering FC who have won the West Sussex Football League Division 1 South. A letter of congratulations will be sent by the Clerk, on behalf of the council.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 12 June 2023** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 20.33.

.....
Chairman

Date.....



Clerks Report June 2025

Agenda Item 5

- 1) The planning application has been applied for in Mayflower Park for the 4 extra lights to be placed.
- 2) The road works in the village have been causing a lot of issues in the village with motorists, residents and shop owners. We have worked with Clancy and Southern Water to keep High Street open, and the parking bays are unaffected (at the moment). We have handed out compensation forms as well as give the businesses affected copies of the plans for the whole time the works are in the village.
We have contact details for the site manager and they regularly pop into the office and update us. Two representatives of Clancy and Southern Water are visiting the village weekly and continue to engage with local residents and business owners.
- 3) Tree work has been completed in Mayflower Park which includes uplifting the trees along the footpath and taking away a dead section of the large tree on the park.
- 4) 2 benches have been added to the park. These recycled brightly coloured benches have been put in by the new play road. There is still one bench to go in along the path but where the bench was earmarked to go there are underground obstacles – so we will have to reassess.
- 5) The planters for South Angmering have been ordered and we are just waiting for these to be delivered direct to Ferring Nurseries. Payment from Ayton House has been confirmed.
- 6) The office is looking into getting brown signs indicating the way to Mayflower Park. There is a charge from WSCC to investigate the request, so we will be arranging a meeting with a highways officer in order to talk through our plans before we spend money on the request.
- 7) I recently attended a Clerks Networking Meeting in Billingshurst. There was a devolution update and also information provided on Community Land Trusts and resilience plans.
- 8) There have been lots of emails being received about overgrown hedges obstructing footpaths – the majority have been private residences hedging – but a few have been APC owned and WSCC owned. The APC ones have been addressed, and residents have been advised to report other issues to WSCC. Letters will be sent to properties with hedging obstructing paths, requesting them to cut them back to allow full use of any footpaths. If these letters are not adhered to, they will be escalated to WSCC.
- 9) A/154/24/OUT – this application is coming before the Planning Committee on 11 June at 2pm at the Arun Civic Centre, Littlehampton. Steve Tilbury has assisted with writing 2 depositions for Nikki and a district councillor to read out at the meeting. The Clerk has emailed all members of the committee with our initial objection, a copy of the transport document and a request for members to visit the site prior to the meeting on 11 June. The office is in contact with Protect Farmland West of Bewley Road group and will share Steve's work with them.
- 10) Also scheduled for discussion at the meeting is application A/94/24/DOV, concerning Rustington Golf Centre – Fairway Gardens. We have enlisted Steve Tilbury to assist with preparing our submission for the meeting and will share it once it is finalised. The application seeks to amend the Section 106 agreement, specifically the obligation to construct a designated number of affordable homes. The developer is proposing to forgo building these homes and instead pay the council a fixed sum to support the provision of council housing.



General Council Risks

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

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

Risk Assessment Completed	21-11-24
Take to Full Council	09-12-24
Next Review at Governance and Oversight Committee	05-02-24



Financial Risk Assessment

Financial Risk Assessment

Risk	S	L	Level	Controls in place
Banking Account Errors/going overdrawn	1	2	2	All council bank accounts are reconciled every month in accordance with the Financial Regulations
				Monthly reconciliations are subsequently signed off by a different councillor each month.
				Bank statements accessible online to check receipt of payments
				Weekly checks are made on the business account and if low, money is to be transferred from the high interest account.
Risk of consequential loss of income	5	1	5	Insurance cover in place for insurable risks, including business interruption. Recently updated regarding Fidelity Guarantee
				New asset purchases added to insurable risks at earliest opportunity
				Full asset registered reviewed at least annually to ensure sufficient insurance cover in place
				Bank account general reserves to be increased over time to approximately 50% of the precept
				Financial performance of all activity reviewed monthly to enable issues to be speedily addressed
				All electronic records backed-up every night
				Precept paid in two installments by the District Council
Loss of cash through theft or dishonesty	1	1	1	Petty cash spending agreed in advance by RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced monthly
Risk	S	L	Level	Controls in place
Financial controls and records not in place	1	1	1	Internal audit completed twice per annum in addition to annual external audit
				Internal audit reports presented to the next available Parish meeting, along with an action plan detailing how the auditor's recommendations have been acted upon
				All electronic financial records are backed up off site every evening
				Tenders and/or quotes for works are secured in accordance with Financial Regulations
				All financial records stored and saved in accordance with the council's Document Retention Policy
				Financial Risk Assessment to be reviewed by Governance Committee
Failure to comply with HMRC VAT Regulations	2	1	2	VAT payments and reclaims processed
				Advice notes from HMRC followed at all times, using external expert advice where necessary
				Internal auditor reviews VAT as part of the twice yearly checks
				VAT reconciled monthly and claimed quarterly via online HMRC
				RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019
Risk	S	L	Level	Controls in place
Failure to produce a sound budget to support annual precept	4	1	4	Previous year's budget and income and expenditure to date used to draft next year's budget
				Earmarked and general reserves reviewed as part of budget setting process
				Developing a council business plan will further inform longer term financial aspirations
				RFO prepares draft budget for review by Governance Committee
				Budget proposal discussed and agreed by Governance Committee as a recommendation to Full Council
				Full Council approve budget and agree precept to meet response deadlines set by District Council
				Expenditure against budget reported to relevant committees at every meeting
Risk	S	L	Level	Controls in place
Failure to comply with borrowing restrictions	3	1	3	Any new Public Works Loan Board (PWLb) borrowing to be approved by Full Council after assessment of the business case
				Support with application process available through WSALC if required
Risk	S	L	Level	Controls in place
Loss of interest from investments	2	1	2	Investment Policy - reviewed annually
				Statements regularly reviewed
				Potential to go over the 500k Euro limit for FSCS guarantee. -The spread of investments across accounts is still important and protects the council against losing everything if kept in just one account.
				While investments are with Flagstone - monthly checks are made on their progress and the money reinvested when the account matures.
Risk	S	L	Level	Controls in place
Risk from increasing prices such as utility bills, insurances etc	3	3	9	Careful consideration is taken when budgeting for the following year. Taking advice and looking at trends.
				Comprisons are undertaking and several quotes are always obtained, as per our Financial Regulations
				Funds are available within the "General Reserves" to make virements to cover any unexpected overspend.
Risk Rating Guide				
Severity (S)		Likelihood of harm occurring (L)		Risk rating = L x S
1 = Negligible		1 = Very low		0 – 4 = Insignificant risk
2 = Minor		2 = Very unlikely		5 – 9 = Low risk
3 = Moderate		3 = Unlikely		10 – 15 = Medium risk
4 = Major		4 = Likely		16 + = High risk
5 = Catastrophic		5 = Very likely		
Risk Assessment Completed				21-11-2024
Take to Full Council				09-12-2024
Next Review by Governance & Oversight				05-02-2025



ANGMERING PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY – STAFF & COUNCILLORS 2025

ANGMERING PARISH COUNCIL

Authored by: Katie Herr/Tracy Lees

Date Updated: May 2025

Version: 2

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OVERVIEW

This Staff and Councillor Training & Development Policy outlines the training and development (or continuous professional development) that staff and councillors can expect to receive.

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

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

Policy Statement

Angmering Parish Council's intention is to:

1. Support and encourage the training and development of knowledge of Staff and Councillors to help achieve the objectives of the council.
2. Regularly review the needs of Staff and Councillors.
3. Plan training and development opportunities and budget accordingly.

How do we identify training needs?

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

How is training funded?

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

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

Training Programmes

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

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

What can be expected from the Training Programs - Staff

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

What can be expected from the Training Programs - Councillor

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

Performance Management - STAFF

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

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

Training and Development for Staff

Angmering Parish Council will ensure that:

OFFICE BASED STAFF	FREQUENCY
New Starter Checklist	Upon joining the Council
Induction training to establish any further training needs in order that staff may effectively use the office systems software.	
In house training on the website	Upon joining the Council
Health and Safety to include individual responsibilities for health and safety, COSHH, Fire Precautions, Working at Height, Manual Handling, Lone Working, Well-being at Work, Emergency Procedures, a review of items in the Employees Handbook and Site-Specific Training.	Annually
First Aid at Work (not mandatory)	Every three years
Staff Review and Development	6 monthly.
Grounds Staff: Induction to include H&S, risk assessments, use of equipment, Protective Equipment Manual Handling Working on the Highway Use of ladders Safe working practices First Aid (not mandatory)	

Training and Development for Councillors

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

Angmering Parish Council will ensure:

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

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

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

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

Training and Development for the Clerk

Angmering Parish Council will ensure:

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

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

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

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

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

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

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

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

Evaluation of Training Efficacy

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

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

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

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

Meeting policy was approved at: Full Parish Council

Date: 09/06/2025

Date of next review: May 2028

ANNUAL PLAN 2025/2026

No.	Area of focus	Ambition	Who is responsible	Success would be	Time Scale	Budget 2025/26	Precept/S106/CIL/ Grant/EMR	Committee/ Meeting	Progress as of
	COMMUNITY								
	Work with the community to ensure that the village of Angmering has a positive image and a welcoming feel								
1	Organisations in Angmering	To develop an overarching "Angmering Community Network" to include all voluntary sector organisations - to enable resource and information sharing	Alison Reigate/Rachael Wilkes	Regular meetings of the Angmering Community Network throughout each year. Meetings deemed beneficial by those attending.	Ongoing	£100.00	Precept	FC	
2	Volunteer Opportunities and Community Schemes	To reduce the impact of litter on the parish and ensure all of Angmering is covered by Volunteer Community Litter Pickers	Office	The village being helped to stay clean and tidy by a strong band of volunteers who are regularly seen litter picking.	Year Round	£300.00	Precept	FC	Arrange a date for a community litter pick. Flash mob litter picks.
3	Residents Voice	To construct an engaging survey that will assist in the annual plan writing and budget setting	Nikki Hamilton-Street/Katie Herr	A large proportion of the residents fill in the survey and their suggestions data collected influences the budget and annual plan	Yearly - in November	NA	NA	FC	Add prize to survey - comms audit. Do it September. Leaflets for Angmering Revealed.
4	Community Centre	To work with Community Centre Trustees and staff to ensure that the centre is accessible to all & maintained to a high standard	Office	A well maintained and safe building for all who use it. To budget each year to cover maintenance/improvements.	Year Round	£7,600.00	Precept	FC	CCTV installed overlooking the park and cycle repair station.
5	Community Events	To commemorate Remembrance Sunday and provide Angmering residents the opportunity to participate safely	Sylvia Verrinder/Tracy Lees	A well supported event that paid respect to those who gave their lives and involving local churches and groups.	Held once per year	£675.00	Precept	FC	
6	Community Events	To host and organise the Angmering @ Christmas in early December each year. Provide a suitable Christmas tree with lights and other decorations for the village.	Tracy Lees/Office	Angmering Christmas A well attended event, full of Christmas cheer that offered free activities for residents that involved/promoted local traders.	Held once per year	£9,775.00	Precept/Donations /EMR	FC	

7	Community Events	To help promote local clubs groups and associations in a fun way for the whole community	Tracy Lees/Office	Angmering Revealed. A well attended event where the local groups, clubs and associations could raise money, get new members and everyone is aware of what Angmering has to offer.	Held once per year	£6,500.00	Precept	FC	
8	Community Events	To encourage the creation of events by funding/working with other organisations	Tracy Lees	A well attended event by Worthing Rugby Club to highlight their club and enhanced tournaments - RFC 7's	Held once per year	£1,000.00	Precept	FC	RFC 7's
9	Community Events	To create an engaging event for local children to get involved with. Provide craft opportunities and pumpkin carving.	Office	Halloween Spectacular A well attended event with a mixture of crafts from various organisations	Held once per year	£1,000.00		FC	
10	Community Events	To create a new style Skate Jam that will encourage the use of the skate bowl and BMX Track and people to try other activities available in the village	Tracy Lees/Office	Skate Jam More residents using the skate bowl and BMX track and trying out new activities.	Held once per year	£4,120.00	Precept	FC	
11	* Community Events	To create a new event at Mayflower Park to encourage the use of the area	Tracy Lees/Office	Fire ride Event. A well attended event that shows of the facilities and encourages old and young to ride bikes safely	Held once per year	£5,150.00	Precept	FC	
12	* Community Events	To work with our Charity to of the Year to raise their profile through holding an event	Office/WADARS	WADARS Dog Show A well attended, age dog show that raises the profile and funds for WADARS.	Held once per year	£4,600.00	Precept	FC	
13	* Community Events	To create an event that will show off and educate residents of the options in and around Angmering regarding wellness	Tracy Lees	A well attended event making sure visitors go away informed and updated on what is out there regarding wellness	Held once per year	£500.00	Precept	FC	
14	Community Grants	To increase the awareness of Community Grants	Office/Norma Harris	An increase in the variety and amount of organisations coming forward to obtain grants	Year Round	£5,000.00	Precept	FC	

15	New Residents/New Councillors	Work with residents groups on new developments to increase engagement and welcome to village as well as encouraging them to become councillors	Office/Norma Harris	New residents knowing where to get information from and feeling part of the village.	Ongoing	NA	NA	FC	Arrange dates for pop up within new and existing developments and around the village. Herrons Park/developments Dappers Lane. Ecclesden Park, Swanbourne/Cresswell, village centre/Fletchers Field
16	Crime	To work with police to reduce fear of crime, increase reporting and increase pride in community	Nikki Hamilton-Street/Katie Herr	An increase in the amount of people reporting crimes. Regular attendance at the Arun Focus Group, run by the Sussex PCC.	Ongoing	NA	NA	FC	Attending regular sessions online with Sussex Police. Contact made when issues come up with ADC ASB Team and PCSO
17	Resilience Plan	Ensure that the Parish Council Resilience Plan continues to address the risks to Angmering Parish	Office/David Marsh	A regularly reviewed plan with fully trained Councillors, Staff & Volunteers.	Twice yearly reviews	NA	NA	FC	Put online after check
18	History of Angmering	To research and install heritage blue plaques around the village.	Office/Alan Evans	The gradual addition of blue plaques around the village for years to come.	Ongoing	NA	Precept	FC	Two applications submitted
19	*Communication	To increase the effectiveness of our communication.	Office	Increase our reach, increase social media follows and increase attendance at events.	Ongoing	NA	NA	FC	Suggestions - What's on videos. Create links etc to FB/Insta. Cardboard frames. What we do.
	HEALTHIER AND HAPPIER								
	To promote the health and wellbeing of local residents by working with local partners								
20	Loneliness	To bring people together and reduce loneliness	Rachael Wilkes/David Marsh/Matt Want	Set up several warm spaces for use by all. Maintain it for as long as possible.	Ongoing	£100.00	Precept/grants/ Working with other associations	FC	Would Ayeton House have one?
21	Dementia Awareness	To promote the issues surrounding dementia in order to make Angmering more accessible to those who have the illness	Office/Alison Reigate/David Marsh	A village full of dementia friendly buildings/spaces. A village wide better understanding of what dementia is.	2025/26	NA	Precept	FC	
22	Getting kids active	To promote a healthy lifestyle, the outdoors, how to have fun and make new friends	Office/Matt Want	Hold twice weekly summer activity sessions at both Mayflower Park and Palmer Road Rec - during the summer holidays.	Ongoing	£3,000.00	Precept	FC	

23	Defibrillators in Angmering	To ensure the safety and wellbeing of residents	Rachael Wilkes/Matt Want	An increase in the amount of defibrillators in Angmering which are accessible to all.	Ongoing	NA	EMR	FC	
24	Defibrillator and CPR Training	To increase awareness of basic first aid, how to use a defibrillator and the use of CPR	Office/Norma Harris	Defibrillator and CPR sessions that give residents the confidence to perform CPR or use a defibrillator.	Held 3 times per year	£100.00	Precept	FC	
25	Community Wellbeing	To support the Community Allotment Group to flourish	Alison Reigate/Office	A well supported scheme with engaged users. Working well with Arun and Chichester Food Partnership to enable the sessions to be held.	Year Round	NA	Precept	FC	
26	Mental Health/Youth Work	To look to provide mental health services not currently available in the village	Office/Nikki Hamilton-Street/Matt Want	A service that is offered to both adults and children with regards to mental health help and advice	Year Round	£10,000.00	Precept	FC	2 x youth workers doing outreach. Results from conversations fed back
27	Youth Facility	Increase the provision for dedicated youth facilities in Angmering, aged 11-16	Nikki Hamilton-Street/Office	A dedicated youth space for at least one session per week.	2025	£15,000.00	Precept/Grants/EMR/CIL	FC	Youth drop in session funded once per week at Angmering Community Centre. Numbers are steadily growing. Nikki to attend to talk about new proposals for youth centre.
	The Village and its Facilities								
	To maintain, expand and improve Angmering's facilities and greenspaces, for the benefit of its residents								
28	Mayflower Park	To create a welcoming, multifunctional park for the residents of Angmering	Katie Herr/Tracy Lees/Nikki Hamilton-Street/Alan Evans	A welcoming, safe and fun area for residents of all ages to meet. Areas for free play, play areas improved, skate bowl/BMX track improved. Addition of a café and toilets.	Long term	NA	Precept/Grants/Reserves	FC	Café on hold whilst office work on Hub. New play road installed with grant from ADC. Benches alongside
29	APC Office and Youth Centre	Find alternative office for APC that is fit for purpose and offers extra facilities to the Angmering residents - including a youth centre	Katie Herr/Tracy Lees/Nikki Hamilton-Street/Alan Evans	A new office for staff to work comfortably in - along with a visitor hub to include photocopying/internet/information etc. Create a purpose built youth centre for Angmering's young people to attend.	Long Term	NA	Grant/precept/contributions from other organisations	FC	Project agreed to move forward with. Public consultations in September/October. Pre app received. Consultation data taken into account and suggested changes discussed. Awaiting confirmation from the ACCA to amend the lease

30	APC owned Play Parks	To ensure all APC owned play parks are maintained to a high standard to offer quality imaginative play for all	Office/Groundsman	Maintain all play areas to the highest standard. Once items begin to fail a review is undertaken which will include consultation.	Year Round	£5,000.00	Precept / Grants	FC	
31	ADC owned Play Park	To ensure the play area at Palmer Road Rec is well maintained and useable by all	Office	A well maintained and useable play area, with no defects or damage.	Year Round	NA	ADC responsibility	FC	
32	St Nicholas Gardens	To increase residents use of the area & their knowledge of its history	Office/Groundsman	A well maintained area for all to use. Increase in number of people enjoying it	Maintained throughout the year	£2,500.00	Precept	FC	
33	Palmer Road Recreation Ground	To maintain the facilities and support the continued use and development of the area	Office/Matt Want	A well used, well maintained, functional area for sport and recreation.	Maintained throughout the year	£5,000.00	Precept	FC	
34	Palmer Road Recreation Ground	To support the development of the area with regards to the delivery of the new sports hub.	Nikki Hamilton-Street/Katie Herr	To ensure that the new Sports Hub is delivered and offers high quality facilities for Angmering	Year Round	NA	S106 by ADC	FC	
35	Village wide planters	To install planters in more areas of the village	Office/Alison Reigate	The installation of multiple planters in new locations. For them to be filled with flowers/greenery all year round.	2025/26	£3,000.00	Precept/Grants	FC	Several locations suggested. Grants being look into by Alison Reigate.
36	Village Maintenance	To maintain, to a very high standard, the land and verges APC are responsible for - with regards to grass cutting.	Groundsman/Office	Well maintained areas that are fit for purpose and are enjoyed by residents and visitors	Ongoing	£12,000.00	Precept	FC	
37	Village Maintenance	To enhance the village feel with planting and hanging baskets	Office	Colourful, beautiful and village feel enhancing planting all year round	Ongoing	£12,500.00	Precept	FC	
38	Tree/hedge Maintenance	To maintain, to a very high standard, the trees and hedges APC are responsible for.	Office/Groundsman	Well maintained trees/hedges, which ensures the safety and continued life of the tree/hedge thus also ensuring users of the areas are safe	Year Round	£12,500.00	Precept	Full Parish	
	CLEANER AND GREENER								
	To work with the local community towards Angmering becoming a cleaner and greener place to live and work								
39	Climate Action Plan	To work on initiatives in order to reduce landfill and encourage the repair/reuse of items	Rachael Wilkes	An increase in the amount of items being recycled and new initiatives being implemented.	Ongoing	£650.00	Precept	FC	

40	Climate Action Plan	To reduce waste going into landfill	Alan Evans	An increase in the awareness of the recycling options available in the office and where other local points are located.	Ongoing	£300.00	NA	FC	We are now collecting stamps for 1st Angmering Scouts. 3 bins for plastics now in the office. Bra box now in the office.
41	Recycle Bins, refuse bins and dog waste bins.	To encourage those out and about to recycle and dispose of their rubbish responsibly by investing in appropriate bins	Alan Evans/Office/Matt Want	Reduction in rubbish in the streets of Angmering and an increase in recycling processed.	2025/26	£2,000.00	Precept	FC	
42	Solar Lighting	Create well lit paths and areas in Angmering	Office/PI	More areas of Angmering improved and made safer by solar lighting.	2025	NA	Grant	PI	Planning application put in for 4 new lights in Mayflower Park.
43	Council Vehicle	Reduce emissions and potentially costs	Tracy Lees	A new, fit for purpose electric van is purchased.	Long Term	£3,000.00	Precept	FC	Total EMR of £12,000 from 2021/22, 2022/23 2023/24 and 2024/25
	Traffic and our roads								
	To work with local authorities to maintain and implement traffic improvement measures								
44	Traffic	To address the traffic issues in Weavers Hill/High Street/Water Lane and other locations as identified on the Community Survey 2021	PI Committee/Katie Herr	SID's located around the village to encourage adherence to the imposed speed limits. Reduction in near miss accidents due to speed.	2025/26	£2,696.00	Precept/EMR	PI	Sites being investigated and advice sought from WSCC. EMR at end of 2024/25 is £9000
45	Roads in Angmering	To ensure the roads, traffic signs, road markings, speed reduction measures and surface of Angmering roads are well maintained.	Office/WSCC	All roads are well marked, have functional speed reduction measures and are correctly signed and maintained.	Ongoing	NA	NA	PI	Regular updates given to PI and issues reported to WSCC via their website.
46	*Roads in Angmering	To address parking issues in front of the shops - Angmering Village Centre. TRO completed	Office/WSCC	An improvement to the current parking provision and to allow both residents and shoppers to park safely	2025	NA	NA	FC/PI	Awaiting date of public consultation
47	*Roads in Angmering	To address the issue of excess speeds along Dappers Lane. TRO Completed	Office/WSCC	The completion of a Traffic Regulation Order (TRO) to reduce the speed along the whole lane to 20mph	2025	NA	NA	FC/PI	Awaiting installation date after successful public consultation.
48	*Roads in Angmering	To address parking issues along B2140 which affect sight lines and traffic issues. TRO Completed	Office/WSCC	The improved flow of traffic around the crossing gates and for sight lines for drivers to be improved	2025	NA	NA	FC/PI	Awaiting installation date after successful public consultation.
49	Speeding in the village	To help Speedwatch to achieve their objectives and assist where possible.	PI/Office	A reduction in speeding in the village and for Speedwatch to have enough volunteers to carryout the necessary checks.	Ongoing	NA	NA	PI	How to increase the amount of people doing it

50	Bus Shelters	To engage with residents regarding the locations of bus stops needing shelters/benches	PI/Office	Bus stops in the village would be well equipped with what they need regarding street furniture	2025/26	£10,000.00	Precept/Grants	PI	Look into 2 x locations. End of Bewley Road and Station Road
51	Cycling	To address the current state of cycle paths in Angmering.	Alan Evans	Fully accessible and useable cycle paths in Angmering.	Ongoing	NA	NA	PI	
52	Highways	To improve the safety of pedestrians in Angmering - work with ADC/WSCC to ensure the Chandlers development includes work on crossing at the bottom of High Street.	Office/John Oldfield	Ensure the following action is achieved by ADC/WSCC as part of the Chandlers development. Two formalised crossings are proposed, one on Water Lane outside Eachways and one on High Street. Both can be seen on drawing no: 034.0125.013 and 034.0125.012. As well as the widening of the footway and extension of the footway leading round on to High Street.	2025/26	NA	NA	PI	Plans on the McCarthy Stone development show its inclusion. Keep track of any changes
	Planning in Angmering								
	To increase awareness of planning developments in Angmering so we can better protect our green spaces and village								
53	Conservation Area	To ensure the conservation area in Angmering is maintained and expanded.	Sylvia Verrinder	An extension to the Conservation Area is approved in 2023	2027	NA	NA	PI	Update given - part of a bigger project due 2027!
54	Planning Committee	To ensure new councillors have effective and useful information with regards to the planning system.	Sylvia Verrinder/Office	A set of documents, that along with training, assist new councillors to be informed of the requirements of a planning committee member	2025/26	NA	NA	PI	
55	Neighbourhood Plan	To review existing Neighbourhood Plan to ensure it is fit for purpose	Katie Herr/Nikki Hamilton-Street/Sylvia Verrinder	An updated plan that is of benefit to the village	NA	NA	EMR	FC/PI	Liaising with Steve Tillbury - said hold until ADC gives housing numbers/plan and government reorganisation.
56	Planning Services	To form strongly worded comments to planning applications within Angmering	Sylvia Verrinder/ John Oldfield/Katie Herr	Engaging the services of a planning expert, when needed, to form comments on planning applications to a very high standard	Ongoing	£2,000.00	Precept	PI	Continue to work with the planning expert to formulate our comments.

57	Infrastructure Improvements	Work with councillors to review our CIL Project List. Spending on infrastructure with money held by WSCC/ADC.	Nikki Hamilton-Street/Katie Herr	Having an reviewed and updated list that is fit for purpose and of benefit to Angmering	2025/26	NA	NA	FC/PI	
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* = New for 2025/26

Committee/Meeting

PI = Planning and Infrastructure

FC = Full Council Meeting

Completed
On hold



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

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

APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2024 – 2025

GUIDELINES FOR APPLICATIONS

A grant is any payment made by the Parish Council, to be used by an organisation which is not directly controlled or administered by the Parish Council, for a specific purpose in the furtherance of the well-being of the local community.

The contribution made by the numerous organisations to the well-being of the local community is highly valued. In support of such voluntary efforts the Parish Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of the grant is to support voluntary and community initiatives which enhance the quality of life for residents in Angmering.

Funding is available, throughout the year, subject to budgetary constraints, and in line with the Parish Council's specified application deadlines (see page 9). Organisations wishing to apply for a grant from the Parish Council are advised to read the following Grant Criteria to ensure their application is eligible for a grant. It is also encouraged that applicants contact the Parish Council to discuss their project prior to applying for a grant.

GRANT CRITERIA

Applications will be considered from voluntary, community groups and organisations. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules, which include the aims and objectives for the group.

In order to help ensure a fair distribution of funds, only one application, per financial year, per organisation may be submitted to the Parish Council.

Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised signatories. Any monies awarded shall be the responsibility of the recipient organisation.

Applicants may apply for start-up funding, running costs, and / or the purchase of one-off pieces of equipment or capital projects. A clear budget breakdown must be provided with each application. Please refer to the following table for the maximum levels of funding that can be awarded for different types of expenditure:

PURPOSE OF GRANT	Up to a maximum of:
Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment)	£750
Running costs	£250
One off cost (e.g. purchase of equipment)	£500
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750

CONDITIONS AND EXCLUSIONS
Typically, awards will not be given for administration costs
Awards must be seen to be for the benefit of a significant number of Angmering residents
Awards will not generally be given to individuals
Awards must be used for or towards the specific project or item applied for
Once project completed, evidence must be provided that the award was used appropriately

THINGS TO NOTE

1. Organisations must be able to submit a copy of their previous year's accounts. In the case of new organisations, a full budget for the proposal must be submitted.
2. Applicants must provide an answer to all the questions on the application form.
3. Applicants must be able to demonstrate how a grant would benefit the community of Angmering.
4. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.
5. On-going commitments to award grants in future years will not be made by the Parish Council.
6. The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Parish Council may decide to defer the application to a future meeting whilst further information is sought from the group.
7. In the event the grant is not used in part or in full, the group must notify the Parish Council with a full explanation. If the grant is not used for the purpose intended, the Parish Council reserves the right to request its return.
8. Please note: The Parish Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 4 weeks after each deadline date with the outcome of the Full Parish Councils decision.

APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

Please ensure you read the **Guidelines for Applications** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

SECTION A: ORGANISATION DETAILS

NAME OF ORGANISATION/GROUP

St Margaret's Church Angmering

DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: Leanne Kyte

Position within the organisation: Administrator

Address: St Margaret's Church, Arundel Road

Postcode: BN16 4JS

Telephone Number: 07540 620688

Email: leanne@angmering.org.uk

Website: www.stmargaretsangmering.church

WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Angmering

An existing local group or organisation providing services available to residents of Angmering	x
A new group or organisation, wishing to provide services for the residents of Angmering	

BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP

St Margaret's is a large evangelical Anglican church in the village of Angmering. We at St Margaret's Church have adopted a new strapline this year- a simple one, but one that reflects our DNA. Our passion is to **'Share God's love'** with everyone.

We do this through our words, as we seek to tell people how precious they are to God, how much He loves them. But we also want to demonstrate God's love in practical ways, by offering events which show how much God loves them. This includes events for people of all ages throughout the year.

WHEN WAS YOUR ORGANISATION / GROUP FORMED?

We have no exact date for the building of St Margaret's Church but we can be sure it was erected between the years 1180 and 1220. Little remains of the original structure. The church was extended in the 15th and 16th centuries and a substantial re-build was completed in 1853.

HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

This should include people who are involved in the activity

Adult	500
Junior (under 16)	90

WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?

55%

IS YOUR ORGANISATION A REGISTERED CHARITY?

Tick relevant box

Yes	x	If yes, please provide the registered charity number below
No		Charity Number: 1131362

PROJECTED INCOME

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months ☐

Information from the organisation's latest accounts ☒

<u>Account Year Ending</u>	31 December 2024
Total Income for the year	£585,356
Total expenditure for the year	£397,482
Surplus or deficit	£187,874
Total savings or bank reserves at year end	£490,703

SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

1. Please give a description of the purpose for which you are seeking a grant

One of our favourite events is our annual community, family Fun Day, this year on the 14th June. We provide this day as a **gift** to the village, inspired by the love of God.

This year, a special guest will be joining us - Ace from the 1990s version of the TV show Gladiators! Come and hear his story.

There will also be inflatables, rotating teacups, face painting, barbecue, treats, live music, cream tea and a host of other games for children and their families to enjoy – all free!

We want all the entertainment to be free because this is a tiny picture of the love of God and because we know how expensive these sorts of days can be for families, especially with the cost of living now.

The only thing you might need to bring is some cash or a card for refreshments and the Church will be providing a BBQ and tea tent for those who'd like to use them.

2. How will / does your project or activity benefit the residents of Angmering?

We know how difficult and challenging times are, so there will be many volunteers (77 volunteers) on hand on the day, to reach out and chat to those attending. We run many groups (for all ages) and activities throughout the year for free and we would like to share these with the community, so they are aware and feel supported. A fun, family filled day which may not usually be possible for most.

We received a lot of positive feedback on social media last year.

3. Who will benefit from this activity? How many people and how often?

Last year we believe we had in region of between of 1,200 people attend from the community.

4. How will you know that your activity was successful? How will you record its success?

Feedback from volunteers and those that attend, verbally, social media and the number that attend.

5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.

Not applicable.

SECTION C: AMOUNT OF GRANT REQUESTED

1. What is the amount of the Grant you are seeking from Angmering Parish Council?

£250

2. Please indicate in which category you feel your request for funding falls into:

Please tick the relevant box		
Start-up grant (for new groups, can include running costs and equipment)	£750*	
Revenue (running costs)	£250*	x
One off cost (e.g. purchase of equipment)	£500*	
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	

(*Figures shown indicate the maximum grant allowance for this category)

3. What is the total cost of the project or activity?

Tuckshop & cream tea - £500
BBQ - £480
Refreshments - £200
Inflatables and equipment hire - £1,200
Publicity / advertising - £300
TOTAL £2,680

-
4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?

Tick relevant box

Yes	X
No	

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	
No	X

If **YES**: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

5. Please give details of your own fund-raising efforts:

Giving within our congregation.

6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.

Not applicable.

7. Has your organisation received a grant from Angmering Parish Council before?

Tick relevant box

Yes	X	If yes, please state when and how much awarded?
No		Amount £ 250 Year awarded: 2023

How did you hear about this grant scheme? From your website.

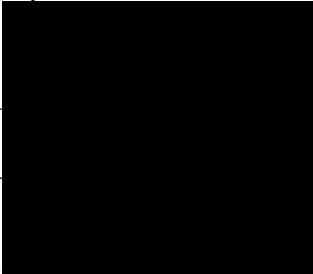
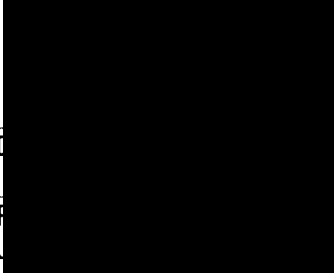

SECTION E: DECLARATION

Declaration

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

Chairman (signature)	Treasurer (signature)	Secretary (signature)
		

SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:	APPLICATION DEADLINE:
<p>Email: admin@angmering-pc.gov.uk</p> <p>Post: Katie Herr – Clerk Angmering Parish Council The Corner House The Square Angmering West Sussex BN16 4EA</p> <p>Tele: 01903 772124</p>	<p style="text-align: center;">The application form should be submitted on or before the 1st Monday of every month</p>

SECTION F: DATA PROTECTION

As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application and supporting documents for:

- Grant application
- Monitoring grants
- Evaluating the way our funding programmes work and the effect they have
- Reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

Please tick the box the box to confirm your understanding of Data Protection x