



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 THE GOVERNANCE & OVERSIGHT COMMITTEE HELD IN ANGMERING VILLAGE LIBRARY ON WEDNESDAY 6 FEBRUARY 2019 AT 7:30pm

Present: Councillors John Oldfield; Mike Hill-Smith; David Marsh (Chairman), Lee Hamilton-Smith, Rhys Evans, and Nikki Hamilton-Smith

In attendance: Katie Herr – Parish Clerk, Tracy Lees – Committee Clerk

Action

18/025 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Steven Mountain and Norma Harris.

18/026 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

No declarations were made.

18/027 MINUTES OF THE PREVIOUS MEETINGS

The minutes of the Governance & Oversight Committee meeting held on Wednesday 15 October 2018 were agreed as a correct record and signed by the Chairman.

18/028 PUBLIC CONSULTATION

There were no members of the public present.

18/029 CLERK'S REPORT

There were no matters to discuss as all were to be covered in the agenda. No one present had any questions re the Acton List. See appendix 1.

18/030 REVIEW OF MEMBER ALLOWANCE

The Clerk explained the background of how the Member Allowance worked and that this year's scheme was due to be amended by Arun in April 2019.

The Clerk then explained when payments are made and who would receive them. The Clerk asked if there were any questions. A discussion then took place.

Cllr. L Hamilton-Street asked about Co-option vs. being elected and who was eligible, this was clarified by the Clerk.

Cllr. R Evans asked how many Councillors were needed as a minimum. The Office were asked to confirm and report back.

Clerk

Cllr. R Evans also asked what happens if the allowance is not taken, the answer given was that it rolls over so it can be used for other council work.

After discussion it was **PROPOSED** by Cllr. N Hamilton-Street that we vote that the allowance paid to our Councillors will be 10% of the figure agreed by Arun. The sum put forward by Arun is a 2% raise on the base allowance up to £5,849.00 10% of this will be £585.00, **SECONDED** by Cllr. R Evans and **AGREED** by **ALL**. This will be reported at the next full council meeting for information only.

A discussion took place re gaining new Councillors at the Elections in May and the best way to advertise this. It was suggested that a full-page advert be placed in All About Angmering magazine to explain what it means to be a Councillor and to encourage residents to apply at the next elections to be held in May. To also advertise on Social Media, the Office window and noticeboards.

It was suggested that if there is enough interest from members of the public that they are invited to an open meeting for prospective councillors to take place 30 minutes prior to the Full Parish Council meeting to be held on Monday 8 April 2019. *On checking timings after the meeting it was noted that nomination papers need to be in by 3rd April 2019. An alternative meeting on 11th March 2019 will be suggested to councillors via email.*

Clerk

The Clerk was asked to re-send round the time table to all Councillors on when to apply to be a Councillor for the elections in May.

18/031 NEW ACCOUNTS PACKAGE – RBS RIALTAS

The Clerk explained the reasons why the package (account and asset inventory) were not yet up and running and explained the timings for the install and that this would not impact the office.

A comment was also made that lots of other councils already successfully use the RBS Rialtas package

All present agreed that it was a good package to have and to go ahead with the installation when ready.

18/032 APPROVED SUPPLIERS LIST

The Clerk updated all on how the list had been put together and the rationale behind these suppliers were on the list.

A discussion then took place.

Cllr. L Hamilton-Street commented that he disagreed with an approved suppliers list and explained his reasons. It was agreed the following checks be put in place:

- A column to be added detailing when this supplier was last used, best price vs. star rating.
- To put in place a check every year to make sure we are getting the best price.
- Risk Assessments and Insurance documents need to be supplied by each approved supplier

The Clerk re-confirmed the sign off levels that the office is permitted to use.

18/033 UPDATE ON STAFFING

The Clerk reported that the new member of staff was settling in very well and was following a training plan. This had also had a positive impact on the office morale.

An overview of the background of the 2nd new member of staff due to start on Monday 18 February was given.

The Office are also keen to cross train all members of staff, so cover is always available.

Staff contracts were discussed, and the Clerk explained that the Office's HR Consultants (HR Services Partnership) had been contacted re some possible changes that may be required.

The Clerk advised what the proposed changes were with particular mention of the pension, all present agreed that this should stay as it is.

All Councillors have been given a copy of a generic 'Contract of Employment and Job Description' for information and it was agreed by all present to come back individually if they spotted anything that may need further changes.

The following were also discussed, Danni Mariner's last working day was confirmed, the dates for the Office Managers forthcoming holiday and confirmation of who the Groundsman was now reporting to.

18/034 DATE OF NEXT MEETING

The next scheduled meeting of this committee is on Wednesday 22 May 2019.

The meeting finished at **20.02**.

Chairman..... **Date**.....

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To	Completed Date
15/11/2018	6	18/018	Staffing Position Summary	Draw up new contracts	Investigate and complete	Advice taken on contracts - bring to meeting. Will be picked up again ASAP. 17/05/19	KH	
15/11/2018	9	18/021	Communications Strategy and advertising	Document needs to be updated	Update document and agree strategy for 2019/2020	Update on advertising already completed and impact made. Work on document and bring to next Governance. 17/05/19	KH	

Key

Task has been started
Task to remian on the list
Completed
Task not yet started

Completed Actions have been moved to another tab

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To	Completed Date
15/11/2018	6	18/018	Staffing Position Summary	Appraisals for D Mariner and R Squires	Complete appraisals	Completed appraisals, paperwork completed and filed.	KH	29/11/2018
15/11/2018	6	18/018	Staffing Position Summary	Figures regarding flat use	These figures were taken to Full Parish in December	Close for governance	KH	01/12/2018
15/11/2018	7	18/019	Budget & Precept	Grasstex Quote	Confirmed to grasstex Dec 18 to go ahead	Completed and confirmed.	KH	19/12/2018
15/11/2018	7	18/019	Budget & Precept	Precept	Confirm precept and advise all	Calculations discussed, confirm at Full Parish Jan 19 meeting.	KH	14/01/2019
15/11/2018	9	18/021	Communications Strategy and advertising	NHS to send a colleague in to show how to update social media and also packages for posters	Agree date and time for colleague to come in.	Email containing creating posters received. Training given by NHS colleague to TL	TL	23/11/2018
15/11/2018	8	18/020	New Accounts Package	Have onine demonstration	Demonstration seen and agreed it would be worth while.	New quote received. Bring to Governance in February to be approved. Confirmation sent to Rialtas - training end of May 2019	KH	
06/02/2019	6	18/030	REVIEW OF MEMBER ALLOWANCE	Confirm how many councillors are needed as a minimum.	Report back to councillors with the answer.	Email dated 11/02/19 - sent to all on Governance advising.	KH	11/02/2019

15/11/2018	10	18/023	Interim Internal Audit Report	Standing Orders to be updated	Work with LHS in updating the SO's.	Initial look and updated sent to LHS 14/12/18. SO's returned with comments. Email sent back with updated SO's 19/12/18	KH	SO's updated and adopted May 2019
15/11/2018	7	18/019	Budget & Precept	Budget for CLEW	Once new RBS package in place this can be easily done.	On hold until new accounts package in. Will try to fashion something in the meantime. Met with NHS - update given to Rialtas	KH	Apr-19

Key

Completed



Prepared by: Katie Herr

Subject: Appraisals

Date: 17/05/19

Information

1. I plan to conduct appraisals for 2019/2020 in September and March.
2. Roy's appraisal was conducted in March and new targets set – these will be reviewed in September 2019.
3. Tara, Sam and Tracy's appraisal will be carried out in September. As this is a little way off I will conduct a "mini review" with these staff members and make interim targets for the full appraisal in September 2019.

Decisions

1. Propose a date for the Clerks appraisal



Prepared by: Katie Herr
Subject: Co-option Policy
Date: 17/05/19

Information

1. We do not have an adopted co-option policy for APC.
2. I have sent out the SSALC model policy and also one with suggested amendments from Cllr. Lee Hamilton-Street.
3. I also sent the amended one to Trevor Leggo and will report his comments once received.
4. We need a policy that is consistently implemented to deal with co-options in the future.
5. It is important that this is fit for purpose as well as being fair to all potential councillors. It will enable us to make informed decisions as well as making sure that potential councillors are confident that they know what the role entails.

Decisions

1. Decide to adopt the amended Co-option Policy.

MODEL CO-OPTION POLICY

1. Introduction

1.1 There are two circumstances under which the council may, if it so wishes, proceed to fill a casual vacancy by co-option:

- When a ward seat has been left vacant because no eligible candidate stood for election at the full elections for a new council (currently every four years)
- During the life of the council, a ward seat falls vacant but the required 10 electors of the ward have not called for a poll (by-election) within the legally specified time period following publication of the notice of vacancy

1.2 The council is not obliged to co-opt to fill any vacancy. Even if the council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

1.3 However, it is not desirable that electors in a particular ward be left partially or fully unrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the council if there are insufficient Members to share the workload equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty, given that some absence is unavoidable at times.

1.4 To ensure a fair and transparent process is undertaken, this policy outlines the procedure to be followed by the council when co-option is considered.

2. Application process

2.1 On receipt of written notice from the Democratic Services Manager at [ENTER NAME] District Council that a casual vacancy may be filled by means of co-option:

- The Clerk will advertise the vacancy or vacancies to be filled by co-option within 21 days of receipt of the written notification
- The co-option advertisement will include the closing date for acceptance of requests for consideration (between 14 and 30 days after the date of the advertisement) and the number of vacancies, and will be displayed on the council website, social media platforms and noticeboards

2.2 Members may point out the vacancies and the process to any qualifying candidate(s). Candidates found to be offering inducements of any kind will be disqualified.

2.3 Applicants for a vacancy will be asked to:

- Submit information about themselves by completing a short application form, including a description of their interest in becoming a councillor and specifying any skills or qualifications which may benefit the council
- Confirm their eligibility for the position of councillor within the statutory rules, a copy of which will be attached to the application form

Date adopted

2.4 Copies of the applicant's application form will be circulated to all Members by the Clerk at least three clear working days prior to the Council meeting where the co-option will be considered. The application forms and any supporting documents will be treated by the Clerk and Members as strictly confidential.

2.5 Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, and will be informed they may, if they so wish speak for up to **[ENTER NUMBER]** minutes about their application during the co-option item on the agenda at the meeting.

3. Voting procedure

3.1 Voting will be according to the agreed procedure in standing orders, namely:

'Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.'

3.2 Voting will be conducted as per the agreed procedure in standing orders, namely:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. At the request of two Councillors, voting on any question shall be by a signed ballot.'

3.3 After the vote has been concluded, the chairman will declare the successful candidate(s) duly elected. A Member elected by co-option is a full member of the council, but is not eligible for the basic parish allowance.

4. Acceptance of office

4.1 The successful candidate(s) must sign their Declaration of Acceptance of Office before they can act as a councillor. The Register of Members Interests form must be completed within 28 days and the Clerk will forward a copy to the District Monitoring Officer.

CO-OPTION POLICY

1. Introduction

1.1. There are two circumstances under which the council may, if it so wishes, proceed to fill a casual vacancy by co-option:

- When a ward seat has been left vacant because no eligible candidate stood for election at the full elections for a new council (currently every four years)
- During the life of the council, a ward seat falls vacant but the required 10 electors of the ward have not called for a poll (by-election) within the legally specified time period following publication of the notice of vacancy

1.2. The council is not obliged to co-opt to fill any vacancy. Even if the council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

1.3. However, it is not desirable that electors in a particular ward be left partially or fully unrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the council if there are insufficient Members to share the workload equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty, given that some absence is unavoidable at times.

1.4. To ensure a fair and transparent process is undertaken, this policy outlines the procedure to be followed by the council when co-option is considered.

2. Application process

2.1. On receipt of written notice from the Chairman Of Angmering Parish Council that a casual vacancy may be filled by means of co-option:

- The Clerk will advertise the vacancy or vacancies to be filled by co-option within 21 days of receipt of the written notification
- The co-option advertisement will include the closing date for acceptance of requests for consideration (between 14 and 30 days after the date of the advertisement, this may be

extended by agreement at Full Council meeting) and the number of vacancies, and will be displayed on the council website, social media platforms and noticeboards

2.2.Members may point out the vacancies and the process to any qualifying candidate(s). Candidates found to be offering inducements of any kind will be disqualified.

2.3.Applicants for a vacancy will be asked to:

- Submit information about themselves by completing a short application form, including a description of their interest in becoming a councillor and specifying any skills or qualifications which may benefit the council
- Confirm their eligibility for the position of councillor within the statutory rules, a copy of which will be attached to the application form

2.4.The applicant will be requested to attend at least one meeting of each of the following committees before being asked to attend an interview.

Community,leisure,environment and wellbeing committee(CLEW),
Housing, transport and planning (HTP),

Full Council and will be informed they may, if they so wish speak for up to **5** minutes about their application.

2.5.The applicant will then make themselves available to meet with the co-option panel who will be made up of the Council chair, Chair of Governance and the Clerk to the Council for a suitability meeting, where after a report will be written for consideration at the next Full Council meeting. If there is a conflict of interest between one of the panel and the candidate, a suitable replacement will be selected by the Clerk and other member from the pool of other Councillors.

2.6.Copies of the individual's application form and interview report will be circulated to all Members by the Clerk at least three clear working days prior to the Council meeting where the co-option will be considered. The application forms and any supporting documents will be treated by the Clerk and Members as strictly confidential.

2.7.Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment but the applicant will not be asked to be present at the meeting.

2.8.Any candidate who has been a councillor within the last two years and seeking co-option will not be required to meet the requirements in 2.4.

3. Voting procedure

3.1. At the full Council meeting where the co option is on the agenda, the Councillors will be voting on the recommendations made in the co-option report.

3.2.Voting will be according to the agreed procedure in standing orders, namely:

Date adopted

'Where more than 2 persons have been recommended in their co-option reports for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.'

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'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. At the request of two Councillors, voting on any question shall be by a signed ballot.'

3.4. After the vote has been concluded, the chairman will declare the successful candidate(s) duly elected. A Member elected by co-option is a full member of the council, but is not eligible for the basic parish allowance.

4. Acceptance of office

4.1. The successful candidate(s) must sign their Declaration of Acceptance of Office before they can act as a councillor. The Register of Members Interests form must be completed within 28 days and the Clerk will forward a copy to the District Monitoring Officer.

4.2. At the first Full Council meeting the new Councillor will be required to state which committees they would like to sit on. Governance will not be available to be sat on for the first year unless the Chair of Governance is aware of a specific skill set the new Councillor holds that the committee is needing.



Prepared by: Katie Herr
Subject: GDPR Update
Date: 17/05/19

Introduction

- Process Matters have been instructed to guide us through our GDPR journey, as per minute number 18/207 from 11 March 2019 Full Parish meeting.

Process update

- Date of 12th June 2019 has been set for compulsory GDPR training for councillors and staff.
- The IT Security Policy will be distributed and signed after the training has been received.
- Statements have been provided for bottom of Dog Show leaflets and for future events.
- Privacy notices have been served on all staff.
- Tracy is working with Maureen on the suite of policies and these will be published in the coming months.

Agenda Item 11.



Prepared by: Katie Herr
 Subject: General Policy Updates Needed
 Date: 17/05/19

Information

As part of my CiLCA qualification we had to put together a list of required documents/policies.

Name of Document	Legal References	Date adopted	Date to be reviewed	Current Status
Standing Orders	Local Government Act 1972	May-19	May-20	Review next year
Financial Regulations	The Local Audit and Accountability Act 2014	May-19	May-20	Review next year
Code of Conduct	The Localism Act 2011	Feb-18	Feb-20	Review next year
Resilience Plan	Civil Contingencies Act 2004	Mar-18	Jun-19	Ongoing
Neighbourhood Plan	Town and Country Planning Act 1990 Localism Act 2011	2015	2019	Ongoing
Freedom of Information Publication Scheme	Freedom of Information Act 2012	NA	Jun-19	Attached
Complaints Procedure	Local Government Act 1972	Dec-17	Dec-19	Attached
Grants Policy	Localism Act 2011, Local Government Act 1972	Nov-17	Currently under review through CLEW	
Electronic Summons Form	The Local Government (Electronic Communications) (England) Order 2015. Electronic Communications Acts 2000	Mar-20	Mar-21	Just 2 councillors remaining to sign.
Investment Policy	Trustee Investments Act 1961	Apr-18	Jun-19	Attached

Up to date	Being Reviewed/in progress	Needs updating
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Agenda Item 11.

Other policies not mentioned in the list above.

1. Health and safety system. Attached
2. Business risk management and how we make and use a risk register. Attached
3. Governance Terms of Reference. Attached

Decisions

1. Decide on a way forward with time scale for reviewing the documents and updating as required.
2. Agree on the Terms of Reference.



ANGMERING PARISH COUNCIL

COMPLAINTS PROCEDURE

1. Angmering Parish Council believes a complaints procedure demonstrates that the Council:
 - wishes to provide a good service
 - values feedback
 - undertakes its business in an open and honest manner
 - wishes to deal with complaints fairly
2. The Council believes that complaints and suggestions provide a valuable opportunity for improving its services and performance.

What is a complaint?

3. For the purposes of this procedure, a complaint is defined as:

An expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Council or its staff affecting an individual, group or organisation.

4. This definition covers most complaints – such as:
 - dissatisfaction with the administration of policy and decisions
 - delays in responding to service requests
 - failure to achieve standards of service
 - failure to fulfil statutory responsibilities
 - employees' behaviour or attitude

How we deal with complaints

5. Most complaints will be reviewed by the Clerk whose responsibility it is to investigate, as necessary, and respond as quickly as possible. In normal circumstances a response should be sent within 10 working days.
6. Where this is not possible an interim response should be sent giving an indication of when a full reply can be expected.

7. If a complainant is dissatisfied with the full response, this fact should be drawn to the attention of the Chairman of the Council. In consultation with other Members, as necessary, and after obtaining any further relevant information, the Chairman will issue a further response.

Complaints about Members of Angmering Parish Council

8. All Councillors have signed an undertaking that they will observe the Council's Code of Conduct. The Code – which is the Model Code of Conduct for Members approved by Parliament – specifies a Councillor's obligations.
9. Alleged breach of the Code must be reported in writing to the Monitoring Officer at Arun District Council.

Complaints about services provided by other public organisations

10. Given that some public services in Angmering are provided by either Arun District Council or West Sussex County Council – and that the division of responsibilities between public bodies can often be confusing.
11. Angmering Parish Council will advise and, if appropriate, assist those wishing to pursue complaints against other organisations providing services in the village.

Contacts

**The Clerk, or the Chairman
Angmering Parish Council,
The Corner House,
The Square,
Angmering,
West Sussex. BN16 4EA**

**The Monitoring Officer,
Arun District Council,
Arun Civic Centre,
Maltravers Road,
Littlehampton,
West Sussex. BN17 5LF**

December 2017

Review: December 2019



Peacehaven Town Council – Financial Risk Assessment

Risk	Level	Controls in place
Banking	L L L	<ul style="list-style-type: none"> All council bank accounts are reconciled every month in accordance with the Financial Regulations. Monthly reconciliations are subsequently signed off by a councillor and reported to the Policy and Finance Committee meetings at least quarterly. Bank statements accessible online to check receipt of payments.
Risk of consequential loss of income	L M L M L M M M	<ul style="list-style-type: none"> Insurance cover in place for insurable risks, including business interruption. New asset purchases added to insurable risks at earliest opportunity. Full asset register 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 any issues to be speedily addressed All electronic records backed-up every night. Precept (and LTSG) paid in two instalments by the District Council. Robust system in place for chasing outstanding debts
Loss of cash through theft or dishonesty.	M M M M M	<ul style="list-style-type: none"> Petty cash spending agreed in advance by either the Town manager or RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced at least quarterly. Till balanced on a daily basis and cash, cheques and receipts stored in safe. RFO checks till roll information against physical cash and receipts regularly (at least monthly) Cash banked at Post Office (within same shopping centre as the council offices) regularly (at least monthly), recorded in credit book and evidenced by receipt. Loss of cash in transit covered by insurance up to £10,000. Fidelity guarantee in place through insurance of up to £1,000,000.

Risk	Level	Controls in place
Financial controls and records.	L L L L L M L	<ul style="list-style-type: none"> • Internal controls in place to ensure the RFO is not involved in cash transactions at the till, thereby ensuring an independent check of the receipted cash transactions. • Internal audit completed twice per annum in addition to annual external audit. • Internal audit reports presented to the next available Policy and Finance Committee 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 Policy and Finance Committee annually.
Comply with HMRC VAT Regulations.	L L L L L	<ul style="list-style-type: none"> • VAT payments and reclaims processed through the RBS accounting system • 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.
Sound budgeting to support annual precept	M M M L L L L	<ul style="list-style-type: none"> • 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 council business plan will further inform longer term financial aspirations. • RFO and Town Manager prepare draft budget for review by working group. • Budget proposal discussed and agreed by Policy and Finance 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 (minimum quarterly).

Risk	Level	Controls in place
Complying with borrowing restrictions	L	<ul style="list-style-type: none"> Any new Public Works Loan Board (PWLB) borrowing to be approved by Full Council after assessment of the business case.
	L	<ul style="list-style-type: none"> Support with application process available through SSALC if required.

<i>Risk Assessment Completed</i>	<i>13 February 2019</i>
<i>Adopted by Policy & Finance Committee</i>	
<i>Reviewed by Policy and Finance Committee</i>	

FREEDOM OF INFORMATION

1. Introduction

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 The council will comply with the requirements of the act, and in particular will:

- Make as much information as possible available via the publication scheme
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale
- Apply exemptions appropriately and consistently
- Ensure that any fees charged are calculated appropriately and consistently

2. How to make a request

2.1 A large amount of information is freely available on the council's website, which can be found at **[ENTER WEBSITE ADDRESS]**

2.2 If you are unable to find the information you are looking for, you can request the information directly from the council.

2.3 The preferred method for requesting information from the council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to:

[ENTER COUNCIL ADDRESS]

Or via email **[ENTER CLERK EMAIL ADDRESS]**

2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

3. Complaints

3.1 The council would normally expect the Clerk or other named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named officer to clarify your requirements.

Date adopted

3.2 If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.

3.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address: The Information Commissioner's Office
 Wycliffe House, Water Lane
 Wilmslow, Cheshire
 SK9 5AF

Website: www.ico.gov.uk

Telephone: 0303 123 1113

4. **Charges**

4.1 Charges made by the council in relation to the publication scheme will be justified, transparent and kept to a minimum.

4.2 Information which is published and accessed on the council's website is provided free of charge.

4.3 Charges will be made for actual disbursements incurred as detailed below:

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per A4 sheet (black & white only)	Actual cost incurred
Photocopying @ 12p per A3 sheet (black & white only)	Actual cost incurred
Postage	Actual cost of Royal Mail standard 2 nd class postage



ANGMERING PARISH COUNCIL

HEALTH AND SAFETY POLICY STATEMENT

Health & safety at Work Act 1974

1. Angmering Parish Council believes in the pursuit of excellence in all its dealings with customers, employees and other bodies. Health and safety is an integral part of this service.
2. It is the policy of this Authority to encourage all employees to be aware of their legal responsibilities and to be actively involved in developing a positive and progressive safety culture so that no one is exposed to risks to their health or safety as a result of the way the Council conducts its business.
3. In order to achieve the objectives of this policy the Council will comply with all of its legal duties by ensuring that they will:-
 - Establish and maintain a safe and healthy environment.
 - Provide adequate control of health and safety risks arising from work activities.
 - Consult with our employees on matters affecting their health and safety.
 - To put in place effective procedures for evacuation in the case of fire or other emergencies.
 - To provide the laying down of procedures to be followed in case of an accident, and maintenance of the First Aid Kit, ensuring it is well stocked and replenish as required
 - To undertake risk assessments.
 - Provide and maintain safe plant and equipment.
 - Ensure safe handling and use of substances.
 - Provide information, instruction and supervision for employees and young people to avoid hazards and contribute positively to their own and health at work
 - Ensure all employees are competent to do their tasks, and to give them adequate training.

- Prevent accidents and cases of work-related ill health.
 - Review and revise this policy as necessary at regular intervals.
 - Ensure that the Parish Council complies with all legislation.
4. Every member of staff has a legal duty to co-operate with the Council to assist in complying with all its statutory duties. The successful implementation of this policy requires total commitment from everyone in the Council from members to staff at all levels.
 5. Each individual also has a legal obligation to take reasonable care for their health and safety and for the health and safety of people who may be affected by their acts or omissions.
 6. Staff are responsible for reporting accidents or hazardous instances in a designated accident/incident book and to attend any training that promotes the health and safety as instructed by the Parish Council.
 7. Staff are responsible for the safekeeping of their own belongings.
 8. Visitors to buildings where young and vulnerable people are meeting must provide identification.

December 2017

Review: December 2019



REPORT TO COUNCIL

Date: 9 April 2018
Prepared by: Rob Martin
Subject: Annual Investment Strategy 2018/2019
Ref:

Annual Investment Strategy 2018/2019

Summary

1. The Parish Council is required to annually review its Investment Strategy, under revised **Statutory guidance on Local Government Investments (3rd Edition)** issued by the Department for Communities and Local Government (DCLG) in March 2018.
2. Angmering Parish Council undertook the preparation of a strategy for the first time in 2015/2016. It should be done every year and accepted by the full Council as part of the Annual Council meeting.
3. The draft Annual Investment Strategy 2018/2019 is attached at Appendix 1.

Background

4. The latest Guidance on Local Government Investments was issued by DCLG in March 2018 and it requires Local Authorities to approve and Annual Investment Strategy which is also to be made available to the public. This endorses the CIPFA Treasury Management in Public Services: Code of Practice requirement that a Treasury Management Strategy (for annual investment and borrowing) is to be approved before the start of each financial year.
5. The latest DCLG guidance lays this down as a requirement for Angmering Parish Council because it has accumulated funds of greater than £100,000 (reduced from the previous £500,000).
6. The Council's funds are currently contained in a mixture of financial vehicles, including Lloyds Bank current & deposit accounts, Lloyds Bank Fixed Term Deposit (due to mature on 12 May 2017), CCLA Deposit Account and CCLA Property Investment Account.
7. A separate report details the proposals being made, including further information to back up the current assessment of options.

Current Position

8. The strategy adopted for 2017/2018 identified a number of options for the cash in hand, details of which are given below, which earned significant interest and dividends.
9. The Judicial Reviews undertaken last year after the investment strategy was put in place once again put strain on the Councils liquidity, but the initial investments were left as was envisaged when it was adjusted in June 2017.
10. The strategy adopted for 2017/2018 has yielded substantial interest and dividend, to the tune of approximately £10,000 in the year.
11. The outlook for 2018/2019, with continued downward pressure on interest rates and dividends will possibly produce a lower benefit than last year, but a similar strategy would

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seem to be appropriate. This is exacerbated by the fact that the use of reserves during the year for legal fees has reduced the balance available for investment.

12. The investment of £200,000 in the CCLA Property Development Fund was always seen as a longer-term, at least 2-year, investment following which it would be expected to deliver capital growth as well as dividend. The investment was converted into 67,764 shares at the April 2015 price per unit of £2.9514 per share (see attached Prices & Dividend Yields sheet attached). The value of the investment at any given time is given by the Net Asset Value line on that sheet which at the end of February 2016 was £2.9383 per share, but following the Brexit referendum in June 2016 this dropped to £2.8365, having recovered by February 2017 to £2.8736 making the total value £194,727. As at February 2018, the NPV is 300.41p, given in a current value of £203,570, the first year of capital growth in addition to returning 4.5% per year in dividend. It has taken 4 years rather than 2, but the news is good.
13. The expectation is that the fifth year of investment will see this increase further beyond the initial purchase price to give capital growth, which illustrates why this type of investment must always be seen as long-term.
14. This must always be taken in the light of the uncertainties involved in Brexit, and a close eye being used on the possible effects closer to the time when it takes effect in March 2019.
15. The one change in expectation was that the potential investment in the CCLA Public Sector Deposit Fund continue to be restricted to just £25,000, although it is clear that this could have been drawn towards the year-end. This balance is on an instant access basis and it looks possible that further use would be made of the facility.

Recommendation

16. The attached strategy is recommended to the Parish Council for adoption.

ANNUAL INVESTMENT STRATEGY 2018/2019

1. This strategy has regard to the DCLG Guidance on Local Government Investments and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes.
2. This Annual Investment Strategy states which investments the Council may use for prudent management of its treasury balances during the financial year.
3. The current MHCLG Guidance expands the definition of an **investment** to include both financial and non-financial assets, but the parish council does not have any that are considered as non-financial. This report will, as a result, consider just financial investment.

Investment Objectives

4. All investments will be in Sterling.
5. The policy objective is the prudent investment of its treasury balances to achieve the maximum yield possible.
6. The investment priorities for the year are firstly the security of the reserves and secondly the liquidity of the investments.
7. In addition, the security of investments is considered when the deposits are placed, because the aim is to restrict the balance in bank deposits to a maximum of £85,000. This is done to ensure that as much of the investments are covered by the **Financial Services Compensation Scheme (FSCS)** up to the maximum of £85,000 per bank/financial institution.
8. Only when the security and liquidity are determined will reference be made to the Yield achieved from an investment.
9. The borrowing of money by the Parish Council purely to invest is not legal and this Council will not undertake such activities.

Investment Balances and Liquidity

10. The current cash flow forecasts for 2018/2019 indicate that the balances available for investment during the year will range from £430,000 to £500,000.
11. The Council has considered the current level of balances and estimated levels through the year and the required liquidity and its spending provisions. The Council believes that there is continued scope for some investments to be greater than one year, but are to restrict this to the CCLA Property Development Fund.
12. Surplus funds will be managed through the Lloyds Business Instant Access and Treasury accounts, which provide a secure, if very low, rate of interest.
13. Use will be made of interest earning accounts in British Banks with access limited by a known notice period, typically 90 or 100 days. The funds will be available immediately, the consequence of early withdrawal being a loss of interest.
14. Investment will also be made in the CCLA Public Sector Deposit Fund, again an instant access facility with a low rate of interest.
15. Further Investment will be made in the CCLA Local Authorities' Property Fund, provided it retains the current AAA_{mmf} Fitch rating. This provides access when liquidity is required, but with an expectation of the investment being retained for at least two years.
16. The detail of the various amounts within which the investments are currently made are as follows:-

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Account/Investment Fund	Amount in Investment £	Interest Rate %	Estimated Interest/Dividend £
CCLA Local Authorities' Property Fund (Continuation)	200,000	4.50 Plus capital growth	9,000
Hampshire Trust Bank	70,000	1.00	700
United Trust Bank	80,000	1.25	1,000
CCLA Public Sector Deposit Fund	25,000	0.25	60
Lloyds Bank Deposit Account	Balancing Amount estimated to be in range 93,000 to 238,000	0.05	75
Lloyds Bank Current Account Target	20,000	0.00	0
Suggested Course of Action - £80,000 from Lloyds Deposit Account			
?? Bank	80,000	1.00	800

17. It is apparent that, without further investment considerations, there will be a total within the two Lloyds Bank accounts that will exceed the £85,000 covered by the FSCS, so it would be prudent to consider a further investment of around £80,000, possibly in an account similar to those offered by the two Trust Banks.

Risk Assessment

18. The Council needs to adopt a prudent approach to investments.
19. The DCLG guidance indicates that the Council needs a SLY policy, firstly concentrating on Security, secondly on Liquidity and thirdly on Yield, in that order. This Parish Council will adopt that approach.
20. There are four investment organisations included in the strategy, with two commercial banks, one a High Street bank and the other a well-respected property investment fund. Lloyds Bank has a Moodies A rating and, whilst this continues to be the case no further action needs to be taken. Investment of this nature will be allowed with any such bank with a similar rating.
21. CCLA has an AAA_{mmf} Fitch rating, which will be monitored over time. If the rating falls below this level then the continuation of investments in the product will be reviewed and reported back to the Council.
22. The two commercial banks are respected, although they are not rated by any of the credit agencies. They do both subscribe to the FSCS scheme, which means that all investments of less than £85,000 will be covered.
23. The unpredictability and uncertainties in investments made in the money market, stocks and shares are too high for investment by the Parish Council and these will not feature, as a result.
24. For these reasons, the Clerk/RFO suggests that the security of the investments is protected in the event of a future banking meltdown.
25. Future investments will be limited to commercial banks with each one limited to less than £85,000.

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26. The security, liquidity and yield of investments made will be monitored by the council and reports prepared by the Clerk/RFO periodically. If change is needed, then a revised strategy will be adopted during the financial year.

Reporting

27. The Clerk/RFO will report to the Council the performance of the investments at the year-end, as a minimum.

Rob Martin

27 March 2018



GOVERNANCE & OVERSIGHT COMMITTEE (GOC)

TERMS OF REFERENCE

Objectives

1. To ensure sound and open governance of financial matters and actions taken in the name of the parish council by both the parish clerk's office and by authorised committees & councillors.
2. To ensure no actions are taken by either Councillors or Employees outside of the appropriate authority mandated by decisions of the Full Council.
3. The role of the GOC is explicitly not as a management committee, policy setting committee or budget setting committee. It is specifically that of an oversight, monitoring and assurance committee in respect of the control of financial matters and commitments and actions taken by the Parish Council, its Committees, Councillors, the Parish Clerk and his staff.

Membership

4. The membership of the committee is to be set at the Annual Parish Council Meeting in May of each year, or at a Full Council during the course of the year, if necessary.
5. Membership of the GOC should be no more than 5 in number.
6. The Chairman of the Parish Council may sit on the Governance & Oversight Committee, but may not be its Chairman.

Meetings

7. Meetings should be quarterly, and at other times if deemed necessary by Full Council.

Detailed Role

8. Overall monitoring of financial matters and use of reserves against the approved budget for the Council.
9. Initial consideration of the Final Accounts and Annual Return, advising the Full Council on their contents.
10. Review the committee and Working Group support workload imposed on the Parish Clerk and his team, and make recommendations to the Full Council if any concerns arise.
11. To make recommendations to the Full Council to encourage and facilitate the development of all councillors' individual knowledge, experience and capability across the full spectrum of Parish Council responsibilities.
12. To oversee staffing matters, in conjunction with the Clerk, and to make recommendations to the full council where necessary.
13. To consider matters of compliance with the Code of Conduct.
14. To consider unresolved employee Disciplinary & Grievance matters.
15. To ensure that an appropriate level of Internal Audit is conducted.

16. In conjunction with the Clerk, to ensure that sufficient Internal Control is present in Parish Council procedures, to provide councillors with adequate assurance to enable the appropriate statements to be made.
17. The GOC should also take the lead in reviewing the Parish Council's Standing Orders & Financial Regulations.
18. The GOC should review the Parish Council's committee structure and make recommendations to the Full Council for appropriate changes.
19. The GOC should take the lead in reviewing the other policies of the Parish Council, making recommendations for their adoption, and monitoring their compliance.
20. Subject to the restrictions made necessary under data protection and confidentiality controls, the GOC should be able to ask for any required information.

Scheme of Delegation

21. The Full Council delegates the above roles to the GOC on the basis that the resultant work is being undertaken for the Parish Council as a whole.
22. The GOC is to advise the Full Council on the necessary steps required to ensure the continuing probity and legality of its actions.