



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 12 JANUARY 2026 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Nikki Hamilton-Street (Chair), Alan Evans (Vice Chair), Sylvia Verrinder, Norma Harris, Carey Bennett, James Thompson, David Marsh, Jack Gocher, Sally Taylor and Henry King

In Attendance: Katie Herr (Clerk), Cllr. Deborah Urquhart (WSCC)

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

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	F25/166	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. John Oldfield. Apologies were not received and therefore not approved for Cllr. Paul Bicknell, ADC Cllr. Andy Cooper and ADC Cllr. Amelia Worne.	
2	F25/167	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	F25/168	APPROVAL OF MINUTES Approval of the minutes of the meeting of the Council on Monday 8 December 2025 were agreed and signed by the Chair.	
4	F25/169	PUBLIC CONSULTATION No members of the public were present, and no questions had been sent in.	
5	F25/170	THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON: The Clerk asked if there were any questions. Cllr. Thompson requested to join the Local Cycling and Walking Infrastructure Plan (LCWIP) Briefing on 22 January 2026. The Clerk advised that she would confirm the link via email. The Clerk then asked if there were any comments or changes councillors	

would like to make to a letter of support being sent to Rustington Parish Council over the closure of The Zachary Merton. No changes were requested, so the letter will be sent via email to their Clerk.

6 F25/171 CHAIR'S REPORT

The Chair asked if there were any questions – none were asked.

The Chair advised that the Mayflower Park Task and Finish Group would be resurrected and advised interested councillors to email the Clerk, a meeting will be set for February 2026 on site.

Cllr. Evans then gave an update on the recycling initiatives of soft plastics and bras. 2 years since we stopped using Terracycle and started taking the recycling direct to the supermarkets. In 2024 we recycled 178.9kg, slightly down this year to 167.5Kg – this could be due to the closure of the office in early 2025. In 2024 we collected 3255 and in 2025 4867 – this was mainly down to Cllr. Evans are now collecting from The Lanes, various charity shops in Rustington and West Sussex Breast Cancer Centre in Worthing.

There will now be a box for new/unopened toiletries in the office, and these will be donated to My Sisters House who are a community-based organisation that provides support, resources, and services specifically tailored to the needs of women.

The member of the public who attended a meeting previously asking about creating a group of volunteers to make Angmering greener has got back in touch with Alan about a meeting she has set up at The Spotted Cow for like-minded people, before they put a plan together. This meeting will be on 27 January 2026. Cllr. Evans has offered her our full support and Cllr. Gocher will attend the meeting.

The Littlehampton Community Fridge has moved to the Baptist Church, and Alan has encouraged councillors to promote – the office will continue to do this.

Cllr. Marsh has agreed to be the new dementia contact for the groups in the village.

7 F25/173 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart read out her report (appendix 1) and asked for questions, none were asked.

The Chair said she had reported the large pothole down Station Road and was advised it would be done in 2-24 hours – this was days ago. She also questioned the quality of the repairs. Cllr. Urquhart asked for the report number to be sent to her and she would chase.

8 F25/174 REPORT FROM THE ARUN DISTRICT COUNCILLORS

No report was received.

9 F25/175 DEVOLUTION UPDATE & LOCAL GOVERNMENT REORGANISATION UPDATE

The Chair confirmed that the consultation was now closed and we were waiting on several confirmations on how things will progress.

10 F25/176 BEWLEY ROAD APPEAL UPDATE

The Chair drew everyone's attention to the supporting paper and asked for any questions/comments.

After a discussion the below was agreed.

Cllr. Marsh **PROPOSED** to Note the outcome of the Bewley Road appeal and the limited scope for further action, agree not to allocate any further Parish Council funding toward pursuing additional stages of the appeal and to resolve to redirect focus to planning engagement, monitoring future applications, and delivery of existing parish priorities.
Cllr. Thompson **SECONDED** and **7 AGREED** with **1 ABSTAINING**

11 F25/177 2026/2027 BUDGET APPROVAL

A short discussion was had on the budget.

Cllr. Harris **PROPOSED** to accept the budget for 2026/27. Cllr. Verrinder **SECONDED** and **All AGREED**

12 F25/178 2026/2027 PRECEPT APPROVAL

A lengthy discussion was had regarding the precept and if it should be raised for 2026/27. The Clerk put forward, as part of the supporting papers, that the precept should remain at its current level, with a 0% increase, for the 6th year running.

Cllr. Evans said he would support a 0% rise in precept and Cllr. Marsh agreed, stating that the precept should only be raised if APC needed money for specific projects, at this time it did not, so a rise in precept was not required. The investments were doing well and this provided extra funding for APC.

Cllr. Verrinder requested that clear communication is put out there about council tax bills and that other councils/police can put their demands up and that residents' bills may still rise – the Clerk advised that communication through our social media and All About Angmering Magazine would clearly state this information and the office are available to answer any questions.

Cllr. Thompson acknowledged that the precept had not risen for the last 5 years and questioned the need to increase it in-line with inflation. He talked through a potential rise of 3 or 5 %. He said he supported a raise and went through the figures and how that would affect residents. Cllr Harris said that she did not think there was a need to raise the precept, due to more houses now being occupied and the natural increase this brings about.

Cllr Gocher stated that it was great to be able to continue with the current high level of service and not need to increase the precept. Cllr. King also stated that the precept should not be put up if there was no need/reason to increase it.

Cllr. Thompson **PROPOSED** to raise the precept by 5% for 2026/27 to £113.26 per band D property. Nobody seconded.

Cllr. King **PROPOSED** to apply a 0% raise in precept for 2026/27, it would remain at £107.87 per band D property. Cllr. Verrinder **SECONDED** and **7 AGREED**, with **1 abstaining**.

13 F25/179 APC CHARTY OF THE YEAR 2026/27

A discussion was held around the nominated charities.

Arun Community Transport, RNLI, Kent, Surrey and Sussex Air Ambulance Littlehampton Community Fridge and Home Start Arun, Worthing and Adur. The Chair talked through and gave background on all the nominations.

A lengthy discussion took place, and questions were asked regarding the various charities, their work and how our fund raising may help.

A vote was taken and Littlehampton Community Fridge received the most votes. The Clerk will email them to advise and set up a meeting so our plans and events can be discussed with them. We will also work on an advertising plan in order to promote their charity.

14 F25/180 COMMUNITY GRANT APPLICATIONS

The 2025/2026 budget for Community Grants is £5,000.
No grants have been requested this month.
Thirteen grants have been awarded so far this year, leaving an available budget of £685.

The Chair continues to encourage councillors to spread the word that these grants are available.

15 F25/181 2025/26 FINANCIAL REPORT

The reports were presented, no questions were asked.
Cllr. Harris signed the reconciliations for December 2025.

16 F25/182 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 updated councillors on a recent meeting with West Sussex County Council regarding the Angmering Flood Alleviation Scheme and 2 other flooding issues. See Appendix 2.

17 F25/183 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

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

18 F25/184 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

DATE OF NEXT MEETING

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

The meeting concluded at 20:30

.....
Chair

Date.....

Appendix 1.

JAN 26 REPORT TO ANGMERING PC BY CLLR DEBORAH URQUHART WSCC

1. Children and young people in West Sussex are receiving the support they need to thrive, stay safe, and reach their full potential, thanks to the county council's 'stronger' and 'more effective assessments', according to government inspectors, Ofsted.

Inspectors praised the council for:

- Improved quality and timeliness of child protection strategy discussions, ensuring quicker and more effective safeguarding decisions.
 - Stronger, more effective assessments for children, leading to better-targeted support.
 - Better support for 16 and 17-year-olds at risk of homelessness.
 - Early identification of need, including for unborn children, and building respectful, trusting relationships with families.
 - Innovative use of specialist practitioners alongside social workers.
 - High staff retention and positive cultural change, leaving the service well-placed to consolidate improvements.
2. A major clean-up of the West Sussex shoreline continued over Christmas and the New Year, with more waste being recovered and taken away for disposal.
 - Containers and their contents came ashore around Selsey, Pagham and Bognor Regis having fallen from the Baltic Klipper cargo ship just over a month ago.
 - The operation is led and co-ordinated by West Sussex County Council together with Arun District Council and Chichester District Council. It remains a complex and protracted operation covering 60km of coastline, and work is expected to continue for some time to come.
 - Environment specialists Ambipar are continuing the work to assess and retrieve waste from the shoreline. Teams are currently surveying the beach in sections, working through each square in a planned pattern to identify and then remove debris from each section as they go.
 - More than 95 tonnes of waste collected since the start of the operation has now been disposed of, including organic, plastic, wood, and metal materials.

- All containers that were mostly intact have been removed from the beaches and work is underway to plan the removal of the remaining pieces, considering the weather and tide conditions.

Appendix 2

Meeting held online with Cllr. Sylvia Verrinder, Geoff Gibbs (Angmering Resident) and Dominic Henly - Flood Risk Management from WSCC.

1 – Pipe under the A27 at Hammerpot – It was agreed that the solution as described by Deborah that the EA have funded the local landowners south of the A27 to maintain their ditches then this could be the solution we need and the matter therefore closed. However, Dominic will investigate further regarding the pipe replacement and whether it really is needed.

2 – Angmering Flood Alleviation Scheme – It is hoped that progress on Phase 1 can be started very soon, so we should get a new planning application within a couple of months. They are working with the Ecclesden Park Management Team to resolve the access problem. Hopefully this can be completed before the end of the year. Phase 2 discussions etc are ongoing. It is quite possible as time progresses new ideas may surface.

3 – Heron’s Park to Arundel Road pipe – This was discussed at length and felt that the “landowners” i.e. the owners of the bungalows affected should be written to advising them of the existence of this pipe and that they are the riparian owners as stated in the document “Ditch the Problem” – I questioned who should do the writing and it was agreed that this was something that both the Clerk at APC and Dominic can discuss. The matter is not closed.

I asked Dominic to ensure that we are kept fully updated on all flooding/water matters that affect Angmering in both Arun & SDNP, he said he would do that.



Clerks Report February 2026

Agenda Item 5

- 1) We have had a lot of visitors into the office this year so far. They pop in asking for information, updates, recycling and more. We have been able to provide information to people to report various issues with both WSCC and ADC, as well as directing some to our PCSO and police.
- 2) We have reported ourselves to various agencies - abandoned cars, the use of electric vehicles on the BMX use, graffiti, fly tipping, overgrown hedges and potholes.
- 3) Cllr Hamilton-Street, Cllr. Evans and the Clerk visited Cancer United at their base in Station Road. It was lovely to catch up with the team and meet important members of their group who will be assisting them with the progression of their new building. The importance of the building, users, community impact and funding were all discussed. In the coming months, once a developer comes forward to complete the build, we will know more about the time frame, design and funding requirements. There was a request for funding from the charity which will be discussed in time, specifically regarding available Community Infrastructure Levy funds held both with APC and ADC. All APC representatives confirmed they were keen to stay up to date with the project and help where they can.
- 4) Tracy and the Clerk met with representatives of the Littlehampton Community Fridge to discuss them being chosen as our Charity of the Year 2026/27. This included dates for them to attend events, how we can help with their fundraising as well as getting their information out there both increasing the attendance at their sessions and increasing donations. The meeting was very positive, and we look forward to working with the team.
- 5) Reports were sent round to councillors regarding meetings held with the Angmering Community Land Trust, closure of Long Furlong for fibre installation and the meeting with Arun Youth Projects regarding their current offering.
- 6) Emails have been shared with you all regarding recent updates on Devolution, The Zachary Merton and Black Ditch camera.
- 7) Work is scheduled for next week on the CALA Roundabout. This has always been maintained by Angmering in Bloom (AIB) until the sleepers failed and were unsafe to work with. This then led to a conversation with CALA about its current state. The Clerk and AIB worked with both CALA and WSCC in order to get the planters replaced, large unwanted plants removed and the area filled with soil ready for planting. AIB will now take over the planting, and we will hold the license. Hopefully we will be able to share photos once complete.
- 8) A planning application has been put into ADC regarding the replacement windows. The yellow sign is outside the office and so far everything requested by ADC has been provided to them.
- 9) The collection box for My Sisters House is nearly full already, which is great news. We will arrange collection of the toiletries and aim to fill the box again.



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL COMMITTEE MEETING

MONDAY 9 FEBRUARY 2026

Agenda Item 11 – Angmering Community Hub/Mayflower Park - UPDATE

Summary

This report recommends halting further work on the proposed Angmering Community Hub due to insufficient community demand—particularly for youth facilities—combined with significant financial risks and more suitable alternative options. Engagement with young people, partner parishes, and local stakeholders confirms that the traditional youth-club model is not currently required. Rising construction and operational costs make the Hub financially unviable at this time. Redirecting resources toward improvements at Mayflower Park and targeted youth engagement provides a more flexible, sustainable approach that aligns with community priorities.

1. Purpose of Report

The purpose of this report is to present the rationale for withdrawing from the proposed Angmering Community Hub project and to seek Council approval to formally halt further development work. It summarises key findings relating to community demand, financial viability, and alternative options that better align with current parish priorities.

2. Background

Angmering Parish Council has, over an extended period, explored the development of a multifunctional community hub incorporating:

- New Parish Council offices
- A youth club facility
- A meeting room
- A community café

The project aimed to improve service delivery, modernise Council accommodation and create inclusive spaces for residents of all ages. Significant time has already been invested in developing concepts and assessing delivery models.

3. Community Engagement and Demand

3.1 Summary of Findings

Evidence now indicates that the scale and purpose of the proposed youth facility cannot be justified.

Attendance at youth drop-in sessions has remained low.

Arun Youth Projects agree that the current model is not working due to location, facilities, and actual need.

Data gathered by youth workers shows increased need and interest around Mayflower Park rather than the proposed Hub location.

Young people across the area do not seek a traditional “youth club” model.

Similar patterns have been seen in neighbouring parishes, confirming this is a wider trend.

3.2 Engagement Activities

Recent targeted engagement with local schools and youth groups included discussions around:

What young people value in the community

What they would change

Activities they take part in

Activities they would like to see

Aspirational ideas (“if money was no object”)

This data was shared at a joint meeting with representatives of East Preston, Rustington and Angmering Parish Councils. All three councils reported similar findings, and joint work is underway to address communication and youth engagement across the wider area.

3.3 Evidence at a Glance

Appendix 1: Youth drop-in attendance: consistently low across 12+ months.

Appendix 2: Local school engagement: interest centred around outdoor, flexible, activity-based facilities.

4. Financial Considerations and Risk

The financial implications of the Community Hub project create significant exposure:

Construction costs have increased beyond initial estimates.

Operational costs (utilities, maintenance, staffing) would be substantial.

VAT considerations further impact affordability.

Borrowing requirements would commit the Council to long-term financial obligations, with large yearly repayments.

Current projections show that annual running costs and loan repayments would either restrict the Council's ability to deliver core services and other priorities or force a large increase in precept. We would also not be able to continue with any plans for Mayflower Park/Café or other play area improvements. In the current financial climate, the project cannot be considered prudent.

Estimated Office Build Costs

As of 04/02/2026

Total EMR	£1,026,351.17
Amount taken from EMR for office build	£724,143.84
Amount left in EMR after office funding	£302,207.33
Sale of Flat/Office	£400,000.00
Total Possible Office Funding	£1,124,143.84
Cost of phase 1&2	£1,660,000.00
Estimated Fitting Out	£200,000.00
Contingency	£100,000.00
Funds still needed	£835,856.16

2025 Guide Prices

Loan for £900,000 to cover
General Reserves Currently £195,000
(should be 6 months precept, slightly low)

Estimated Running Costs - 04/02/2026

1. Current Office Running Costs (including Staff)	£256,147.00
2. Approximate increase in running costs for new building	£138,078.00
3. (1+2) New Building Running Costs (Including Staff)	£394,225.00
4. Total yearly loan repayments (current and new)	£77,834.46
5. (3+4) Total New Building Running Costs (Inc loan and staff)	£472,059.46
6. APC Events/Maintenance of APC owned areas inc play areas/Vehicle/Community Centre/ Flat /Youth Work/Street Furniture etc	£229,106.00
7. (5+6) Total APC Budget needed per year to run new building	£701,165.46
8. Current Precept	£460,734.00
9. (8-7) Deficit	-£240,431.46
Precept increase needed per band D property to cover	£56.29 (52.2% rise on £107.87)

During consultation on the initial plans it was advised to residents that their precept would not be raised and would not affect current services. If we continue with the project, both these scenarios would likely happen.

No income from building hire has been taken into account as the room would mainly be used for youth work and council meetings.

5. Alternative Priorities and Options

The Council has identified alternative projects that provide greater flexibility and more immediate community benefit.

Priority: Mayflower Park Improvements

Proposals include:

A community café

A hireable youth / activity room

Public toilets to improve accessibility

These options offer more adaptable and cost-effective spaces to support community activity, including youth engagement, without exposing the Council to the financial risks of a standalone community hub.

The Council will also continue to explore appropriate options for improved office accommodation, subject to affordability and value for money within its current location. Feedback has been received and most stated that the office location is still considered to be in the centre of the village and would be missed for reasons such as ease of access whilst shopping in the village, recyclables and access to information.

Appendix 6: Mayflower Overview.

6. Legal / Compliance Considerations

Halting the Community Hub project does not create any known legal liabilities.

Any previous exploratory work, feasibility assessments, or concept development carried out does not commit the Council to proceed with construction or borrowing.

7. Future Direction

Pausing the Hub project reflects a shift in priorities rather than a withdrawal from community investment. It will allow the Council to:

Enhance existing assets

Deliver multifunctional, flexible spaces that reflect evidenced need

Maintain financial resilience

The parish council will be happy to support the Angmering Community Centre Association if they would like to move on with a café at the centre, which proved a popular suggestion during consultation.

8. Conclusion

Based on current evidence relating to community usage, youth engagement trends, financial considerations, and alternative options, it is recommended that the Angmering Community Hub project be halted at this time.

Redirecting resources toward Mayflower Park improvements and focused youth engagement work offers a more sustainable and community-aligned approach.

9. Recommendations

That Council:

Note the contents of this report.

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

Run rest of contract as outreach hours.

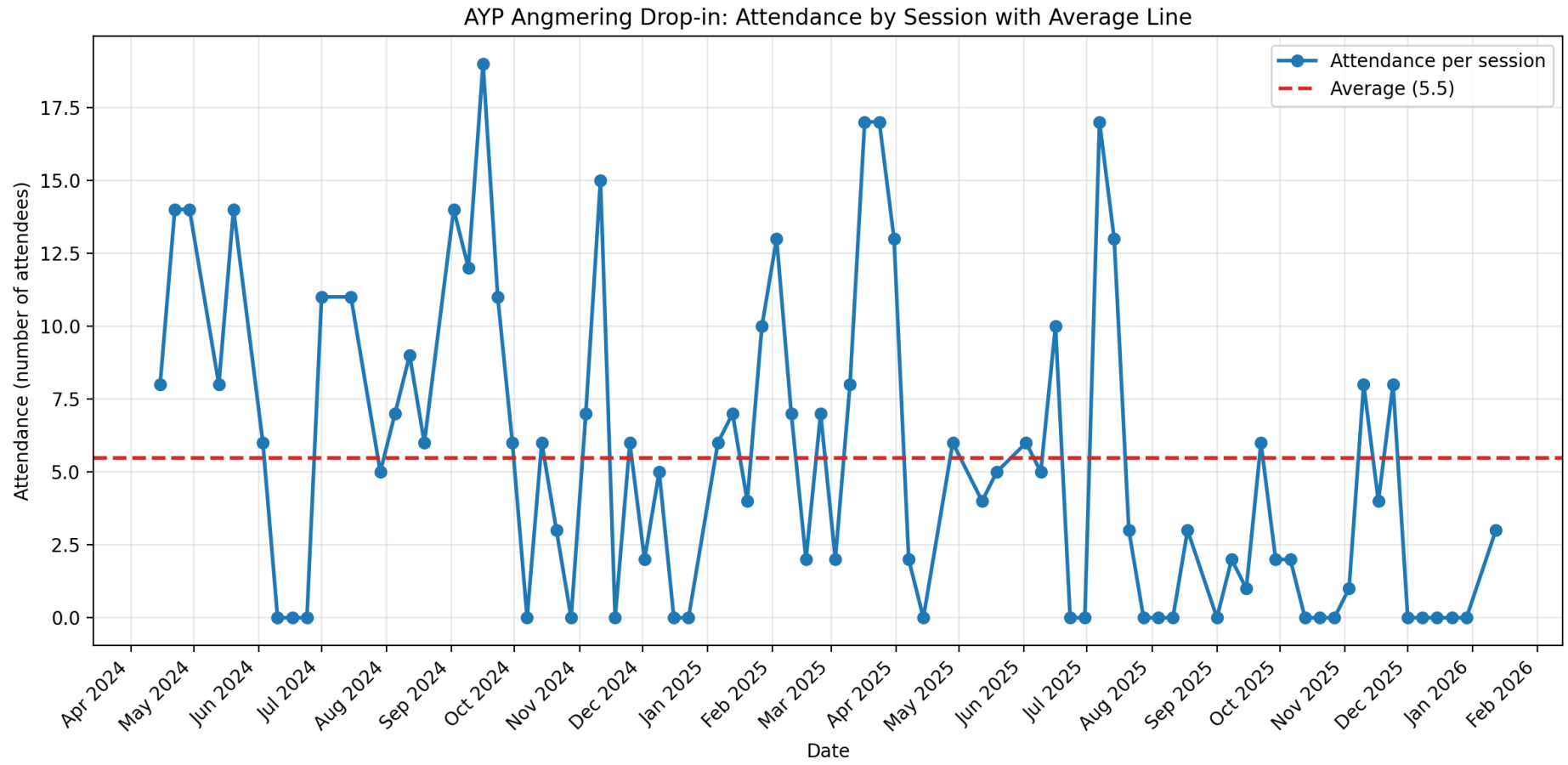
Supports the redirection of officer time and resources toward:

Mayflower Park enhancements,

Further youth engagement initiatives, and

Internal improvements to the current office accommodation.

Appendix 1.



Appendix 2.

Young Peoples Feedback

This report summarises feedback collected from children and young people across local primary schools, secondary schools, and the Angmering Guides.

The findings present what they value about their community, what they would improve, the activities they currently participate in, and the opportunities they would like to see developed.

All insights in the following sections are drawn directly from the collected responses.

What They Like About the Community

Children and young people describe their community as friendly, calm, and welcoming. Outdoor spaces such as parks, beaches, woods, and greenspaces play a key role in everyday life. Many enjoy easy walkability, local cafés and shops, and being close to friends and family. Sports opportunities—football, tennis, rugby, cricket, and basketball—feature strongly.

Key themes include:

Friendly and supportive atmosphere

Many parks, play areas, and greenspaces

Close access to beaches, nature, and walking routes

A walkable area with good local shops and cafés

A strong sense of community and social connection

Sports clubs and leisure facilities such as The Wave

Trees, dogs, and scenic natural surroundings

What They Would Change

Children highlighted a series of improvements they would like to see, particularly around safety, infrastructure, and better facilities for older children. Concerns about housing development and the desire to preserve green spaces also appeared frequently.

Areas they want improved:

Safety: more lighting in alleys and dark roads; safer railway gates; calmer traffic for cycling

Infrastructure: more parking; smoother pavements; more cycle paths

Cleanliness: more bins, especially for dog waste, with better enforcement

Environment: fewer new housing developments; more trees and protected greenspaces

Youth facilities: better equipment for older children in parks; reduction of late-night noise

Transport: improved transport for elderly residents

What They Currently Do

Respondents take part in a broad mix of sports, hobbies, clubs, and social activities. Football is the most popular activity, with swimming, cycling, rugby, and cricket also featuring strongly. Many children enjoy creative pursuits and outdoor exploration.

Popular current activities:

Sports: football, swimming, rugby, cricket, tennis, cycling, boxing, gymnastics, basketball

Clubs: Guides, Scouts, Brownies, Sea Cadets, dance, drama, musical theatre

Outdoor activities: skatepark, pump track, dog walking, exploring beaches and woods

Social and leisure: gaming, Lego, crafting, art, going to the skate park, visiting friends and family

Activities They Would Like to Have

Children expressed a strong interest in more youth-friendly social spaces, creative programmes, and accessible sports activities. A children's or teen café was one of the most requested additions.

Most requested new opportunities:

Youth social spaces: cafés for kids and teenagers (highly requested)

Creative activities: arts and crafts, clay workshops, cookery clubs, forest school

Sports: table tennis, netball, girls-only football, indoor cricket, paddleboarding

Adventure activities: climbing, survival skills clubs, zipwire experiences

Community involvement: volunteering, intergenerational activities, kids-run stalls

Special interest clubs: gaming café, animal café, Lego clubs, escape room

Parks and facilities: football goals, basketball hoops, multi-sports areas

If Money Was No Object

When asked to imagine unlimited resources, children suggested ambitious ideas centred around fun, creativity, and increased access to sports and leisure. Their ideas reflect a desire for exciting recreational spaces as well as improvements to everyday parks and community facilities.

Aspirational ideas included:

Major attractions: waterpark, theme park, zoo, ice rink, roller disco, cinema

Sports facilities: full-size basketball courts, climbing centre, multi-sports hubs, trampolines

Improved parks: more equipment for older children, accessible features, better layouts

Food & leisure: bubble tea shops, food vans, ice-cream vans, pet cafés, kids' restaurants

Events & community spaces: Christmas markets, parades, outdoor stage

Nature & environment: more trees, animal-friendly spaces, enhanced bike tracks

Conclusion

Children and young people hold a strong appreciation for their friendly, nature-rich, and walkable community. They value the sense of connection, the outdoor spaces, and the recreational opportunities available to them. At the same time, they clearly identify areas where improvements could enhance their safety, independence, and enjoyment—particularly around lighting, road safety, youth facilities, and protection of green spaces.

Their ideas for new opportunities demonstrate creativity, ambition, and a desire for inclusive environments that support active lifestyles, social wellbeing, and community pride. This feedback offers a valuable foundation for local planning and future community development.

Appendix 3.

Enhancements to Mayflower Park

Creating a Vibrant, Inclusive Community Space for the whole community, but with a focus on children and young people.

1. Purpose

This proposal outlines priority enhancements to Mayflower Park based on extensive feedback from children and young people across local primary schools, secondary schools, Angmering Guides and Arun Youth Projects current service users. The aim is to develop the park into a safe, engaging and multi-use destination that meets their clearly expressed needs.

2. Why Mayflower Park Needs Investment

Children consistently identified a strong desire for:

A safe place to meet friends

A fun place to play

A practical place to stay longer

A stimulating space to be active

Across the feedback, four needs stood out overwhelmingly:

a café, improved equipment, accessible toilet facilities, sports enhancements and skate bowl/park.

These improvements offer high community impact at relatively modest cost, benefiting families, schools, and youth groups.

3. Proposed Enhancements

A. Child- and Teen-Friendly Café

Children repeatedly requested a café designed for them, including ideas such as a kids' café, teen café, snack shack or animal-themed café.

Benefits:

Safe, supervised social hub

Indoor space for rainy weather

Supports youth wellbeing and connectedness

B. Modern, Inclusive Play Equipment

There is strong demand for more exciting and age-appropriate equipment, particularly for older children and teens. Desired features include trampolines, climbing walls, and accessible equipment.

Benefits:

Encourages physical activity

Provides for a wider age range

Increases park usage and family time

Enhances inclusivity and accessibility

C. Toilet Facilities

The wider community and local children highlighted the need for toilets in parks, noting that facilities extend usable time and improve comfort and safety.

Benefits:

Essential for families with young children

Supports longer visits

Enables community events

Makes the park more accessible for all ages

D. Sports Enhancements

Children expressed clear enthusiasm for more outdoor sports opportunities including basketball hoops, football goals, multi-use courts, climbing structures, and fitness stations.

Benefits:

Provides free, healthy recreation

Appeals to a wide range of ages

Helps reduce antisocial behaviour by offering positive alternatives

Encourages active lifestyles and team sports

4. Community Impact

These enhancements will:

Strengthen community cohesion

Provide safe and appealing facilities for children and teens

Support physical and mental wellbeing

Improve inclusivity and accessibility

Increase the park's value as a community asset

Align with the priorities expressed directly by young residents

5. Recommendation

Proceed with a phased investment in the following order, based on frequency of requests and cross-age appeal:

Café – High demand and strong social value

Play Equipment Upgrade – Broadest age-range impact

Sports Area Enhancements – Strong demand for basketball and football

Toilets – Essential infrastructure to support increased park use

6. Moving Forward

Creation of Mayflower Park Task and Finish Group. Initial members Cllr Hamilton-Street, Cllr. Gocher, Cllr Evans, Clerk and Office Manager. To be extended to include children/young people and others as project develops. Site visits to be organised.

EMR and Annual Plan. The project is already in our Annual Plan and EMR funds. The EMR currently stands at £162,596.04. CIL receipts are also at £492,315.86 and available for projects such as this.

7. Conclusion

Children and young people have spoken clearly: Mayflower Park has the potential to become a vibrant, inclusive hub—a place to meet, play, stay, and be active. Investing in these improvements responds directly to their needs and enhances the quality of life for the whole community.



Pink – 2 x possible locations for the café, toilets and social space

Green – where the new play road is already situated

Purple/Blue – Extend the current skate park section

Red circle – Basketball hoop – replace or create proper court – see next page for ideas

Brown – large pieces of outdoor play equipment – see next page for ideas.





Replace current hoop, or replace with a small MUGA/2 hoops – also incorporates football.



ANGMERING PARISH COUNCIL INFORMATION SECURITY INCIDENT POLICY 2026

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: February 2026
Version: 3**

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Risk/Level of Risk	8

1 Purpose

1.1 This document defines an Information Security Incident and the procedure to report an incident.

2 Scope

2.1 This document applies to all Councillors, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Parish Council purposes.

3 Definition

3.1 An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.

4 An Information Security Incident includes:

- The loss or theft of data or information
- The transfer of data or information to those who are not entitled to receive that information

-
- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system
 - Changes to information or data or system hardware, firmware, or software characteristics without the council's knowledge, instruction, or consent
 - Unwanted disruption or denial of service to a system
 - The unauthorised use of a system for the processing or storage of data by any person.

5 When to report

5.1 All events that result in actual or potential loss of data, breaches of confidentiality, unauthorised access or changes to systems should be reported as soon as they happen. If the breach occurs or is discovered outside of normal working hours, it must be reported as soon as is practicable.

6 Action on becoming aware of the incident

6.1 The Parish Clerk must be contacted by email or telephone.

6.2 The Parish Clerk will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:

- full and accurate details of the incident
- when the breach occurred (dates and times)
- who is reporting it
- the nature of the personal data information
- how many individuals are involved

6.3 The outcomes of these actions are to be reported to the Parish Clerk who will notify the Councils designated Data Protection Officer.

7 Containment and recovery

7.1 The Clerk will first determine if the breach is still occurring. If so, together with the Data Protection Officer and, if appropriate, a representative from the IT support company (these 3 persons are known as the Response Team), the appropriate steps will be taken immediately to minimise the effect of the breach.

7.2 An initial assessment will be made by the Response Team to establish the severity of the breach and whether there is anything that can be done to recover any losses and limit the damage of the breach. That group will also establish who may need to be notified as part of the initial containment and will inform the Chairman of the Council and, where appropriate, the police.

8 Investigation and Risk Assessment

8.1 An investigation will be undertaken as soon as reasonably possible, but, generally, within 24 hours of the breach being discovered / reported.

The investigation will focus on the cause of the breach, the risks associated with it, and will take into account:

- the type of personal data involved
- its sensitivity
- the protections in place (e.g. encryptions)
- what happened to the data, whether it has been lost or stolen
- whether the data can be put to any illegal or inappropriate use
- the affected individuals, and the potential adverse consequences to them (including how serious/substantial these consequences could be, and the likelihood of occurrence)
- whether there are wider consequences to the breach
- other relevant considerations

9 Notification

9.1 The Response Team will determine who needs to be notified of the breach.

9.2 Every incident will be assessed in regard to notification on a case-by-case-basis, including consideration of the following:

- Are there any legal/contractual notification requirements
- will notification assist the individuals affected – can they take actions in relation to the information to mitigate risks
- will notification help prevent the unauthorised or unlawful use of personal data

-
- will notification help the Council to meet its obligations under data protection law
 - If a large number of individuals are affected or the consequences are very serious, does the Information Commissioners Office (ICO) need to be notified.

9.3 If the Response Team discovers a personal data security breach that poses a risk to the rights and freedoms of individuals, it will report it to the ICO within 72 hours of discovery.

9.4 Notification to the individuals whose personal data has been affected by the incident will include a description of how and when the breach occurred and the data involved. To the extent feasible, specific and clear advice will be given on what they can do to protect themselves, including what actions have already been taken to mitigate the risks. Individuals will also be provided with contact details to allow them to contact the Council for further information or to ask questions about what has occurred.

9.5 The Response Team must also consider notifying third parties such as the police, insurers, banks or credit card companies, etc. This would be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future.

9.6 The Response Team will also consider whether it is appropriate to issue communications to other interested parties.

9.7 All actions will be recorded by the Clerk.

10 Evaluation and Response

10.1 Once the initial incident is contained, the Response Team will carry out a full review of the causes of the breach; the effectiveness of the response(s) and whether any changes to systems, policies or procedures are required.

10.2 Existing controls will be reviewed to determine their adequacy, and whether any corrective actions should be taken to minimise the risks of similar incidents occurring.

The review will consider:

- where and how personal data is held, stored and secured

-
- where the biggest risks lie, including any further potential weak points within the existing systems / data protection framework
 - whether methods of transmission are secure, and compliant with the principle of data minimisation (only sharing the minimum amount of data necessary)
 - identifying weak points within existing security measures
 - staff awareness and training
 - implementing a personal data breach plan and identifying individuals / functions responsible for reacting to reported breaches of security

Any report recommending changes to systems, policies and procedures relating to personal data protection will be considered and approved, as appropriate, by the Council.

11 Examples of Information Security / Misuse Incident Protocols

Information Security Incidents are not limited to this list, which contains examples of some of the most common incidents.

Malicious Incident:

- Computer infected by a virus or other malware, (for example spyware or adware)
- An unauthorised person changing data
- Receiving and forwarding chain letters including virus warnings, scam warnings and other emails which encourage the recipient to forward onto others.
- Social engineering - unknown people asking for information which could gain them access to council data (e.g. a password or details of a third party).
- Unauthorised disclosure of information electronically, in paper form or verbally.
- Falsification of records / inappropriate destruction of records
- Denial of Service, for example - damage or interruption to Parish Council equipment or services caused deliberately e.g. computer vandalism
- Connecting non-council equipment to the council network
- Unauthorised Information access or use
- Giving information to someone who should not have access to it - verbally, in writing or electronically

-
- Printing or copying confidential information and not storing it correctly or confidentially.

Access Violation:

- Disclosure of logins to unauthorised people
- Disclosure of passwords to unauthorised people e.g. writing down your password and leaving it on display
- Accessing systems using someone else's authorisation e.g. someone else's user id and password
- Inappropriately sharing security devices such as access tokens
- Other compromise of user identity e.g. access to network or specific system by unauthorised person
- Allowing unauthorised physical access to secure premises e.g. server room,

Environmental:

- Loss of integrity of the data within systems and transferred between systems
- Damage caused by natural disasters e.g. fire, flooding, lighting etc
- Deterioration of paper records
- Deterioration of backup tapes
- Introduction of unauthorised or untested software
- Information leakage due to software errors.

Inappropriate use:

- Accessing inappropriate material on the internet
- Sending inappropriate emails
- Personal use of services and equipment in work time
- Using unlicensed Software
- Misuse of facilities, e.g. phoning premium line numbers.

Theft / loss Incident:

- Theft / loss of data – written or electronically held
- Theft / loss of any Parish Council equipment including computers, monitors, mobile phones, Tablets, Memory sticks, CDs.

Accidental Incident:

- Sending an email containing sensitive information to 'all staff' by mistake
- Receiving unsolicited mail of an offensive nature, e.g. containing pornographic, obscene, racist, sexist, grossly offensive or violent material
- Receiving unsolicited mail which requires you to enter personal data.

Miskeying:

- Receiving unauthorised information
- Sending information to wrong recipient.

Any breaches of this policy will be reported to our Data Protection Officer.

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

Based on the above assessment, the overall risk is classed as medium priority and should be assigned a review period of 2 years.

Meeting policy was approved at: Full Council

Date:

Date of next review: February 2028



ANGMERING PARISH COUNCIL

Use of Artificial Intelligence (AI) Policy

ANGMERING PARISH COUNCIL

Authored by: Katie Herr/Tracy Lees

Date Updated: January 2026

Version: 1

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What is AI?

Artificial Intelligence (AI) is becoming a normal part of everyday life.

AI refers to computer systems that can do tasks that usually need human thinking. These systems come in many forms, and the definition of AI keeps changing as the technology develops.

Opportunities

AI is being used more and more across many industries, including the public sector, because it can help improve services and save time and money. Used safely and correctly, AI can:

- Improve how we deliver services to customers and residents
- Help us manage and understand large amounts of data
- Make communication faster and easier

Examples of what AI can do:

- Create useful content (text, audio, images, code) without needing someone to manually write it all
- Understand and respond to normal everyday language, making it easier for anyone to use, even those whose first language is not English
- Analyse different types of data and turn unstructured information into clear, workable outputs

AI is likely to continue improving, giving Councils and public services more ways to deliver high-quality services efficiently and at lower cost to taxpayers.

Information Governance and GDPR

There is no law written specifically for AI yet. However, if AI uses or processes personal data, it must follow:

- UK GDPR
- Data Protection Act 2018

This applies when personal data is:

- Used to train or test an AI system
- Processed by an AI tool as part of Council work

It covers any personal data the Council holds about colleagues, customers, residents, or service users.

Confidentiality

Alongside data protection law, staff must think about the risks of sharing confidential or commercially sensitive information.

Confidential or personal information must never be put into a public AI tool (e.g., ChatGPT, Google Gemini, Copilot).

This is because:

- The information could be stored or shared outside the Council
- The system could be hacked
- It could result in a breach of confidence, copyright issues, or legal action

Recommendations

1. The Council should adopt the attached AI policy.
2. A Privacy Impact Assessment must be completed and approved by the Data Protection Officer before using AI for any data analysis.

Artificial Intelligence (AI) Policy

1. Purpose of This Policy

This policy explains how staff, councillors, contractors, temporary workers and consultants can safely use AI tools (like ChatGPT, Copilot, Bard, Bing, Grammarly and similar tools).

Our aim is to:

- Make sure AI is used safely and legally
- Protect people's personal information
- Keep our work accurate, ethical and secure

AI is changing quickly, so this policy will be reviewed every six months.

2. What We Mean by "AI"

AI means computer systems that can do tasks that normally need human thinking.

Examples include:

- Chatbots and virtual assistants

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- Tools that predict, analyse or summarise information
 - Machine Learning
 - Autocorrect, translation, or grammar tools
 - Facial recognition tools
 - Smart devices and monitoring tools

Some of these features may appear inside everyday software like email or video-calling tools.

3. The Most Important Rule

NEVER put personal, sensitive, or confidential information into a public AI tool.

Do not enter:

- Names, addresses, contact details
- Case notes or personal stories
- Health information
- HR information or financial details
- Anything that can identify a person

Why? Most public AI tools store what you type and may use it to train their systems. This means your data could appear in answers given to other users. This is a data protection risk.

4. Traffic-Light Guide to Safe AI Use

● RED – Do Not Do This (High Risk)

Never use AI for:

-
- Any personal data (even if the name is removed)
 - Asking for advice about real people or real cases
 - Making important decisions (e.g., hiring, funding, or assessments)

These actions break data protection laws.

● **AMBER – Use with Care (Medium Risk)**

Allowed only if the information is fully anonymised:

- Summarising non-sensitive documents
- Writing newsletters or general communications
- Analysing feedback where all personal details are removed
- Brainstorming ideas

Before using AI, remove:

- Names → use [Person]
- Places and addresses → use [Location]
- Contact details
- Birth dates, ages, or anything that could identify someone
- Job titles that point to a single person (e.g., “the headteacher at [School]”)

● **GREEN – Safe to Use (Low Risk)**

These tasks do not involve any confidential information:

- Research on public topics
- Learning new skills (e.g., Excel formulas)

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- Improving your own writing
 - Creating public images or posters

5. Your Duty: Turn Off Data Training

If you use a public AI tool, you must switch off data training in your account settings.

- ChatGPT: Settings → Data Controls → turn off “Improve the model for everyone”
- Google Gemini: myactivity.google.com → turn off “Gemini Apps Activity”
- Microsoft Copilot (personal): Privacy → turn off model training for text and voice

This protects your information from being used to train AI systems.

6. Accountability

- Human responsibility: You must check all AI-generated content for accuracy, fairness and tone before using it.
- Transparency: If AI is used in a major way (e.g., a chatbot for service users), we will make this clear to the public.
- Compliance: Breaking this policy—especially the RED rules—may lead to disciplinary action.

If you are unsure, stop and ask for help before using AI.

Angmering Parish Council recommend all councillors to use Copilot, through their Office 365 accounts linked to their emails.

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

Based on the above assessment, the overall risk is classed as medium priority and should be assigned a review period of 1 year. If updates are brought about sooner, this policy will be updated sooner than the 1 year period.

Meeting policy was approved at: Full Parish Council

Date: 09.02.2026

Date of next review: February 2027



**ANGMERING PARISH
COUNCIL
MEMBERS' ALLOWANCES
POLICY
2026**

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: February 2026
Version: 2**

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Introduction

The Local Authorities (Members' Allowances) (England) Regulations 2003 came into force on 1 May 2003. The regulations apply to local authorities in England only and substantially change the system that previously existed.

Types of Allowance

These regulations allow Town and Parish Councils to pay a **basic parish allowance** (Regulation 25) to its chairman only or to each of its elected members. Co-opted members do not qualify for the basic parish allowance. The amount payable to the chairman may differ from that of other members (i.e. a higher sum could be paid because of extra duties that may be required of the chairman) but otherwise the sum shall be the same for each member.

The regulations also allow payment of a **parish travelling and subsistence allowance** (Regulation 26). Travel and subsistence allowance can be paid to elected and co-opted members. Parish and Town Council members are not entitled to claim a dependants' carer's allowance.

The Local Government Act 1972 s.15 (5) states a local council may pay a **chairman's allowance** for the purpose of enabling him/her to meet the expenses of his or her office. A co-opted member elected as the chairman is entitled to the chairman's allowance, but not the basic parish allowance.

The Angmering Parish Council's chairman's allowance is not given to the chair but used on request. Any remaining balance at the end of the year will go into general reserves.

The basic parish allowance and chairman's allowance are not salaries. They are figures calculated to cover expenses which are normally associated with the duties of being a local councillor. Travelling and subsistence allowances are used to reimburse members for specific expenses incurred while attending meetings, training courses or events on behalf of the council.

Setting Levels of Allowances

Regulation 27 of The Local Authorities (Members' Allowances) (England) Regulations 2003 states that a parish remuneration panel may be established by a responsible authority, which is defined as a district or unitary authority. Arun District Council will advise the outcome of their remuneration panel, and a paper will go to Governance and Oversight Committee. If increases are proposed the committee will confirm how this impacts the parish allowances and take a vote on whether to increase the allowance or leave for a further year.

Procedure and Payment

Payment of allowances (basic parish allowance) will be made twice annually to eligible members - frequency of payment is a local choice. Travel and subsistence allowances are treated as expenses and reclaimed via expense claim forms.

When paying participation allowances to elected members, local councils are obliged by law to deduct income tax, under the PAYE system. It is unlikely National Insurance Contributions will need to be considered as the allowances are likely to be below the lower earnings limit.

A member is able to elect in writing to the Clerk that he or she wishes to forgo all or part of their entitlement to the allowance.

All payments to councillors, with regards to allowances, are shown in our monthly accounting statements, which are available on our website.

The council is required to maintain records of payments made in respect of the

allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish or town without payment of a fee upon giving reasonable notice. Copies must be provided if requested, for which a reasonable fee can be charged.

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 Council

Date:

Date of next review: May 2029



**ANGMERING PARISH
COUNCIL
TRAINING AND
DEVELOPMENT POLICY –
STAFF & COUNCILLORS
2026**

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: February 2026
Version: 3**

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OVERVIEW

This policy applies to all Angmering Parish Council employees and elected or co-opted councillors.

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 is committed to supporting and encouraging the training and development of its Staff and Councillors in order to:

1. Ensure the effective delivery of council services
2. Regularly review training and development needs
3. Plan and resource training and development through the annual budget process

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
- Training needs may also be identified following appraisal, supervision, or changes in legislation.

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 Chair. 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 will undertake training including 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.

Staff Personal Development

The council recognises that personal development training enhances staff skills and may support career progression. While this may occasionally lead staff to seek alternative employment, the council values the contribution made through such development.

Where there is a demonstrable benefit to the council, personal development training will be funded by the council and the staff member will be expected to apply the skills gained in their role.

Where the cost of personal development training exceeds £250, the staff member will repay the full cost if they leave the council's employment within 12 months of completing the training. Agreement to this condition will be recorded in writing and placed on the staff member's file.

Where the cost exceeds £500, the staff member will repay the full cost if they leave within 18 months of completion, and 50% of the cost if they leave within 24 months. If the staff

member leaves before completing the course, the full amount funded to date will be repaid. Agreement to this condition will be recorded in writing.

Training that is compulsory for the staff member to carry out their existing duties, including training required by legislation or regulatory standards, is exempt from repayment provisions.

Any repayment arrangement will comply with employment legislation and will not reduce the staff member's pay below the statutory minimum wage.

Where repayment of training costs is required under this policy, the council may deduct the outstanding amount from the staff member's final salary, provided that written agreement has been obtained in advance and the deduction does not reduce their pay

below the statutory minimum wage. Any remaining balance after such deductions will be invoiced to the staff member and must be repaid within 28 days.

Driving Lessons and Driving Test Support

Where a driving license is required for the staff member to best carry out their contracted duties, the council may agree to contribute to the cost of driving lessons, the theory test, and the practical driving test.

Any support provided will be subject to prior approval by the Governance and Oversight Committee and will be based on operational need. Funding will not be provided where a driving license is for personal benefit and not required for the staff member's role.

The council will not reimburse failed theory or practical driving tests. Any additional test fees or further lessons following an unsuccessful attempt will be at the staff member's own cost unless otherwise agreed in advance in writing.

If the council funds driving lessons and/or test fees (not compulsory for the staff member's role), the staff member will be required to repay:

100% of the cost if they leave the council's employment within 18 months of completing the training.

50% of the cost if they leave within 24 months of completing the training.

These repayment terms must be agreed in writing before the training begins and will be recorded on the staff member's file.

The decision on funding for driving lessons and tests, both theory and practical, will be taken at Governance and Oversight Committee.

Where the council agrees to fund driving lessons, the choice of driving instructor or driving school must be approved by the council in advance. The council reserves the right to specify an instructor or provider, or to refuse funding for an instructor where fees are excessive, qualifications are unclear, or the provider does not meet the council's standards for safety, professionalism, or value for money.

Where repayment is due, the council may deduct the outstanding amount from the staff member's final salary, provided that the deduction does not reduce their pay below the statutory minimum wage and written agreement has been obtained in advance. Any remaining balance will be invoiced to the staff member and must be repaid within 28 days.

The council reserves the right to waive or vary repayment requirements in exceptional circumstances.

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: 09.02.2026

Date of next review: February 2029





Financial Risk Assessment

Financial Risk Assessment

Risk	S	L	Level	Controls in place
Banking Account Errors/going overdrawn	1	2	2	<p>All council bank accounts are reconciled every month in accordance with the Financial Regulations</p> <p>Monthly reconciliations are subsequently signed off by a different councillor each month.</p> <p>Bank statements accessible online to check receipt of payments</p> <p>Weekly checks are made on the business account and if low, money is to be transferred from the high interest account.</p>
Risk of consequential loss of income	5	1	5	<p>Insurance cover in place for insurable risks, including business interruption. Recently updated regarding Fidelity Guarantee</p> <p>New asset purchases added to insurable risks at earliest opportunity</p> <p>Full asset registered reviewed at least annually to ensure sufficient insurance cover in place</p> <p>Bank account general reserves to be increased over time to approximately 50% of the precept</p> <p>Financial performance of all activity reviewed monthly to enable issues to be speedily addressed</p> <p>All electronic records backed-up every night</p> <p>Precept paid in two installments by the District Council</p>
Loss of cash through theft or dishonesty	1	1	1	Petty cash spending agreed in advance by RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced monthly
Risk	S	L	Level	Controls in place
Financial controls and records not in place	1	1	1	<p>Internal audit completed twice per annum in addition to annual external audit</p> <p>Internal audit reports presented to the next available Parish meeting, along with an action plan detailing how the auditor's recommendations have been acted upon</p> <p>All electronic financial records are backed up off site every evening</p> <p>Tenders and/or quotes for works are secured in accordance with Financial Regulations</p> <p>All financial records stored and saved in accordance with the council's Document Retention Policy</p> <p>Financial Risk Assessment to be reviewed by Governance Committee</p>
Failure to comply with HMRC VAT Regulations	2	1	2	<p>VAT payments and reclaims processed</p> <p>Advice notes from HMRC followed at all times, using external expert advice where necessary</p> <p>Internal auditor reviews VAT as part of the twice yearly checks</p> <p>VAT reconciled monthly and claimed quarterly via online HMRC</p> <p>RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019</p>
Risk	S	L	Level	Controls in place
Failure to produce a sound budget to support annual precept	4	1	4	<p>Previous year's budget and income and expenditure to date used to draft next year's budget</p> <p>Earmarked and general reserves reviewed as part of budget setting process</p> <p>Developing a council business plan will further inform longer term financial aspirations</p> <p>Full Council approve budget and agree precept to meet response deadlines set by District Council</p> <p>Expenditure against budget reported to relevant committees at every meeting</p>
Risk	S	L	Level	Controls in place
Failure to comply with borrowing restrictions	3	1	3	<p>Any new Public Works Loan Board (PWLB) borrowing to be approved by Full Council after assessment of the business case</p> <p>Support with application process available through WSALC if required</p>
Risk	S	L	Level	Controls in place
Loss of interest from investments	2	1	2	<p>Investment Policy - reviewed annually</p> <p>Statements regularly reviewed</p> <p>We are over the £430,950 (in budget) 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.</p> <p>While investments are with Flagstone - monthly checks are made on their progress and the money reinvested when the account matures.</p>
Risk	S	L	Level	Controls in place
Risk from increasing prices such as utility bills, insurances etc	3	3	9	<p>Careful consideration is taken when budgeting for the following year. Taking advice and looking at trends.</p> <p>Comparisons are undertaken and several (usually 3) quotes are obtained, as per our Financial Regulations</p> <p>Funds are available within the "General Reserves" to make virements to cover any unexpected overspend.</p>
Risk Rating Guide				
Severity (S)	Likelihood of harm occurring (L)	Risk rating = L x S		
1 = Negligible	1 = Very low	0 - 4 = Insignificant risk		
2 = Minor	2 = Very unlikely	5 - 9 = Low risk		
3 = Moderate	3 = Unlikely	10 - 15 = Medium risk		
4 = Major	4 = Likely	16 + = High risk		
5 = Catastrophic	5 = Very likely			
Risk Assessment Completed		21.01.2026		
Take to Full Council		09.02.2026		
Next Review by Governance & Oversight		05.05.2026		



General Council Risks

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

Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Park Improvements	Funds	4	3	12	Ensure correct procedure followed when assigning contractors. Source external funding/grants/assign CL money.	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
ASRA Sports Pavilion	Current State of Repair	4	4	16	Maintain in best condition as possible.	3	3	6
ASRA Sports Pavilion	Current State of Electrics	5	4	20	Electrics have been completed and certificate of completion given.	2	2	4
ASRA Sports Pavilion	Loss of football to Angmering based teams	5	3	15	APC are doing everything they can to make sure Angmering based football clubs have a base to play football, until the hub is built. Continue to apply pressure to ADC re the Sports Hub.	5	2	10
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Way Ownership	Responsibilities regarding the road	3	3	9	Information is on file as to what responsibilities other landowners have over the lane. Land registry information saved.	2	3	6
Mayflower Way - current state	State of the road, upkeep and maintenance costs	4	4	16	Along with the work above the Clerk is looking into the value of the road. Groundsman monitors area.	3	4	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Community Land Trust Housing	Change in house tenure proposed. Project currently on hold due to funds. Scheme fails to be completed.	3	5	15	Working with ACLT to find a solution. Attend a recent meeting with ACLT and AIRS - Saxon Weald are a potential partner to enable this scheme to be built. Awaiting updates.	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	21-01-26
Take to Full Council	09-02-26
Next Review at Governance and Oversight Committee	05-05-26



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 2025 – 2026

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: Joseph Wisener

Position within the organisation:

PCC Member / Community Champion / Music & Memory Café - Team Leader

Address: St Margaret's Church, Arundel Road

Postcode: BN16 4JS

Telephone Number: 07801 948614

Email: community@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	
A new group or organisation, wishing to provide services for the residents of Angmering	X

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 our current strapline is 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, and through Community Partnership engagement activities and projects.

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 of 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>	
Total Income for the year 31st December 2025	£ 431,726
Total expenditure for the year	£ 450,517
Surplus or deficit - Deficit	£ 18,791
Total savings or bank reserves at year end	£ 379,376 (excluding Restricted or Designated Funds)

SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

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

We are submitting an application for a Start Up grant on behalf of the Arun Dementia Alliance. Since its establishment in January 2025, we have played an active role within the Alliance, working closely with our partners to support individuals affected by dementia in our local community.

In collaboration with Alliance partners, our efforts are directed towards providing meaningful support and resources to people living with dementia, as well as their care partners and family members. We are dedicated to fostering a community that is understanding and inclusive for all those impacted by dementia.

On 15 January 2026, we launched St Margaret's Music and Memory Café. This initiative offers a dementia-friendly environment, specifically designed to welcome those living with dementia alongside their care partners or family members. The café serves as a supportive and engaging space, promoting social interaction and wellbeing for those affected by dementia, and an further opportunity to sign-post to other dementia support services.

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

We aim to foster a supportive network where care partners and the families of those living with dementia can connect, share experiences, and help one another. This collaborative approach builds lasting relationships and mutual support within the community.

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

The programme connects care partners through regular gatherings where they share experiences, exchange information, and support each other. Meetings feature guest speakers from caring and support professions who provide expert advice and practical tips. The Café meets on the first Thursday of each month, with anticipated attendance typically ranging from 20–40 people.

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

A six-month review has been set to evaluate the success of our collaboration with the Alliance and ensure we meet our goals. Regular team and bi-monthly Alliance meetings throughout this period allow us to monitor progress, address challenges, and make improvements ahead of the half-year review.

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.

As a Community Champion working with the Alliance, its partners, and through personal experience supporting a family member with Alzheimer's, I've observed major gaps in dementia support—particularly diagnosis delays and limited access to timely aid. These challenges, combined with unmet needs and low awareness, increase hardship for those with dementia and their families. There is a clear need for better support and programmes to reduce loneliness, stress, and isolation.

The Dementia Café, launched on 15/01/2026, immediately showed its value: ten individuals with dementia and their care partners attended, plus three observers. The turnout underscores the community's strong need for such services and the importance of expanding support for those living with dementia and their care partners.

SECTION C: AMOUNT OF GRANT REQUESTED

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

£750

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*	X
Revenue (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*	

(*Figures shown indicate the maximum grant allowance for this category. Angmering Parish Council may increase the grant amount beyond the standard guidelines if deemed appropriate)

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

<p>Projected / Estimated Annual Budget:</p> <p>Core Activity Costs - £750 Marketing & Promotion - £305 Guest Speakers & Special Sessions - £240 Take-Home & Wellbeing Items - £200 Christmas / End of Year - £225 Contingency & Miscellaneous - £175</p> <p>Estimated Total: £1,895 per year</p>

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.

--

If your organisation is VAT registered, please supply your VAT number Not Applicable

A **Cheque** can be arranged if required, please advise who it should be made payable to.

The cheque should be made out to:

THIS PAGE WILL BE DESTROYED AND NO RECORDS KEPT ONCE PAYMENT HAS BEEN MADE IF A GRANT IS AWARDED


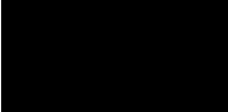



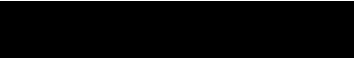
SECTION E: DECLARATION

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) 
Date: 21.01.26	Date: 22-01-26	Date: 22-1-26
Please print full name 	Please print full name 	Please print full name 

<p align="center">SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:</p>	<p align="center">APPLICATION DEADLINE:</p>
<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 align="center">The application form should be submitted on or before the 1st Monday of every month</p>

<p align="center">SECTION F: DATA PROTECTION</p>
<p>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.</p> <p>We will use the information you give us on the application and supporting documents for:</p> <ul style="list-style-type: none"> • Grant application • Monitoring grants • Evaluating the way our funding programmes work and the effect they have • Reporting statistics to Government <p>We may also give copies of this information to individuals and organisations such as:</p> <p>Accountants, auditors and external evaluators. Other organisations or groups involved in delivering the project.</p> <p>Please tick the box the box to confirm your understanding of Data Protection X</p>