



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 14 APRIL 2025 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Nikki Hamilton-Street (Chair), Sylvia Verrinder, Alison Reigate (Vice Chair), Alan Evans, Carey Bennett, Norma Harris, and Daivd Marsh

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk) and WSCC Cllr. Deborah Urquhart

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	24/213	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllrs John Oldfield, Matthew Want, Paul Bicknell and ADC Cllr. Andy Cooper	
2	24/214	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	24/215	APPROVAL OF MINUTES Approval of the minutes of the meeting of the Council on Monday 10 March 2025 were agreed and will be signed by the Chair.	
4	24/216	PUBLIC CONSULTATION When the meeting started no members of the public where present, and no questions had been sent in. Then at 19:36 one member of the public arrived however as we had moved on to the next item the member of the public waited until the item being discussed had been completed.	

The member of the public said they had come to tonight's meetings to see how the meeting worked and had an interest in Devolution and Planning. The Chair explained that planning matters were discussed at the Planning & Infrastructure meetings which are held every three weeks as well as the type of things that are discussed at these meetings. The member of the public had questions regarding the proposed Bewley Road development. The Chair

explained why decisions could not be made at the moment with regards to information needed by ADC before they made their decision and what APC had done regarding this application. Information regarding Bewley Road can be found on the APC website.

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

5 24/217 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:

The Chair asked if there were any questions regarding the Clerks report, none were asked.

The Clerk then went on to say that work to repair the office had started today, the Wellbeing Event being held on Saturday 26 April had been boosted on Facebook, Lloyd Goring Close Allotment Area will be inspected for ADC to back. Four new planters for South Angmering have been ordered.

6 24/218 CHAIR'S REPORT

The Chair asked if there were any questions regarding her report, none were asked and there was nothing to add.

7 24/219 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart started by saying that there was not much to report as work programs had stopped due to possible elections.

She reported that the Waste Prevention Team had been out and about visiting schools, groups etc. to give talks on waste prevention and recycling initiatives. She also commented that they have been recognised for an award and said well done to them.

A lot of Cllr. Urquhart's time is also being spent on Devolution – item 10.

No questions were asked.

8 24/220 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper did not attend tonight's meeting, and no report was sent in.

Questions were asked as to why Cllr. Amelia Worne no longer attends APC meetings (she has not been present for many months), the Clerk will send an email to enquire why.

9 24/221 NEIGHBOURHOOD PLAN/DEVOLUTION UPDATE

The Chair advised that there were no updates.

10 24/222 DEVOLUTION UPDATE – CLLR NIKKI HAMILTON-STREET

The Chair introduced the supporting paper and made reference to a White Paper that would hopefully be coming out in July as advised by Dr Beccy Cooper MP. However Cllr. Urquhart said that she attended a meeting last week where an update was given, and no White Paper will be published. Cllr. Urquhart went on to give feedback on her meeting and said that Parish Councils were being asked for their thoughts on what they may want to take on but warned APC to be careful of what they wish for as if something is taken i.e. a piece of land/building for example local procedures must be

followed, APC would have to use only approved contractors plus any monies promised may run out quickly. She suggested it might be useful to speak with other neighbouring Parish Councils to see if anything could be done as group rather than a lone Parish but ultimately it will be up to Unitary to say what Parish/Town Councils would be able to take on/do. Unitary will not come into force until 2028. The Clerk confirmed that she had already been in touch with East Preston, Kingston and Ferring parish councils regarding this.

A working group will also be set up and Councillors were invited by the Clerk to register their interest in taking part by emailing the Clerk directly. The working group will then be formally set up.

Cllr. Urquhart left the meeting at 19:58.

11 24/223 PROPOSED EAR MARKED RESERVE (EMR) MOVEMENTS FROM 2024/2025 BUDGET

The Clerk talked through the supporting paper explaining why certain monies had not been spent and why these amounts were being moved to other areas. A couple of small points were raised which were answered in full, no other questions were asked.

RESOLUTION: Cllr. Verrinder PROPOSED the Ear Marked Reserve (EMR) Movements from 2024/2025 were accepted. Cllr. Marsh SECONDED and ALL AGREED .

12 24/224 ANMGERING COMMUNITY HUB

The Chair gave an update on what had been happening since the last meeting held with the Angmering Community Centre (ACC) and the APC Working Group which took place in back in February 2025.

She thanked the Clerk and Cllr. Evans for their work with ACC and for trying to move the project on with everyone's agreement. The various meetings that both the Clerk and Cllr. Evans had taken part in were discussed along with the work the Clerk had been doing with APCs solicitor regarding rewording which related to the lease around the boundaries and the car park.

The Clerk explained the changes to the architectural drawings which include removing the corridor, this had been requested by the ACC and agreed by APC. It was also noted that ACC still have issues with their understanding on how the car park would work even though this has been explained on more than one occasion. The proposed changes will have very little impact on how its currently used – the plan has always been to enhance the parking facilities at the centre.

A comment was made that ACC do not trust APC due to legacy issues. APC stressed the current council is very different to what it was when these said issues arose.

The Clerk commented that she had had another meeting with the Chair of the ACC Trustees which she felt went well and that both parties were in agreement in principle with the points covered in that meeting, however

APC have since received a letter from ACC which was read out to councillors. All councillors put forward their views on the content of letter and contributed to a debate which expressed in the strongest terms their concerns.

It is clear that a large amount of work has gone into this project by all concerned and that there is still a mountain to climb to be able to move forward.

APC feel this project would benefit the community of Angmering so will continue to work towards an agreeable outcome. The Clerk will write a letter containing the proposed updates to the lease to see if the ACC will agree before spending more money with a solicitor writing a formal update to the lease. Nothing can move forward until this next step has been taken.

13 24/225 COMMUNITY GRANT APPLICATIONS

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

One grant request was submitted for consideration this month.

- Home-Start Arun – £500

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

Cllr. Reigate PROPOSED that a sum of £500 was granted to the Home Start-Arun. Cllr. Verrinder SECONDED and ALL AGREED
--

Grant monies not given out in 2024/25 totalled £2,415.00 and will be put into general reserves.

This grant will come out of the 2025/26 budget line.

14 24/226 2024/2025 FINANCIAL REPORT

The reports were presented, no questions were asked.

Cllr. Evans signed the reconciliations for March 2025.

15 24/227 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

None.

16 24/228 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

The Planning and Infrastructure Committee – None.

CLEW Committee – None.

Governance & Oversight Committee – None.

17 24/229 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

None.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 12 May 2025** at 7:30pm in the King Suite, Angmering Village Hall.

The **Annual Parish Meeting** will also take place on **Monday 12 May 2025** at 6:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 20.44.

.....
Chairman

Date.....

DRAFT



Clerks Report May 2025

Agenda Item 5

- 1) The office is OPEN and all the repairs have been completed. You are welcome to pop in any time.
- 2) The flood lights at the bowl are being repaired and updated to LED. They are also updating the timing box so it is more reliable.
- 3) Mayflower Park – The benches have arrived and will be fitted in the coming weeks. 2 benches will go next to the new bike track and 1 will be put in the gap along the path.
- 4) Work is close to completion on the village map and we should have copies within the next few months.
- 5) I have been liaising with the Save Dappers Lane Group regarding their survey and it is now live.
- 6) Mowing season is upon us and Roy is doing a great job on Bramley green.
- 7) At our full council meetings, Tracy will now be sharing updates and news regarding events and projects – that would normally have been taken to CLEW.
- 8) The BMX track has had its yearly resurfacing and maintenance visit, and the fences have now been taken down around the new kid's bike track.
- 9)



COMMITTEE CLERKS REPORT

Committee Clerks Report

The next **Councillor Surgery** meeting will take place on Thursday 19 June between 10:30 – 12 noon at Angmering Library both Deborah, Andy and Nikki will be taking part.

Our new event, **Wellbeing Fair**, took place on Saturday 26 April at Angmering Community Centre. Around 26 providers of wellbeing support, services, therapies, taster sessions and talks took place. Refreshments were also available and lots of people took the opportunity to sit outside with a coffee and a cake! We have had some great feedback and already have people wanting to sign up for next years event should we chose to hold one.

As you are aware our new Charity of the Year is Wadars Animal Rescue and to kick off our fundraising efforts, we're bringing back the much-loved Fun Dog Show on **Saturday, 10 May**, at **Mayflower Park**. This event, last held in 2019, aims to become an annual tradition, celebrating our furry friends while supporting a noble cause.

Work has started on this year's **Village Trail** which has consistently gone down well every year since it was started. If you have any ideas for new areas to visit on the trail, please let me know so they can be considered.

The new **Angmering Map** has now been finalised. We are now in the process of getting them printed.

Work has started on the following events for 2025, an update will be given at future Full Parish meetings:

- Angmering Summer Jam – a dedicated BMX & Skateboarding event – Saturday 7 June
- Fireride Pop-up Cycle Event & Stunt Show – Saturday 2 August
- Angmering Revealed – Saturday 20 September
- Angmering @ Christmas – Friday 5 December
- Remembrance Sunday – this year, and going forward, Advanced Security will be offering their services to man the road closure points free of charge. I have thanked them for this very kind gesture, and this will help tremendously going forward. This year's date is Sunday 9 November

Freedom Leisure will again be starting weekly sessions during the summer holidays, dates to be confirmed

I contacted **In Post** to get an understanding on how the locker located at Angmering Community Centre was being used, this is what I was told: *In terms of locker stats, since the beginning of 2025, the locker has been averaging at around 120% utilisation - which is great to see!*

We have received one complaint regarding courier collection times, and I have been working with In Post to make sure collections only happen between 8am – 9pm as per our original agreement.

Angmering Parish Council

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ANGMERING PARISH COUNCIL STANDING ORDERS 2025

ANGMERING PARISH COUNCIL

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INTRODUCTION

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

Model **standing orders** use **gender-neutral language** (e.g. “Chair”).

A model standing order that includes brackets like this ‘()’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

1) RULES OF DEBATE AT MEETINGS

- Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- A councillor may not move more than one amendment to an original or substantive

motion.

- The mover of an amendment has no right of reply at the end of debate on it.
- Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - a) to speak on an amendment moved by another councillor;
 - b) to move or speak on another amendment if the motion has been amended since he last spoke;
 - c) to make a point of order;
 - d) to give a personal explanation; or
 - e) to exercise a right of reply.
- During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- A point of order shall be decided by the chair of the meeting and their decision shall be final.
- When a motion is under debate, no other motion shall be moved except:
 - a) to amend the motion;
 - b) to proceed to the next business;
 - c) to adjourn the debate;
 - d) to put the motion to a vote;
 - e) to ask a person to be no longer heard or to leave the meeting;
 - f) to refer a motion to a committee or sub-committee for consideration;
 - g) to exclude the public and press;
 - h) to adjourn the meeting; or
 - i) to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- Before an original or substantive motion is put to the vote, the chair of the meeting

shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

- Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2) DISORDERLY CONDUCT AT MEETINGS

- No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3) MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

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- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
 - d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
 - e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
 - f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
 - g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
 - h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
 - i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
 - j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
 - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
 - l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the**

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- public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
 - m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
 - n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
 - o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
 - p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
 - q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
 - r The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question

shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t** The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- **u** **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- **v** **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- **w** **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned

- to another meeting.

x **A meeting shall not exceed a period of 2 hours.**

4) COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint

the chair of the standing committee;

- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5) ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

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- f The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
 - g The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
 - h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
 - i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
 - j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;**
 - iii. Receipt of the minutes of the last meeting of a committee;**
 - iv. Consideration of the recommendations made by a committee;**
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;**

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- vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6) EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7) PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8) VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by

the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9) MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

-
- g Motions received shall be recorded and numbered in the order that they are received.
 - h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10) MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory

or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11) MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12) DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13) CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

-
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting **when it is** considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
 - c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
 - d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
 - e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
 - f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
 - g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
 - h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from**

participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

14) CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15) PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. **hold acceptance of office forms from councillors;**
- vii. **hold a copy of every councillor's register of interests;**
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its

financial regulations;

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning and Infrastructure Committee committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16) RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17) ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each

quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18) FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

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- ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated

responsibility for considering tenders, is bound to accept the lowest value tender.

- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19) HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Governance and Oversight Committee, is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Governance and Oversight Committee or, if he is not available, the vice-chair (if there is one) of the Governance and Oversight Committee, of absence occasioned by illness or other reason and that person shall report such absence to the Governance and oversight Committee at its next meeting.
- c The chair of the council or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk and RFO.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Governance and Oversight Committee or in their absence, the vice-chair of the Governance and Oversight Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Governance and Oversight Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chair or vice-chair of the Governance Committee, this shall be communicated to another member of the Governance and Oversight Committee.
- f Any persons responsible for all or part of the management of staff shall treat as

confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20) RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21) RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

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- f **The Council shall maintain a written record of its processing activities.**

22) RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23) EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

The above is applicable to a Council with a common seal.

24) COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25) RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

26) STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

RISK	LEVEL OF RISK
What is the possibility of change	Medium
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 1 year, or when the model policy is updated.

Meeting policy was approved at:

Date:

Date of next review:



ANGMERING PARISH COUNCIL FINANCIAL REGULATIONS 2025

Angmering Parish Council FINANCIAL REGULATIONS

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1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Clerk has been appointed as RFO and these regulations apply accordingly. The Clerk;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**

- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council/selected councillor shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management document covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.4. **The accounting control systems determined by the Clerk must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.5. At least once a month, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.6. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the Clerk in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the Clerk must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The Clerk shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Clerk shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the Clerk, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The Clerk shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish

any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

- 3.12. The Clerk shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in December/January for the following financial year. The Clerk will inform committees of any salary implications before they consider their draft budgets.
- 4.3. No later than December each year, the Clerk shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent funds for partially completed projects and funds unspent against budget lines may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.6. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.8. The Clerk shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Clerk should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £10,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1,000 and £10,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council for any items between £1,000 - £5,000 excluding VAT.
 - the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. Actions from a health and safety/fire risk assessment, the amount spent can be up to £7,000, in conjunction with the chair. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. If any issues are experienced, a report will be put before council and alternative banks may be suggested.
- 6.2. The Clerk shall prepare a schedule of payments. These will be presented, by email, to 2 councillors, who are signatories. The email will consist of the invoices due for payment as well as the payment schedule produced by the accounting system. An emailed response confirming all payments are to be processed must be received from both councillors before payments are loaded onto the banking portal. These payments will then be loaded onto the banking portal by an authorised member of staff. The payment will be processed by the other member of staff and a secondary authorisation is given by the Clerk and the payments are sent. A detailed list of all payments shall be disclosed as an attachment to the agenda of Full Council each month.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk. Once checked, invoices will be signed by the Clerk or Office Manager.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, unless the council resolves to use a different payment method.
- 6.6. A list of such payments shall be reported to the next appropriate meeting of the council, for information only.

6.7. The Clerk and Office Manager shall have delegated authority to authorise payments in the following circumstances:

- i. any payments of up to £5,000 excluding VAT, within an agreed budget.
- ii. payments of up to £7,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises and as a result of any health and safety/fire risk assessment.
- iii. any payment already authorised by 2 councillors (as per 6.2)
- iv. Fund transfers within the councils banking arrangements – relevant paperwork will be included in the monthly accounts and taken to each council meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, Clerk/Office Manager shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 2 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to 2 authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Evidence shall be retained showing which members approved the payment online.
- 7.7. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.8. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order. These will be shown within the accounts for the month.
- 7.9. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and Office Manager. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.10. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.11. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless deemed an emergency.
- 9.2. Personal credit or debit cards of members or staff shall not be used.

10. Petty Cash

- 10.1. The Clerk shall maintain a petty cash imprest account of £30 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Governance and Oversight Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Clerk to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £1,000.
- 13.7. Any income generated for the Charity of the Year will be put into the Charity account and paid over annually to the nominated charity.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the Clerk shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The Clerk/Office Manager shall be responsible for the care and custody of stores and equipment in the office. The Groundsman will be responsible for items contained within the lock up.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £5,000.

17. Insurance

- 17.1. The Clerk shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of Clerk. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18.C and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

RISK	LEVEL OF RISK
What is the possibility of change	High
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 high priority and should be assigned a review period of 1 year.

Meeting policy was approved at:

Date:

Date of next review:



ANGMERING PARISH COUNCIL SCHEME OF DELEGATION 2025

ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees

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AIM & PURPOSE

This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders. It will be reviewed annually and when there is a change of Clerk/RFO.

The purpose of this document is to clearly define the parameters within which the Clerk/RFO of the Council can act without reference to Councillors.

This document also captures the various delegated powers throughout the Council, including those delegated by the Council to its Committees and Working Groups. This element of the scheme incorporates all of the approved Terms of Reference.

Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

PRINCIPLES OF DELEGATION

Section 101 of the Local Government Act 1972 states:

- That a Council may delegate its powers (except those incapable of delegation) to a committee; or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise powers that have been delegated.

Any delegation to a Committee or the Clerk/RFO shall be exercised in compliance with the Council's Standing Orders, its Financial Regulations and any other policies or conditions imposed by the Council and with the law.

In an emergency the Clerk/RFO is empowered to carry out any function of the Council.

Where the Clerk/RFO is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chairman of the Council and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

AUTHORITY TO ACT

It will be appropriate for the Clerk/RFO to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine.

The Clerk/RFO and Committees have the responsibility to act within the Councils approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

COUNCIL RESERVED POWERS

The following matters are only to be resolved by the full Council:

- Appointment of the Clerk/RFO
- To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
- To approve and adopt the Budget.
- To appoint committees and working groups
- To approve membership of all committees and working groups
- To adopt the schedule of meetings for the ensuing year.
- To determine matters involving expenditure for which budget provision is not made or is exceeded.
- To set the Precept
- To make byelaws
- To borrow money
- To annually approve the statutory annual return
- To approve eligibility for the General Power of Competence
- To assess, consider and (if approved) award donations and grants fund to other bodies where lawful and appropriate in accordance with statute and the adopted HPC Grants Policy.
- To assess, consider and approve recommendations from working groups.

DELEGATION SAFEGUARDS

The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

DELEGATION TO CLERK/RFO

- The Clerk/RFO is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).
- The Clerk will deal with all routine correspondence which does not commit HPC to enter into a legal agreement or give an opinion. The Clerk will also deal with any correspondence which is covered by delegated authority.
- As Proper Officer/RFO, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget. Subject to the adopted Financial Regulations.
- The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
- The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget.
- The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget.
- Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees/ Councillors.
- Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
- Power to release urgent press statements on any activities subject to prior consultation with the Chair.
- Power to act on own initiative to implement the Council's policies and objectives.
- Power to manage all the Council's resources in accordance with the Council's policies.

- Power to manage all open spaces within the Parish subject to budget.
- Power to engage with the community and stakeholders to raise the profile of APC and foster good working relationships.

RISK	LEVEL OF RISK
What is the possibility of change	Medium
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 high priority and should be assigned a review period of 1 year, alongside the Standing Orders and Financial Regulations.

Meeting policy was approved at: Full Council

Date: 12 May 2025

Date of next review: May 2026

Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

Current Assets

5,949	VAT Control A/c	9,685
13,206	Current Bank A/c	45,449
25,427	Lloyds Business Account	69,027
1	Petty Cash	1
25,000	CCLA Public Sector Deposit	25,000
70,000	Hampshire Trust Bnk Deposit	70,000
502,806	Flagstone Investment	1,002,635
1	Charity of the Year	2,940

642,390

1,224,739

642,390 Total Assets

1,224,739

Current Liabilities

4,198	Accruals	3,372
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4,198

3,372

638,192 Total Assets Less Current Liabilities

1,221,366

Represented By

(26,285)	General Reserves	288,640
1,597	EMR - Play Park Refurbishment	5,607
148,415	EMR - Office Development	140,828
3,033	EMR - Asset Renewal Programme	3,033
160	EMR - NHP Grant - Locality	160
715	EMR - NHP Grant - ADC	715
12,470	EMR - Elections	12,212
40,000	EMR - NHP Review	40,000
8,941	EMR - BMX/Skatebowl Refurb	13,941
9,000	EMR - New Van	12,000
25,935	EMR - Safer Streets Funding	25,935
3,000	EMR - Festive Lights	4,000
165,939	EMR - Improvements to Mayflowe	162,596
5,800	EMR - Ongoing Tree Work	0
6,844	EMR - Community Centre Mainten	6,844
11,805	EMR - Palmer Road Rec	8,055
6,761	EMR - Rainbow Bench Maint	6,761
0	EMR - Blue Plaques	5,000
1,685	EMR - Community Awards	1,685
5,780	EMR - Angmering @Christmas	5,780

Balance Sheet as at 31st March 2025

31st March 2024		31st March 2025
	10,000 EMR - Speed Indicator Devices	10,000
	7,715 EMR - Youth/Holiday Activities	7,715
	404 EMR - Skate Jam Event	0
	148,057 EMR - CIL Receipts	378,556
	749 EMR - Safer Arun Prtnshp Grant	354
	4,095 EMR - UKSPF - Russet/Mayflower	0
	33,351 EMR - S106	33,351
	2,226 EMR - Defibrilators	4,226
	0 EMR - Angmering Village Centre	30,000
	0 EMR - Christmas Spons Redrow	3
	0 EMR - Street Furniture	10,369
	0 EMR - Community Allotments	3,000
	638,192	1,221,366

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	0	432,575	432,575	0			100.0%	
1080 Investment Income	4,990	280,624	20,000	(260,624)			1403.1%	
1090 Bank Interest	98	1,991	500	(1,491)			398.2%	
1095 Other Income	0	32,860	750	(32,110)			4381.3%	30,500
1096 2024 Calendar Sales	0	305	0	(305)			0.0%	
1097 Advertising Revenue	0	288	0	(288)			0.0%	
1100 Grants Received	7,707	8,552	0	(8,552)			0.0%	8,552
1105 Donations Received	1,843	2,343	0	(2,343)			0.0%	
1115 Community Infrastructure Levy	0	230,499	0	(230,499)			0.0%	230,499
Income :- Income	<u>14,638</u>	<u>990,037</u>	<u>453,825</u>	<u>(536,212)</u>			<u>218.2%</u>	<u>269,551</u>
Net Income	<u>14,638</u>	<u>990,037</u>	<u>453,825</u>	<u>(536,212)</u>				
6001 less Transfer to EMR	123,265	269,551	0	(269,551)				
Movement to/(from) Gen Reserve	<u>(108,627)</u>	<u>720,486</u>	<u>453,825</u>	<u>(266,661)</u>				
<u>120 Office</u>								
4000 Salary - Clerk	5,192	52,356	51,500	(856)		(856)	101.7%	
4005 Salary - Office Staff	9,010	89,080	103,000	13,920		13,920	86.5%	
4025 Employer's NI	2,492	14,327	13,000	(1,327)		(1,327)	110.2%	
4035 Pension - LGPS	2,201	25,217	22,000	(3,217)		(3,217)	114.6%	
4055 Travel	0	102	200	98		98	50.9%	
4070 Training	1,015	1,462	2,000	538		538	73.1%	
4200 Electricity	922	4,013	4,500	487		487	89.2%	
4205 Gas	182	2,136	3,500	1,364		1,364	61.0%	
4210 Water/Sewage	0	600	750	150		150	80.0%	
4220 Office Cleaning	0	686	900	214		214	76.2%	
4225 Office Maintenance	500	1,731	1,000	(731)		(731)	173.1%	
4230 Office Improvements	3,600	8,935	2,000	(6,935)		(6,935)	446.8%	7,588
4235 Office Equipment	67	116	600	484		484	19.3%	
4240 Stationery & Consumables	282	2,923	3,000	77		77	97.4%	
4250 Telephones	161	1,627	2,000	373		373	81.3%	
4255 Broadband	0	786	780	(6)		(6)	100.8%	
4265 Photocopying/Printing	0	2,298	3,500	1,202		1,202	65.7%	
4275 Newsletter Production	254	2,959	3,120	161		161	94.8%	
4290 Subscriptions	0	2,719	3,500	781		781	77.7%	
4295 Land Registry	0	54	200	146		146	27.0%	
4310 Bank Charges	41	41	0	(41)		(41)	0.0%	
4315 Room Hire	173	1,292	1,200	(92)		(92)	107.6%	
4330 IT Support	0	2,860	3,000	140		140	95.3%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4335 IT Software	43	1,354	2,172	818		818	62.4%	
4340 IT Equipment	0	0	1,000	1,000		1,000	0.0%	
4345 Insurance	0	9,436	9,500	64		64	99.3%	
4350 Audit Fees	0	1,594	1,594	(0)		(0)	100.0%	
4360 Professional Expenses	808	11,833	7,696	(4,137)		(4,137)	153.8%	
4365 Legal Fees	0	2,644	2,000	(644)		(644)	132.2%	
4370 Election Costs	0	258	0	(258)		(258)	0.0%	258
4375 Community Grants	250	2,585	5,000	2,415		2,415	51.7%	
4685 Defibrilators	0	0	2,000	2,000		2,000	0.0%	
4696 Blue Plaques Scheme	0	0	5,000	5,000		5,000	0.0%	
4802 Angmering Map	0	3,150	3,150	0		0	100.0%	
Office :- Indirect Expenditure	27,194	251,175	264,362	13,187	0	13,187	95.0%	7,846
Net Expenditure	(27,194)	(251,175)	(264,362)	(13,187)				
6000 plus Transfer from EMR	3,600	7,846	0	(7,846)				
Movement to/(from) Gen Reserve	(23,594)	(243,329)	(264,362)	(21,033)				
<u>140 Councillors/Civic</u>								
4070 Training	45	363	1,000	637		637	36.3%	
4335 IT Software	0	0	100	100		100	0.0%	
4400 Councillor's Basic Allowance	0	3,510	3,828	318		318	91.7%	
4405 Chairman's Allowance	0	202	300	98		98	67.2%	
4410 Member's Travel Expenses	0	16	100	84		84	15.8%	
Councillors/Civic :- Indirect Expenditure	45	4,090	5,328	1,238	0	1,238	76.8%	0
Net Expenditure	(45)	(4,090)	(5,328)	(1,238)				
<u>200 Maintenance</u>								
4260 Mobile Telephones	11	180	200	20		20	89.9%	
4500 Protective Clothing	0	181	300	119		119	60.3%	
4505 Tools & Equipment	70	1,006	1,500	494		494	67.1%	
4570 Dog Fouling Bin Collections	461	461	600	139		139	76.9%	
4580 Green Waste Disposal	228	1,979	3,000	1,021		1,021	66.0%	
4630 Equipment Storage	500	6,000	6,000	0		0	100.0%	
4650 Play Area Inspections	0	583	400	(183)		(183)	145.6%	
4655 Play Area Maintenance	0	90	5,000	4,910		4,910	1.8%	
4656 Russet/Mayf Improvements	0	4,095	0	(4,095)		(4,095)	0.0%	4,095
4665 Contractor-General	0	274	4,285	4,011		4,011	6.4%	
4670 Contractor-Grass	0	7,524	13,000	5,476		5,476	57.9%	
4675 Contractor-Trees & Hedges	8,925	18,425	12,500	(5,925)		(5,925)	147.4%	5,800

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4680	Contractor-Flowers & Beds	1,672	10,231	10,000	(231)		(231)	102.3%	
	Maintenance :- Indirect Expenditure	11,868	51,028	56,785	5,757	0	5,757	89.9%	9,895
	Net Expenditure	(11,868)	(51,028)	(56,785)	(5,757)				
6000	plus Transfer from EMR	5,800	9,895	0	(9,895)				
	Movement to/(from) Gen Reserve	(6,068)	(41,133)	(56,785)	(15,652)				
<u>210 Village Centre</u>									
4795	Cleaning Village Monument	0	965	965	0		0	100.0%	
	Village Centre :- Indirect Expenditure	0	965	965	0	0	0	100.0%	0
	Net Expenditure	0	(965)	(965)	0				
<u>220 Mowers/Strimmers</u>									
4605	Fuel	0	22	150	128		128	14.9%	
4610	Maintenance	0	1,185	1,500	315		315	79.0%	
	Mowers/Strimmers :- Indirect Expenditure	0	1,207	1,650	443	0	443	73.2%	0
	Net Expenditure	0	(1,207)	(1,650)	(443)				
<u>240 Vehicles</u>									
4345	Insurance	0	1,027	1,200	173		173	85.6%	
4600	Purchase	0	0	3,000	3,000		3,000	0.0%	
4605	Fuel	106	1,530	2,000	470		470	76.5%	
4610	Maintenance	28	1,273	2,000	727		727	63.7%	
4620	Road Tax	335	335	290	(45)		(45)	115.5%	
	Vehicles :- Indirect Expenditure	469	4,166	8,490	4,324	0	4,324	49.1%	0
	Net Expenditure	(469)	(4,166)	(8,490)	(4,324)				
<u>250 Street Lighting</u>									
4200	Electricity	0	4,520	4,520	(0)		(0)	100.0%	
4610	Maintenance	0	6,251	6,251	0		0	100.0%	
	Street Lighting :- Indirect Expenditure	0	10,771	10,771	0	0	0	100.0%	0
	Net Expenditure	0	(10,771)	(10,771)	(0)				
<u>260 Palmer Road Rec</u>									
4660	Palmer Road Pavilion	0	3,802	2,500	(1,302)		(1,302)	152.1%	3,750
4670	Contractor-Grass	0	1,124	3,000	1,876		1,876	37.5%	
	Palmer Road Rec :- Indirect Expenditure	0	4,926	5,500	574	0	574	89.6%	3,750
	Net Expenditure	0	(4,926)	(5,500)	(574)				
6000	plus Transfer from EMR	0	3,750	0	(3,750)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	0	(1,176)	(5,500)	(4,324)				
280 Community Centre								
4450 CCTV Maintenance	0	2,057	1,500	(557)		(557)	137.1%	1,240
4455 Alarms óó	0	603	1,500	897		897	40.2%	
4530 Buildings - Routine Maint.	75	1,328	5,000	3,672		3,672	26.6%	
4585 Rubbish Collection Recycling	32	486	300	(186)		(186)	161.8%	
4590 Rubbish Collection Gen. Waste	129	1,386	1,500	114		114	92.4%	
Community Centre :- Indirect Expenditure	236	5,860	9,800	3,940	0	3,940	59.8%	1,240
Net Expenditure	(236)	(5,860)	(9,800)	(3,940)				
6000 plus Transfer from EMR	0	1,240	0	(1,240)				
Movement to/(from) Gen Reserve	(236)	(4,620)	(9,800)	(5,180)				
290 Skate Bowl								
4200 Electricity	240	2,111	1,500	(611)		(611)	140.7%	
4610 Maintenance	0	0	3,000	3,000		3,000	0.0%	
Skate Bowl :- Indirect Expenditure	240	2,111	4,500	2,389	0	2,389	46.9%	0
Net Expenditure	(240)	(2,111)	(4,500)	(2,389)				
310 Angmering @ Christmas								
4240 Stationery & Consumables	0	632	1,500	868		868	42.1%	497
4325 Advertising	0	18	100	82		82	18.0%	
4755 Event Hire/Entertainment	0	6,493	6,000	(493)		(493)	108.2%	
4760 Event Staffing	0	1,075	1,200	126		126	89.5%	
Angmering @ Christmas :- Indirect Expenditure	0	8,217	8,800	583	0	583	93.4%	497
Net Expenditure	0	(8,217)	(8,800)	(583)				
6000 plus Transfer from EMR	0	497	0	(497)				
Movement to/(from) Gen Reserve	0	(7,720)	(8,800)	(1,080)				
315 Christmas								
4700 Village Christmas Trees	0	4,250	4,000	(250)		(250)	106.3%	
4705 Festive Lights	4,000	4,000	5,000	1,000		1,000	80.0%	
Christmas :- Indirect Expenditure	4,000	8,250	9,000	750	0	750	91.7%	0
Net Expenditure	(4,000)	(8,250)	(9,000)	(750)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>325 Climate Action Plan</u>								
4240 Stationery & Consumables	0	0	250	250		250	0.0%	
4315 Room Hire	0	0	100	100		100	0.0%	
4505 Tools & Equipment	0	0	600	600		600	0.0%	
4825 Street Furniture Purchase	0	0	2,000	2,000		2,000	0.0%	
Climate Action Plan :- Indirect Expenditure	0	0	2,950	2,950	0	2,950	0.0%	0
Net Expenditure	0	0	(2,950)	(2,950)				
<u>330 Joint WRFC Event</u>								
4505 Tools & Equipment	0	6,000	6,000	0		0	100.0%	
Joint WRFC Event :- Indirect Expenditure	0	6,000	6,000	0	0	0	100.0%	0
Net Expenditure	0	(6,000)	(6,000)	0				
<u>350 Community Sessions</u>								
4240 Stationery & Consumables	3	3	500	497		497	0.6%	
4315 Room Hire	68	185	250	65		65	74.0%	
4325 Advertising	0	59	50	(9)		(9)	118.4%	
Community Sessions :- Indirect Expenditure	71	247	800	553	0	553	30.9%	0
Net Expenditure	(71)	(247)	(800)	(553)				
<u>360 Mayflower/Mayflower Way</u>								
4365 Legal Fees	0	0	3,000	3,000		3,000	0.0%	
4665 Contractor-General	0	2,453	7,000	4,548		4,548	35.0%	
4775 Improvements	11,050	11,814	0	(11,814)		(11,814)	0.0%	11,050
Mayflower/Mayflower Way :- Indirect Expenditure	11,050	14,267	10,000	(4,267)	0	(4,267)	142.7%	11,050
Net Expenditure	(11,050)	(14,267)	(10,000)	4,267				
6000 plus Transfer from EMR	11,050	11,050	0	(11,050)				
Movement to/(from) Gen Reserve	0	(3,217)	(10,000)	(6,783)				
<u>380 Volunteers</u>								
4505 Tools & Equipment	0	0	200	200		200	0.0%	
Volunteers :- Indirect Expenditure	0	0	200	200	0	200	0.0%	0
Net Expenditure	0	0	(200)	(200)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>390</u> <u>BMX Track</u>								
4610 Maintenance	0	0	2,000	2,000		2,000	0.0%	
BMX Track :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	0	(2,000)	(2,000)				
<u>410</u> <u>Angmering Revealed</u>								
4240 Stationery & Consumables	0	30	100	70		70	30.0%	
4315 Room Hire	0	237	200	(37)		(37)	118.5%	
4325 Advertising	0	85	75	(10)		(10)	113.0%	
4505 Tools & Equipment	0	3,291	3,500	209		209	94.0%	
4755 Event Hire/Entertainment	0	1,583	1,500	(83)		(83)	105.6%	
Angmering Revealed :- Indirect Expenditure	0	5,226	5,375	149	0	149	97.2%	0
Net Expenditure	0	(5,226)	(5,375)	(149)				
<u>420</u> <u>Remembrance Day</u>								
4240 Stationery & Consumables	0	21	50	29		29	41.7%	
4505 Tools & Equipment	0	40	75	35		35	53.3%	
4796 Monument Flowers	0	400	700	300		300	57.1%	
Remembrance Day :- Indirect Expenditure	0	461	825	364	0	364	55.9%	0
Net Expenditure	0	(461)	(825)	(364)				
<u>500</u> <u>Allotments</u>								
1000 Rent Received	900	900	900	0			100.0%	
Allotments :- Income	900	900	900	0			100.0%	0
4800 Rent Paid - Sommerset	825	825	825	0		0	100.0%	
4807 Improving Community Allotment	0	0	3,000	3,000		3,000	0.0%	
Allotments :- Indirect Expenditure	825	825	3,825	3,000	0	3,000	21.6%	0
Net Income over Expenditure	75	75	(2,925)	(3,000)				
<u>650</u> <u>Corner House Flat</u>								
1000 Rent Received	808	9,698	8,000	(1,698)			121.2%	
Corner House Flat :- Income	808	9,698	8,000	(1,698)			121.2%	0
4380 Loan Charges	0	8,142	8,142	(0)		(0)	100.0%	
4530 Buildings - Routine Maint.	0	4,122	1,000	(3,122)		(3,122)	412.2%	
Corner House Flat :- Indirect Expenditure	0	12,264	9,142	(3,122)	0	(3,122)	134.2%	0
Net Income over Expenditure	808	(2,566)	(1,142)	1,424				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
680 Youth Sessions								
4240 Stationery & Consumables	0	0	100	100		100	0.0%	
4325 Advertising	0	0	75	75		75	0.0%	
4710 Youth Outreach Workers	3,148	11,141	10,000	(1,141)		(1,141)	111.4%	
4720 Holiday Activities	0	1,665	3,000	1,335		1,335	55.5%	
Youth Sessions :- Indirect Expenditure	3,148	12,806	13,175	369	0	369	97.2%	0
Net Expenditure	(3,148)	(12,806)	(13,175)	(369)				
690 Halloween Spectacular								
4240 Stationery & Consumables	0	322	300	(22)		(22)	107.3%	
4315 Room Hire	0	80	100	20		20	80.0%	
4325 Advertising	0	38	16	(22)		(22)	236.6%	
4755 Event Hire/Entertainment	0	65	0	(65)		(65)	0.0%	
Halloween Spectacular :- Indirect Expenditure	0	505	416	(89)	0	(89)	121.3%	0
Net Expenditure	0	(505)	(416)	89				
700 Skate Jam								
4240 Stationery & Consumables	0	61	50	(11)		(11)	122.8%	
4325 Advertising	0	12	16	4		4	75.0%	
4755 Event Hire/Entertainment	0	500	1,000	500		500	50.0%	
4805 Leisure Providers	0	2,650	1,500	(1,150)		(1,150)	176.7%	404
Skate Jam :- Indirect Expenditure	0	3,223	2,566	(657)	0	(657)	125.6%	404
Net Expenditure	0	(3,223)	(2,566)	657				
6000 plus Transfer from EMR	0	404	0	(404)				
Movement to/(from) Gen Reserve	0	(2,819)	(2,566)	253				
710 Celebration Days								
4821 D-Day Celebrations 2024	0	26	500	474		474	5.3%	
Celebration Days :- Indirect Expenditure	0	26	500	474	0	474	5.3%	0
Net Expenditure	0	(26)	(500)	(474)				
730 Street Furniture								
4610 Maintenance	0	0	2,000	2,000		2,000	0.0%	
4825 Street Furniture Purchase	0	6,631	15,000	8,369		8,369	44.2%	
Street Furniture :- Indirect Expenditure	0	6,631	17,000	10,369	0	10,369	39.0%	0
Net Expenditure	0	(6,631)	(17,000)	(10,369)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>740</u> <u>Fire Ride Event</u>								
4750 Event Organiser	0	1,750	0	(1,750)		(1,750)	0.0%	
Fire Ride Event :- Indirect Expenditure	0	1,750	0	(1,750)	0	(1,750)		0
Net Expenditure	0	(1,750)	0	1,750				
<u>900</u> <u>Investment Expenditure</u>								
4311 Flagstone Charges	0	464	2,000	1,536		1,536	23.2%	
Investment Expenditure :- Indirect Expenditure	0	464	2,000	1,536	0	1,536	23.2%	0
Net Expenditure	0	(464)	(2,000)	(1,536)				
Grand Totals:- Income	16,346	1,000,635	462,725	(537,910)			216.2%	
Expenditure	59,145	417,461	462,725	45,264	0	45,264	90.2%	
Net Income over Expenditure	(42,799)	583,174	0	(583,174)				
plus Transfer from EMR	20,450	34,681	0	(34,681)				
less Transfer to EMR	123,265	269,551	0	(269,551)				
Movement to/(from) Gen Reserve	(145,614)	348,304	0	(348,304)				



Mrs K Herr
Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex
BN16 4EA

29 April 2025

Dear Katie

Re: Angmering Parish Council
Internal Audit for Financial Year Ended 31 March 2025 – Final Audit report

Executive summary

Following completion of our final internal audit on 29 April 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Angmering Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years’ experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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Interim internal audit recommendations

Audit Point	Interim Audit Findings	Council comments
C. RISK MANAGEMENT AND INSURANCE	Based on the balances held by the council of circa £1 million, I recommend the council revisits the previous recommendation to increase the Fidelity Guarantee level to ensure the maximum balance held is covered throughout.	The Clerk confirmed that the Fidelity Guarantee level has now been increased to £1 million.

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

Testing conducted at the interim internal audit.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim internal audit.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

At the interim internal audit, I recommended that based on the balances held by the council of circa £1 million, the council revisits the previous recommendation to increase the Fidelity Guarantee level to ensure the maximum balance held is covered throughout.

The Clerk confirmed that the Fidelity Guarantee level has now been increased to £1 million.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Testing conducted at the interim internal audit.

The year-end budget report shows expenditure at 90.2%, suggesting that the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

At the end of the financial year, the council held circa £933,000 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately. I checked the purpose of these earmarked reserves with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

The general reserve balance at the end of the financial year is circa £289,000, which is within the recommended range.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim internal audit.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

Testing conducted at the interim internal audit.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Testing conducted at the interim internal audit.

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

Testing conducted at the interim internal audit.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register. The council has long-term investments which are correctly included on the asset register.

The council has borrowing through the Public Works Loan Board (PWLB) and I was able to confirm the figures for in year payments (box 5) and year-end balance (box 10) against the PWLB statement and remittance advices.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Testing conducted at the interim internal audit.

I reviewed the March 2024 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting.

COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ACCOUNTING STATEMENT).

Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.

	conduct its business or manage its finances.		
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2023/24 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2023/24	2024/25	Internal Auditor notes
1	Balances brought forward	771,216	638,192	Agrees to 2023/24 carry forward (box 7)
2	Precept or rates and levies	410,570	432,575	Figure confirmed to central precept record
3	Total other receipts	184,917	568,060	Agrees to underlying accounting records
4	Staff costs	160,794	180,980	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	8,142	8,142	Agrees to PWLB remittance advices
6	All other payments	559,575	228,339	Agrees to underlying accounting records
7	Balances carried forward	638,192	1,221,366	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	636,441	1,215,053	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	2,462,302	2,213,778	Matches asset register total and changes from previous year have been traced
10	Total borrowings	127,059	122,113	Agrees to PWLB statement
11a	Disclosure note re Trust Funds (including charitable)	No	No	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed.

This shows total year-end debtors of £,6859 and total year-end creditors of £3,372, with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2023/24 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for financial years 2019/20 to 2023/24 inclusive.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2023/24 Actual	2024/25 Proposed
Date AGAR signed by council	13 May 2024	12 May 2025
Date inspection notice issued	3 June 2024	2 June 2025
Inspection period begins	4 June 2024	3 June 2025
Inspection period ends	15 July 2024	14 July 2025
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council. I was able to confirm that the proposed dates for 2024/25 meet the statutory requirements.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2024 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

Not later than 30 September 2024 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2024.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2024.

The council has therefore met the publication requirements for 2023/24 have been met.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts and testing under this internal control objective is not applicable.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim and final audits, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review in the previous year tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for previous year's AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on andy@mulberrylas.co.uk or 07428 647069.

Yours sincerely



Andy Beams
Director, Mulberry Local Authority Services Ltd

Final Internal Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
None		

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY
Angmering Parish Council

ENTER PUBLICLY AVAILABLE INTERNET WEBSITE ADDRESS
<https://www.angmering-pc.gov.uk/> ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

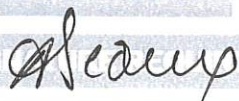
Date(s) internal audit undertaken

23/10/2024 29/04/2025 DD/MM/YYYY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR
Andy Beams Mulberry LAS Ltd

Signature of person who carried out the internal audit

SIGNATURE


Date

29/04/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Angmering Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC ADDRESS <https://www.angmering-pc.gov.uk/> ADDRESS

Section 2 – Accounting Statements 2024/25 for

Angmering Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	771,216	638,192	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	410,570	432,575	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	184,917	568,060	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	160,794	180,980	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	8,142	8,142	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	559,575	228,339	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	638,192	1,221,366	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	636,441	1,215,053	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,462,302	2,213,778	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	127,059	122,113	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

E Angmering Parish Council Y

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

ANNUAL PLAN 2025/2026

No.	Area of focus	Ambition	Who is responsible	Success would be	Time Scale	Budget 2025/26	Precept/S106/CIL/ Grant/EMR	Committee/ Meeting	WWW/ Lessons Learnt
	COMMUNITY								
	Work with the community to ensure that the village of Angmering has a positive image and a welcoming feel								
1	Organisations in Angmering	To develop an overarching "Angmering Community Network" to include all voluntary sector organisations - to enable resource and information sharing	Alison Reigate/Rachael Wilkes	Regular meetings of the Angmering Community Network throughout each year. Meetings deemed beneficial by those attending.	Ongoing	£100.00	Precept	FC	
2	Volunteer Opportunities and Community Schemes	To reduce the impact of litter on the parish and ensure all of Angmering is covered by Volunteer Community Litter Pickers	Office	The village being helped to stay clean and tidy by a strong band of volunteers who are regularly seen litter picking.	Year Round	£300.00	Precept	FC	
3	Residents Voice	To construct an engaging survey that will assist in the annual plan writing and budget setting	Nikki Hamilton-Street/Katie Herr	A large proportion of the residents fill in the survey and their suggestions data collected influences the budget and annual plan	Yearly - in November	NA	NA	FC	
4	Community Centre	To work with Community Centre Trustees and staff to ensure that the centre is accessible to all & maintained to a high standard	Office	A well maintained and safe building for all who use it. To budget each year to cover maintenance/improvements.	Year Round	£7,600.00	Precept	FC	
5	Community Events	To commemorate Remembrance Sunday and provide Angmering residents the opportunity to participate safely	Sylvia Verrinder/Tracy Lees	A well supported event that paid respect to those who gave their lives and involving local churches and groups.	Held once per year	£675.00	Precept	FC	

6	Community Events	To host and organise the Angmering @ Christmas in early December each year. Provide a suitable Christmas tree with lights and other decorations for the village.	Tracy Lees/Office	Angmering Christmas A well attended event, full of Christmas cheer that offered free activities for residents that involved/promoted local traders.	Held once per year	£9,775.00	Precept/Donations /EMR	FC	
7	Community Events	To help promote local clubs groups and associations in a fun way for the whole community	Tracy Lees/Office	Angmering Revealed. A well attended event where the local groups, clubs and associations could raise money, get new members and everyone is aware of what Angmering has to offer.	Held once per year	£6,500.00	Precept	FC	
8	Community Events	To encourage the creation of events by funding/working with other organisations	Tracy Lees	A well attended event by Worthing Rugby Club to highlight their club and enhanced tournaments - RFC 7's	Held once per year	£1,000.00	Precept	FC	
9	Community Events	To create an engaging event for local children to get involved with. Provide craft opportunities and pumpkin carving.	Office	Halloween Spectacular A well attended event with a mixture of crafts from various organisations	Held once per year	£1,000.00		FC	
10	Community Events	To create a new style Skate Jam that will encourage the use of the skate bowl and BMX Track and people to try other activities available in the village	Tracy Lees/Office	Skate Jam More residents using the skate bowl and BMX track and trying out new activities.	Held once per year	£4,120.00	Precept	FC	
11	* Community Events	To create a new event at Mayflower Park to encourage the use of the area	Tracy Lees/Office	Fire ride Event. A well attended event that shows of the facilities and encourages old and young to ride bikes safely	Held once per year	£5,150.00	Precept	FC	

12	* Community Events	To work with our Charity to of the Year to raise their profile through holding an event	Office/WADARS	WADARS Dog Show A well attended, age dog show that raises the profile and funds for WADARS.	Held once per year	£4,600.00	Precept	FC	
13	* Community Events	To create an event that will show off and educate residents of the options in and around Angmering regarding wellness	Tracy Lees	A well attended event making sure visitors go away informed and updated on what is out there regarding wellness	Held once per year	£500.00	Precept	FC	
14	Community Grants	To increase the awareness of Community Grants	Office/Norma Harris	An increase in the variety and amount of organisations coming forward to obtain grants	Year Round	£5,000.00	Precept	FC	
15	New Residents/New Councillors	Work with residents groups on new developments to increase engagement and welcome to village as well as encouraging them to become councillors	Office/Norma Harris	New residents knowing where to get information from and feeling part of the village.	Ongoing	NA	NA	FC	
16	Crime	To work with police to reduce fear of crime, increase reporting and increase pride in community	Nikki Hamilton-Street/Katie Herr	An increase in the amount of people reporting crimes. Regular attendance at the Arun Focus Group, run by the Sussex PCC.	Ongoing	NA	NA	FC	
17	Resilience Plan	Ensure that the Parish Council Resilience Plan continues to address the risks to Angmering Parish	Office/David Marsh	A regularly reviewed plan with fully trained Councillors, Staff & Volunteers.	Twice yearly reviews	NA	NA	FC	
18	History of Angmering	To research and install heritage blue plaques around the village.	Office/Alan Evans	The gradual addition of blue plaques around the village for years to come.	Ongoing	NA	Precept	FC	

19	*Communication	To increase the effectiveness of our communication.	Office	Increase our reach, increase social media follows and increase attendance at events.	Ongoing	NA	NA	FC	
	HEALTHIER AND HAPPIER								
	To promote the health and wellbeing of local residents by working with local partners								
20	Loneliness	To bring people together and reduce loneliness	Rachael Wilkes/David Marsh/Matt Want	Set up several warm spaces for use by all. Maintain it for as long as possible.	Ongoing	£100.00	Precept/grants/ Working with other associations	FC	
21	Dementia Awareness	To promote the issues surrounding dementia in order to make Angmering more accessible to those who have the illness	Office/Alison Reigate/David Marsh	A village full of dementia friendly buildings/spaces. A village wide better understanding of what dementia is.	2025/26	NA	Precept	FC	
22	Getting kids active	To promote a healthy lifestyle, the outdoors, how to have fun and make new friends	Office/Matt Want	Hold twice weekly summer activity sessions at both Mayflower Park and Palmer Road Rec - during the summer holidays.	Ongoing	£3,000.00	Precept	FC	
23	Defibrillators in Angmering	To ensure the safety and wellbeing of residents	Rachael Wilkes/Matt Want	An increase in the amount of defibrillators in Angmering which are accessible to all.	Ongoing	NA	EMR	FC	
24	Defibrillator and CPR Training	To increase awareness of basic first aid, how to use a defibrillator and the use of CPR	Office/Norma Harris	Defibrillator and CPR sessions that give residents the confidence to perform CPR or use a defibrillator.	Held 3 times per year	£100.00	Precept	FC	
25	Community Wellbeing	To support the Community Allotment Group to flourish	Alison Reigate/Office	A well supported scheme with engaged users. Working well with Arun and Chichester Food Partnership to enable the sessions to be held.	Year Round	NA	Precept	FC	
26	Mental Health/Youth Work	To look to provide mental health services not currently available in the village	Office/Nikki Hamilton-Street/Matt Want	A service that is offered to both adults and children with regards to mental health help and advice	Year Round	£10,000.00	Precept	FC	

27	Youth Facility	Increase the provision for dedicated youth facilities in Angmering, aged 11-16	Nikki Hamilton-Street/Office	A dedicated youth space for at least one session per week.	2025	£15,000.00	Precept/Grants/EMR/CIL	FC	
	The Village and its Facilities								
	To maintain, expand and improve Angmering's facilities and greenspaces, for the benefit of its residents								
28	Mayflower Park	To create a welcoming, multifunctional park for the residents of Angmering	Katie Herr/Tracy Lees/Nikki Hamilton-Street/Alan Evans	A welcoming, safe and fun area for residents of all ages to meet. Areas for free play, play areas improved, skate bowl/BMX track improved. Addition of a café and toilets.	Long term	NA	Precept/Grants/Reserves	FC	
29	APC Office and Youth Centre	Find alternative office for APC that is fit for purpose and offers extra facilities to the Angmering residents - including a youth centre	Katie Herr/Tracy Lees/Nikki Hamilton-Street/Alan Evans	A new office for staff to work comfortably in - along with a visitor hub to include photocopying/internet/information etc. Create a purpose built youth centre for Angmering's young people to attend.	Long Term	NA	Grant/precept/contributions from other organisations	FC	
30	APC owned Play Parks	To ensure all APC owned play parks are maintained to a high standard to offer quality imaginative play for all	Office/Groundsman	Maintain all play areas to the highest standard. Once items begin to fail a review is undertaken which will include consultation.	Year Round	£5,000.00	Precept / Grants	FC	
31	ADC owned Play Park	To ensure the play area at Palmer Road Rec is well maintained and useable by all	Office	A well maintained and useable play area, with no defects or damage.	Year Round	NA	ADC responsibility	FC	

32	St Nicholas Gardens	To increase residents use of the area & their knowledge of its history	Office/Groundsman	A well maintained area for all to use. Increase in number of people enjoying it	Maintained throughout the year	£2,500.00	Precept	FC	
33	Palmer Road Recreation Ground	To maintain the facilities and support the continued use and development of the area	Office/Matt Want	A well used, well maintained, functional area for sport and recreation.	Maintained throughout the year	£5,000.00	Precept	FC	
34	Palmer Road Recreation Ground	To support the development of the area with regards to the delivery of the new sports hub.	Nikki Hamilton-Street/Katie Herr	To ensure that the new Sports Hub is delivered and offers high quality facilities for Angmering	Year Round	NA	S106 by ADC	FC	
35	Village wide planters	To install planters in more areas of the village	Office/Alison Reigate	The installation of multiple planters in new locations. For them to be filled with flowers/greenery all year round.	2025/26	£3,000.00	Precept/Grants	FC	
36	Village Maintenance	To maintain, to a very high standard, the land and verges APC are responsible for - with regards to grass cutting.	Groundsman/Office	Well maintained areas that are fit for purpose and are enjoyed by residents and visitors	Ongoing	£12,000.00	Precept	FC	
37	Village Maintenance	To enhance the village feel with planting and hanging baskets	Office	Colourful, beautiful and village feel enhancing planting all year round	Ongoing	£12,500.00	Precept	FC	
38	Tree/hedge Maintenance	To maintain, to a very high standard, the trees and hedges APC are responsible for.	Office/Groundsman	Well maintained trees/hedges, which ensures the safety and continued life of the tree/hedge thus also ensuring users of the areas are safe	Year Round	£12,500.00	Precept	Full Parish	
	CLEANER AND GREENER								
	To work with the local community towards Angmering becoming a cleaner and greener place to live and work								
39	Climate Action Plan	To work on initiatives in order to reduce landfill and encourage the repair/reuse of items	Rachael Wilkes	An increase in the amount of items being recycled and new initiatives being implemented.	Ongoing	£650.00	Precept	FC	

40	Climate Action Plan	To reduce waste going into landfill	Alan Evans	An increase in the awareness of the recycling options available in the office and where other local points are located.	Ongoing	£300.00	NA	FC	
41	Recycle Bins, refuse bins and dog waste bins.	To encourage those out and about to recycle and dispose of their rubbish responsibly by investing in appropriate bins	Alan Evans/Office/Matt Want	Reduction in rubbish in the streets of Angmering and an increase in recycling processed.	2025/26	£2,000.00	Precept	FC	
42	Solar Lighting	Create well lit paths and areas in Angmering	Office/PI	More areas of Angmering improved and made safer by solar lighting.	2025	NA	Grant	PI	
43	Council Vehicle	Reduce emissions and potentially costs	Tracy Lees	A new, fit for purpose electric van is purchased.	Long Term	£3,000.00	Precept	FC	
	Traffic and our roads								
	To work with local authorities to maintain and implement traffic improvement measures								
44	Traffic	To address the traffic issues in Weavers Hill/High Street/Water Lane and other locations as identified on the Community Survey 2021	PI Committee/Katie Herr	SID's located around the village to encourage adherence to the imposed speed limits. Reduction in near miss accidents due to speed.	2025/26	£2,696.00	Precept/EMR	PI	
45	Roads in Angmering	To ensure the roads, traffic signs, road markings, speed reduction measures and surface of Angmering roads are well maintained.	Office/WSCC	All roads are well marked, have functional speed reduction measures and are correctly signed and maintained.	Ongoing	NA	NA	PI	
46	*Roads in Angmering	To address parking issues in front of the shops - Angmering Village Centre	Office/WSCC	An improvement to the current parking provision and to allow both residents and shoppers to park safely	2025	NA	NA	FC/PI	

47	*Roads in Angmering	To address the issue of excess speeds along Dappers Lane	Office/WSCC	The completion of a Traffic Regulation Order (TRO) to reduce the speed along the whole lane to 20mph	2025	NA	NA	FC/PI	
48	*Roads in Angmering	To address parking issues along B2140 which affect sight lines and traffic issues.	Office/WSCC	The improved flow of traffic around the crossing gates and for sight lines for drivers to be improved	2025	NA	NA	FC/PI	
49	Speeding in the village	To help Speedwatch to achieve their objectives and assist where possible.	PI/Office	A reduction in speeding in the village and for Speedwatch to have enough volunteers to carryout the necessary checks.	Ongoing	NA	NA	PI	
50	Bus Shelters	To engage with residents regarding the locations of bus stops needing shelters/benches	PI/Office	Bus stops in the village would be well equipped with what they need regarding street furniture	2025/26	£10,000.00	Precept/Grants	PI	
51	Cycling	To address the current state of cycle paths in Angmering.	Alan Evans	Fully accessible and useable cycle paths in Angmering.	Ongoing	NA	NA	PI	
52	Highways	To improve the safety of pedestrians in Angmering - work with ADC/WSCC to ensure the Chandlers development includes work on crossing at the bottom of High Street.	Office/John Oldfield	Ensure the following action is achieved by ADC/WSCC as part of the Chandlers development. Two formalised crossings are proposed, one on Water Lane outside Eachways and one on High Street. Both can be seen on drawing no: 034.0125.013 and 034.0125.012. As well as the widening of the footway and extension of the footway leading round on to High Street.	2025/26	NA	NA	PI	
	Planning in Angmering								
	To increase awareness of planning developments in Angmering so we can better protect our green spaces and village								

53	Conservation Area	To ensure the conservation area in Angmering is maintained and expanded.	Sylvia Verrinder	An extension to the Conservation Area is approved in 2023	2027	NA	NA	PI	
54	Planning Committee	To ensure new councillors have effective and useful information with regards to the planning system.	Sylvia Verrinder/Office	A set of documents, that along with training, assist new councillors to be informed of the requirements of a planning committee member	2025/26	NA	NA	PI	
55	Neighbourhood Plan	To review existing Neighbourhood Plan to ensure it is fit for purpose	Katie Herr/Nikki Hamilton-Street/Sylvia Verrinder	An updated plan that is of benefit to the village	NA	NA	EMR	FC/PI	
56	Planning Services	To form strongly worded comments to planning applications within Angmering	Sylvia Verrinder/ John Oldfield/Katie Herr	Engaging the services of a planning expert, when needed, to form comments on planning applications to a very high standard	Ongoing	£2,000.00	Precept	PI	
57	Infrastructure Improvements	Work with councillors to review our CIL Project List. Spending on infrastructure with money held by WSCC/ADC.	Nikki Hamilton-Street/Katie Herr	Having an reviewed and updated list that is fit for purpose and of benefit to Angmering	2025/26	NA	NA	FC/PI	

* = New for
2025/26

Committee/Meeting

PI = Planning and
Infrastructure

FC = Full Council
Meeting

Completed
On hold

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

The Angmering School

DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: Cathy Wilson

Position within the organisation: Operations Manager

Address: Station Road, Angmering, West Sussex

Postcode: BN16 4HH

Telephone Number: 01903 772351

Email: cwilson@theangmeringschool.co.uk

Website: www.theangmeringschool.co.uk

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	

BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP

The Angmering School is a coeducational secondary school with 1,350 students of which 170 are in our sixth form.

We are effective in delivering outcomes that provide well for all students' needs. Students are well prepared for the next stage of their education, training or employment.

WHEN WAS YOUR ORGANISATION / GROUP FORMED?

1975

HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

This should include people who are involved in the activity

Adult	The Angmering school employees 99 and 158 support staff with various teacher trainees.
Junior (under 16)	The Angmering school have 1180 students in Years 7 – 11 (11-16 years) and 170 students in our Sixth Form (16-18 years)

WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?

Approximately 50% of students

IS YOUR ORGANISATION A REGISTERED CHARITY?

Tick relevant box

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

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	£
Total expenditure for the year	£
Surplus or deficit	£
Total savings or bank reserves at year end	£

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 looking to provide a number of benches around the school site to be used as 'Friendship benches'

The purpose of these benches is to provide a place in the school where students are able to go to if they are feeling lonely. They are used as a signal to other students that someone needs a friend to talk to.

These benches play an important role in initiating social interactions with students who are shy, less confident or anxious. They are accessible and inclusive to everyone.

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

The benches will help our students, many of whose families are Angmering residents.

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

There are 1,350 students in attendance at The Angmering School. These benches will be useable for all our students, so will benefit them all daily.

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

Our staff members will be able to monitor the success of the benches both visually and in their communication with the students.

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.

The use of friendship or buddy benches is used to help reduce social isolation and to improve mental health and well-being. It allows others to demonstrate empathy and show kindness.

SECTION C: AMOUNT OF GRANT REQUESTED

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

We would like to have three benches so the one off cost of £500 would be hugely appreciated.

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

Please tick the relevant box

Start-up grant (for new groups, can include running costs and equipment)	£750*	
Revenue (running costs)	£250*	
One off cost (e.g. purchase of equipment)	£500*	√

Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	
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(*Figures shown indicate the maximum grant allowance for this category)

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

We would use the full amount of funding towards the benches and will try to ensure we do not go over the £500 request.

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	√
No	

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	
No	√

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

--

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

We have had an initial meeting with some of our parents and staff members, with a view to setting up a new PTA. We have not had a PTA for several years. The newly formed PTA will look to fundraise, but as yet, we have not been in a position to manage any of our own fund-raising.

--

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

--

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

Tick relevant box

Yes	<input checked="" type="checkbox"/>	If yes, please state when and how much awarded?
No	<input type="checkbox"/>	Amount £ 400.00 Year awarded: July 2024

How did you hear about this grant scheme? Via a member of the Parish Council (Nikki Hamilton-Street)

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SECTION D: BANK DETAILS

Please provide your organisation's bank details below:

Account name:

Sort code:

Account number:

Bank/Building Society Name:

Address:

Post Code:

If your organisation is VAT registered, please supply your VAT number

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) HeadTeacher <div style="background-color: black; width: 100px; height: 60px; margin-top: 10px;"></div>	Treasurer (signature) Operations Manager <div style="background-color: black; width: 100px; height: 60px; margin-top: 10px;"></div>	PA to HeadTeacher (signature) <div style="background-color: black; width: 100px; height: 60px; margin-top: 10px;"></div>
Date: <div style="background-color: black; width: 100px; height: 20px; margin-top: 5px;"></div>	Date: <div style="background-color: black; width: 100px; height: 20px; margin-top: 5px;"></div>	Date: <div style="background-color: black; width: 100px; height: 20px; margin-top: 5px;"></div>
Please print full name <div style="background-color: black; width: 100px; height: 20px; margin-top: 5px;"></div>	Please print full name <div style="background-color: black; width: 100px; height: 20px; margin-top: 5px;"></div>	Please print full name <div style="background-color: black; width: 100px; height: 20px; margin-top: 5px;"></div>

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