



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 11 SEPTEMBER 2023 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Nikki Hamilton-Street (Chair), Alison Reigate (Vice Chair), Norma Harris, Alan Evans, Sylvia Verrinder, John Oldfield, Renée Hobson, Paul Bicknell, Matthew Want, Bill Hall and David Marsh

In Attendance: Tracy Lees (Committee Clerk), and 5 members of the public.

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & Infrastructure Committee (formally HTP) – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; West Sussex Association of Local Councils – WSALC; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS; EMR – Ear Marked Reserves.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	23/091	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. Carey Bennett, WSCC Cllr. Deborah Urquhart, ADC Cllr. Andy Cooper, Cllr Amelia Worne and Katie Herr (Clerk).	
2	23/092	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	23/093	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 14 August 2023 were agreed by all and signed by the Chair. Cllr. Evans commented on the re-painting of the parking spaces located outside the front of the shops (Co-op). The Chair commented that the meeting had been cancelled regarding this but that another meeting had been rescheduled for next week.	
4	23/094	PUBLIC CONSULTATION One member of the public wanted to speak about minute number: 23/073 which related to Dappers Lane. The member of the public was given 3 minutes to speak and information was shared about the petition that had been started, the people that had been spoken with, the working group that	

had been set up and that they felt it was worth carrying out a consultation. They finished by saying they would like to work with APC on this matter. A discussion then took place which included the Chair explaining why the Working Group came to an end as well as the correspondence received from WSCC Highways Department.

Another member of the public was keen to make sure that the report put together by the Working Group had been circulated and read by all members for the committee. The Chair said that APC would make sure that everyone had received a copy of the report. The member of the public also mentioned the correspondence they had from Cllr. Urquhart in which she had given her support so in turn asked that APC re-consider their decision. The Chair then commented that APC had taken advice from WSCC Highways Officers who had advised against the closure which is what APC based their decision on.

The member of the public then spoke about an interim report that they wanted to share and discuss with the councillors, especially 4 areas that had been highlighted. The Chair asked that the document be emailed into the office so the office team could send out to all councillors and that it would be put as an agenda item at a future meeting.

Action: Add report to be discussed at a future meeting.

KH

Another member of the public said that they had come to the meeting to hear about the Neighbourhood Plan. The Chair explained that item 9 was a standing item on the agenda. She then went on to say the Neighbourhood Plan is affected by ADC's Local Plan.

It was reported that ADC voted at a meeting in the last couple of months to start relooking at the Local Plan. APC have taken advice from planning consultants and have been advised to hold fire at the moment because the Neighbourhood Plan can cost the Parish upwards of £50,000.00 to produce therefore APC need it be really conscience that monies are used sensibly and not produce something that will be out of date straight away.

There is currently outstanding legislation at government level stating that part of the leveling up bill referring to planning and local plans carry weight in decision making and currently the government have postponed taking this through the relevant process.

APC are waiting on the above and also waiting to see what ADC are going to do with their Local Plan. APC are hoping that ADC will include a lot of the detail about specific sites across the whole district within their plan that APC can then use. Past experience of putting the plan together was talked about and that while the APC plan was out of date, it was felt that it needed to be amended rather than re-written.

Cllr. Verrinder mentioned that the plan also needed to consider the SDNP as a large part of the village was in the park.

The Chair finished by inviting the members of the public to be part of the consultation group for the Neighbourhood Plan when it was launched. Details will be available on how to join on the APC website.

Once this item had been discussed two members of the public left the meeting at 19:47.

Cllr. Marsh commented as a member of the public on the signage that had been put up to advise of the road closure at Water Lane at the Blue Star Roundabout/Station Road. He thought it was appalling especially as no signage had been put up saying that the village shops were still open. The office team will look into this and try and get the signage added.

5 23/095 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON THE ACTION LIST AND SUBSEQUENT MATTERS.

The Chair reported that there was nothing new to add to the report that the Clerk had given and asked if anyone had any questions.

No questions were asked.

Cllr. Evans commented that he had spoken with the Clerk regarding some ideas he had had regarding the Climate Action Plan.

6 23/096 CHAIRS REPORT

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

She then went on to update the committee on correspondence received from local residents regarding noise. The noise was coming from traffic going over the speed humps, especially large lorries/HGVs. The Chair explained that she had written back to the residents explaining the conversations and on the walk rounds that had taken place with WSCC Highways Department. This has resulted in the introduction of signage to hopefully help the situation. The Clerk will send an email reminder to WSCC Highways Department to get confirmation as to when the signage will be installed.

Action: Write to WSCC Highways Department to get confirmation of an installation date for the new signage.

KH

7 23/097 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

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

8 23/098 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllrs. Copper and Worne were unable to attend the meeting, no reports had been submitted.

9 23/099 NEIGHBOURHOOD PLAN

The Chair advised that she felt this item had been dealt with under item 4, Public consultation. All agreed.

Two members of the public left the meeting at 20:15.

10 23/100 ONLINE MEETING PORTAL – UPDATE

The Chair talked through the supporting paper and advised that the proposed update came after a discussion at the last Governance Meeting. Questions were invited.

Cllr. Bicknell asked if working parties could be added.

Cllr. Hobson commented that there was nothing to cover the 'chat' option and had concerns as in her opinion this could be misused. She asked if this could be disabled.

Cllr. Want asked could the recording be edited and also if it could be downloaded.

The Clerk will look into the above points and see if anything does need to be changed. The document will be brought back to a future meeting to consider.

Action: Look into amending the protocol to include the above points and concerns.

KH

11 23/101 INSURANCE QUOTES – 2023/2024

The Chair introduced the supporting paper and advised that the councillors needed to confirm if they were happy for the APC Office to go ahead with the quotes.

A) General Insurance

Cllr. Bicknell asked if the wording should include co-opted councillors.

Cllr. Hobson questioned the amount the building was insured for with regards to the re-building cost and if this was a realistic figure. APC will check when this was last looked at.

Subject to the above points being added and looked into the above quote was accepted.

RESOLUTION: Cllr. Bicknell **PROPOSED** that the quote was accepted. Cllr. Want **SECONDED** and **ALL AGREED**.

Action: The Clerk to check on above points; co-opted councillors and value.

KH

B) Flood Risk Insurance (not covered in general insurance)

A general discussion took place and it was confirmed that the General Policy did not cover environmental flooding issues hence needing to have this policy in place. The location of the device to check water levels at the office building was explained as not all councillors were aware of its location.

After a short discussion the following was agreed.

RESOLUTION: Cllr. Want **PROPOSED** that the quote was accepted. Cllr. Harris **SECONDED** and **ALL AGREED**.

12 23/102 COMMUNITY GRANT APPLICATIONS

The 2023/2024 budget for Community Grants is £4,000.

Six grants have been awarded so far this year, leaving an available budget of £1,700.00.

Before the grants were discussed Cllr. Evans commented that he felt APC should perhaps look at giving grants in different ways going forward rather than the current format. A discussion then took place with Cllr. Oldfield

giving an example of how S106 monies had been used rather than grants where he used to work.

Deferred from the last meeting:

The Coppice and Angmering Surgery Patients Participation Group had requested £500.

Cllr. Oldfield proposed the £500 should be granted to The Coppice and Angmering Surgery Patients Participation Group for the computers subject to full investigation by APC and the Surgery as to the viability of getting S106 monies.

RESOLUTION: Cllr. Oldfield **PROPOSED** that a sum of £500.00 was granted to The Coppice and Angmering Surgery Patients Participation Group. Cllr. Evans **SECONDED** and **8 AGREED, 1 AGAINST** and **2 ABSTENTIONS**

Regardless of the outcome £500 will be awarded.

Action: The Clerk to investigate if S106 monies can be used and report back.

KH

4Sight Vision Support had requested £250.

Cllr. Evans asked how much had been raised from the recycling box located in the APC Office and if Gift Aid could be attributed to this amount. The office team will try to find out and report back to Cllr. Evans.

A discussion then took place and it was decided that on this occasion APC were not able to award a grant.

RESOLUTION: Cllr. Hobson **PROPOSED** that a grant could not be awarded on this occasion. Cllr. Reigate **SECONDED** and **6 AGREED, 5 AGAINST**

St Johns Ambulance – had requested £500

A discussion took place and comments were made that St John's Ambulance were paid to attend events and that they seemed to have a lot of funds already available to them nor was there a reference to a vehicle being used in Sussex. After discussion the following was agreed.

RESOLUTION: Cllr. Want **PROPOSED** that a grant of £250 be awarded. Cllr. Bicknell **SECONDED** and **9 AGAINST** therefore no grant was awarded.

Angmering Football Club Youth – had requested £616.53

A discussion took place with councillors giving their views both for and against. Cllr. Hobson commented that this is exactly the type of project that APC should be supporting, Cllr. Reigate felt they put a lot of thought behind their application. After discussion the following took place.

RESOLUTION: Cllr. Reigate **PROPOSED** that a grant of £300 be awarded. Cllr. Want **SECONDED** and **4 AGREED, 6 AGAINST** and **1 ABSTENTION** therefore this amount was not awarded.

RESOLUTION: Cllr. Hobson **PROPOSED** that a grant of £616.53 be awarded. Cllr. Hall **SECONDED** and **6 AGREED, 4 AGAISNT and 1 ABSTENTION** therefore the grant was awarded.

13 23/103 2023/2024 FINANCIAL REPORT

August reports were brought to this meeting.

No questions were asked and the reconciliations were signed by Cllr. Marsh.

14 23/104 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

Cllr. Verrinder reported on the visit to Ouistreham Riva Bella with Cllr. Harris. This was arranged by the Twinning Society and she felt it was a great honour to represent APC. A report on the visit had been sent to all councillors in advance of tonight's meeting.

No questions were asked.

15 23/105 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

The Planning and Infrastructure Committee – None.

CLEW Committee – None.

Governance & Oversight Committee – None.

16 23/106 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 9 October 2023** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 20.44.

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Chairman

Date.....

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegate To
08.03.21	4	20/198	Village Gates	Look into the possibility of installing village gates		Clerk would like to put this item on hold until works on Water Lane width have been completed as it may result in moving the signs.	KH

KEY

Task has been started
Task to remain on the list
Task not yet started
Task completed



Clerks Report October 2023

Agenda Item 5

Blue Star Roundabout – Work will re-commence in October 2023.

Shrublands Pipe Connection – Item on this agenda

Lloyd Goring Close – Responses to the letter are being collated and the Clerk, Cllr. Hamilton-Street and Cllr. Reigate will meet to discuss further.

Fletchers Play Area – Work has been completed on the playground and feed back has been very positive. The fencing is due to start being replaced w/c 02/10/2023

Downs Way – A meeting has took place to discuss many concerns that have been raised in this area including extension to yellow lines, parking, speed and addition signage around the path to the crossing over the A259.

Hérons Park Drainage – The meeting was held with 3 parish councillors, 2 officers – one from WSCC and one from ADC and our County Councillor Deborah Urquhart. The parishes concerns were discussed and both ADC/WSCC officers offered answers to the posed questions and gave information on Operation Watershed funding, as well as support for contacting residents with letter format. Notes will be written up and sent to all.

TRO – B2140 – After meeting with WSCC officer onsite it was agreed that the best way forward would be to raise a TRO for the yellow lines to be extended along this section of road, in order to stop cars parking in this location for days at a time. The parking blocks the traffic in an already busy area and sight lines around the cars often lead to those crossing to be obscured.

S106 Funding – Several emails have been sent after an updated copy of the current S106 funding was received from ADC. The funds being investigated by the Clerk include money for healthcare, affordable housing funding (enquiring about possible funding for ACLT) and funding earmarked for the new primary school.

Local Council Award Scheme – Our application for Quality rating is now in. An update will be given once we have heard back.

Conservation Area – A meeting took place on 3 October 2023 in order to finalise the paperwork going to the ADC Conservation Officer regarding extending the conservation area to include Weavers Hill. Sylvia Verrinder will give an update to PI on 10 October 2023.

Angmering Pound – Work continues on this. Our first approach to a local developer was not successful so we have now approached Redrow.



Chair's report September 2023

With the weather during September continuing to be warm, the number of children and families using Russett Play Park next to the Community Centre has been very pleasing. We have also received the funding from ADC from the Levelling Up Grant for the bike racks and repair station, this will really enhance this area, when they are installed in October.

The play park at Fletchers Field that has been jointly funded with ADC has now been installed and opened. The new fence will be installed shortly, and then the site will be handed over to APC for ongoing maintenance and future replacement. We hope that the issues that have arisen will stop and we will see the same high levels of use once again. A big thank you to the Clerk and Cllr Andy Cooper for ensuring that this much used play park was improved.

Thank you to APC Staff, Councillors and Volunteers who helped make the Angmering Amble happen at the beginning of the month. Whilst the number of walkers wasn't as many as hoped, those who took part enjoyed the opportunity to see the wider parish through exercise and raised much needed funds for Men Walk Talk.

We met with WSCC Highways in the South Angmering Ward, to look at the ongoing issues for residents, and seek to identify solutions. We found a number of existing double yellow lines need repainting and have asked whether TRO (Traffic Regulation Orders) can be raised to extend them, to prevent dangerous parking in Station Road, Downs Way and Heathfield Avenue.

In addition, signage has been requested at the 3 main entrances to the village centre (Arundel Road, Water Lane & Station Road) to prohibit heavy goods vehicles not delivering.

Angmering Revealed was very successful, with more organisations joining us to promote the work they do to the community, as well as many new residents coming to find out how they can get involved in the village. Thank you to everyone who made the day happen.

It was fabulous to attend the Macmillan Coffee Morning organised jointly with the Village Hall. It was well attended and everyone enjoyed the cakes that were baked especially for the event. Thank you everyone who contributed, we raised £300.

The follow up meeting was held with the Clerk, Cllrs Bicknell and Verrinder and a member of the public and representatives from ADC and WSCC as the Local Lead Flood Authority, to consider the issues with the culvert and there's its ability to carry away excessive rainfall. WSCC have gone away to look at the possibilities of Operation Watershed funding to support exploratory work and one repairs that may be identified.

As reported last month I have asked for meetings of the Angmering Advisory Committee and an update on the progress of delivery of the Sports Hub. Disappointedly we have still not had any dates.

I reported last month that I had emailed Cllr Matt Stanley the Leader of the Council ADC, with reference to the Arun Local Plan Review and the Planning Committee, at the time of writing I have had no response.

Nikki Hamilton-Street

BLUE PLAQUES

Names for consideration by Angmering Parish Council

WILLIAM GRATWICKE KINLESIDE GRATWICKE

1794-1862

William Gratwicke Kinleside Gratwicke was the squire of Ham Manor which he rebuilt in the 1820s. He financed the rebuilding in 1852/3 of the parish church (St Margaret's), Vestry Cottage and William Older's Charity School (now the Library). He was the inventor of the horse box which he used for taking his horses to racecourses. Twice winning owner of the Derby.

SIR HENRY AUBREY FLETCHER, Bt

1835-1910

Sir Henry Aubrey-Fletcher, 4th Baronet, was the squire of Ham Manor. He was also MP for various Sussex constituencies from 1880 to 1910, a Privy Councillor, JP, and a Deputy Lieutenant of Sussex. He was educated at Eton and served in the Grenadier Guards before commanding the 2nd Battalion of the Royal Sussex Regiment Volunteers. For various periods he was an Angmering parish councillor and county councillor and chairman of the East Preston Board of Guardians. He was Groom-in-Waiting to Queen Victoria in 1885/6 and the rector's churchwarden at St Margaret's for over 40 years. He was appointed as a Freeman of the Borough of Worthing in 1901. Such was his esteem that an estimated 2000 people came to pay their respects at his funeral in 1910.

Fletcher's Way and Henry Fletcher Close are named after him.

THOMAS WILKINSON

1826-1909

Of all The Lamb's landlords over the years, Thomas Wilkinson, known affectionately as "Old Wilkie" was the best known. He took over as landlord of The Lamb in 1850 and continued as the licensee for nearly 58 years. Thomas was renowned as a jovial man and a person of considerable ability in both in his business and love of sport, and particularly field sports and cricket. He captained Angmering Cricket Club until the age of 61. The quality of the fare provided at The Lamb by Thomas is evidenced in the West Sussex Gazette in the 1860s which mentions this time and time again in its articles. But he was also known for his outside catering; for example, in 1887, he supplied the food for 2000-3000 people attending Queen Victoria's Golden Jubilee celebrations from Angmering and neighbouring villages.

Wilkinson Close is named after him.

WILLIAM HENRY GILL

1839-1923

The composer, William Henry Gill, and his brother, John, are best remembered for Manx National Songs published in 1896. The Manx National Anthem was adapted to English lyrics by William Gill for the Manx Music Festival (The Guild) in 1907. He also wrote a number of hymns including 'Father of all, thy never-dying love'. The best known is 'The Manx Fishermen's Evening Hymn', beginning 'Hear us, O Lord, from heaven thy dwelling-place'. His wife was buried in Angmering churchyard and her headstone mentions her husband, William, who himself was buried in Worthing. For many years before his death, he lived at the White House in the High Street.

WALTER BUTCHER

1863-1953

Walter Butcher was the squire of Ecclesden Manor. Village benefactor. Built Angmering Village Hall in 1926 for the community. Left legacies to the Village Hall, William Older's Charity School, and St Wilfrid's RC School.

Butcher Close is named after him. *Existing plaque on Village Hall recognises his gift.*

EDWIN ALBERT HARRIS

1866-1942

Edwin Harris was an Angmering wheelwright, plumber, builder, political firebrand, Baptist, local benefactor, parish and district councillor, local historian, writer, and Justice of the Peace. His political/historical pamphlets between 1910 and 1914 provide considerable information on Angmering history and a view of society in the early 20th century. He built Gladstone Cottages in Water Lane, The Cottrells, and nearby play area for working men and their families. Fought for improvement of village housing conditions. Built and lived in the house known as 'Mont Coline' in the High Street.

CLEMENT WOODTHORPE CHAPLIN

1875-1949

Clement Chaplin was Angmering's doctor from 1906 until the late 1940s. He was chairman of Angmering Parish Council from 1921-1946. Lived at the house now known as 'Chaplins' (previously 'Winona') in the High Street.

In 1910 he was appointed a trustee of the William Older's Charity, and was a member of Angmering Cricket Club, a member of the local Conservative Primrose League and, more bizarrely, a member of Angmering Rat & Sparrow Club. He also was closely involved with St Margaret's Church where he served as church warden for 3 years from 1922.

COL. SYDNEY CHARLES TOMLIN, O.B.E., M.C., B.Sc., R.A.

1894-1981

During WW2, as the Allies pushed north, Sydney Tomlin was appointed Military Governor of Rome, with the non-substantive rank of Brigadier, where he remained for a time after the Armistice. While there, he met the Pope and started writing a book of his military experiences in Italy (published in 1947). He was awarded the OBE.

After demobilisation, he and his wife, found their way to Angmering where he purchased a site on the corner of Dappers Lane and Water Lane, building a nursery business and then a house called Broadlees. He became well-known for growing "Tommy's Tomatoes", and cultivating flowers, especially chrysanthemums, sending these to Covent Garden Market.

In the village community, he worked tirelessly for St Margaret's Church, the Royal British Legion, St Margaret's School, various charities, and other local organisations. He was a church warden for 21 years, trustee of various church charities, vice-chairman of the PCC, and honorary secretary of the PCC for 13 years. He organised the clearing of the overgrown churchyard and produced a chart of all its graves.

Sydney joined the local branch of the Royal British Legion in 1950 and held the post of chairman until 1963. Thereafter, he was their president until 1980. During those years, he was a major fund-raiser, and organiser of the local Poppy Appeal for 30 years.

His endeavours went far beyond those mentioned including being a governor of St Margarets School, the village archivist, Angmering history researcher, helping with scouting activities and village fêtes, solving villagers' practical problems, and leader of parades.

LIEUT-CDR EDWARD HORACE CREBBIN, RN

1896-1961

Lieutenant-Commander Crebbin was a prolific author of naval fiction - particularly short stories - writing under the pseudonym "Sea-Wrack". In his final years, he lived at Gothic House in the High Street.

LORD BERNARD DELFONT

1909-1994

Bernard Delfont, Baron Delfont (born Boris Winogradsky) was a leading Russian-born British theatrical impresario, acquiring theatres and staging shows and major television productions. He presented over 200 shows in London and New York City, including more than 50 musicals. He also presented summer variety shows in over 20 towns across the UK, mainly seaside resorts. He was an active supporter of the Variety Club of Great Britain and was a former president. He presented the annual Royal Variety Performance from 1958 to 1978, and saw its first television broadcast in 1960. He was also involved in other entertainment charities being life president of the Entertainment Artistes' Benevolent Fund and president of the Entertainment Charities Fund from 1983 to 1991.

He was knighted in 1974 and created a life peer as Baron Delfont of Stepney in Greater London in 1976. He lived for many years at Tall Trees in the High Street (opposite the Spotted Cow) and died there from a heart attack. For many years, his wife (Carole) opened up their garden for fêtes in support of the RNLI. Their house was demolished c2012 and a 'mansion' built in its place by a new owner.

MRS JULIET KATHLEEN PANNETT, MBE

1911-2005

Juliet Pannett moved to the Pound House in Roundstone Lane, Angmering with her husband in 1964 and it was her home and studio until 2004. During her long career she painted Queen Elizabeth (twice), Sir Winston Churchill, Princess Marina, Prince Andrew, Viscount Alanbrooke, Viscount Slim, Ralph Vaughn Williams, and hundreds of others. She also had an exhibition at the National Portrait Gallery. Following study at Brighton College of Art in the 1920s, she was first employed by Sussex County Magazine for whom she travelled around the county drawing interesting local characters. Later in her career, she worked for The Illustrated London News and was the first artist to draw from her own seat in the House of Commons. Her drawings of prime ministers, musicians, soldiers, doctors and lawyers were featured in The Times, The Daily Telegraph and The Radio Times. Her most renowned local drawing was a reconstruction of Older's Charity School, now the Library, but painted other local scenes including those which are now Ecclesden Park.

She was elected a member of The Society of Graphic Artists and Pastel Society and became a Fellow of The Royal Society of Arts and an honorary freeman of The Worshipful Company of Painter-Stainers, which awarded her a gold medal in 1995. She was made an MBE in 1991.

Pannett Lane on Ecclesden Park is named after her.

DAVID LEWIS JACOBS, CBE

1926-2013

David Lewis Jacobs, CBE, was a British broadcaster perhaps best known as presenter of the BBC Television 1960s peak-time show Juke Box Jury, and as chairman of the long-running BBC Radio 4 topical forum Any Questions? Earlier radio work included small acting parts: over the years he played himself or presenter characters in film, television and radio productions. Jacobs finally stepped down as a BBC Radio 2 presenter shortly before his death in August 2013, his career having spanned more than 65 years. During the 1960s, he lived for some years at White Lodge in Rectory Lane (*needs confirming*).

LESLIE BAKER

1919-2010

Leslie Baker was probably one of the most well-known members of Angmering's community. He moved to the village in 1955 to become headmaster of William Older's School (now the Library). When the school closed in 1965/6, he became head of St Margaret's C of E School in Arundel Road, retiring in 1982 following which he became a governor of the school. He finally relinquished that rôle in 2005 having had an association with the village schools for some 50 years. He was also a parish councillor for 31 years from 1961 to 1991 being chairman in 1977. When he retired, he was made a Freeman of the parish, the first person to receive such an honour.

But his interests extended far beyond the school and the parish council. In 1976, he led a delegation from the newly-formed Angmering Twinning Association to France to inaugurate twinning between Angmering and the Normandy town of Ouistreham-Riva-Bella. He was at one time a member of St Margaret's Church PCC, a teacher of conversational French, and had for many years undertaken welfare work for both St Bridget's Cheshire Home and the RAF Benevolent Fund. He was sometime president of The Angmering Society.

Two of his other loves were local history and amateur dramatics. In 1988 he produced the booklet "Old Angmering" followed by "Angmering in old picture postcards" in 2002. He was also a member and sometime director of Rustington Players from the mid-1960s to 2000, and many Angmering residents will have fond memories of his double act with Grace called "Memories of the Music Hall" - Leslie singing the songs and Grace accompanying him on the piano. They gave more than 400 performances to hospitals, nursing homes and clubs throughout Sussex over a 10 year period.

Baker Way, off Brougham Grove (Roundstone Lane), was named in his honour.

MRS VALERIE JERRAM

194x-2022

Valerie Jerram was instrumental in making Angmering Community Centre the success it has been. She was chair of the Angmering Community Centre Association (and its predecessor - Angmering Community Association) from 2005 until 2021(?). Prior to the opening of the Centre, Val vigorously negotiated with the owners (APC) on the design, furnishing, and management of the Centre. Both before and after the opening, she tirelessly pursued financial grants to furnish and enhance the Centre. She undertook the daily management of the Centre and its staff from 2009 until 2021(?).

She founded the Angmering Voices (?) Choir (*needs checking*) and was sometime secretary of the Angmering WI and Angmering Twinning Association.

Neil Rogers-Davis

September 2023

Smaller Authority Name: Angmering Parish Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023
Accounts and Audit Regulations 2015**

- 1 The audit of accounts for (Smaller Authority Name) Angmering Parish Council for the year ended 31 March 2023 has been completed and the accounts have been published.**
- 2 The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) Angmering Parish Council on application to**
 - (a) (Name of Clerk)
Katie Herr**
 - (b) (Address of Clerk)
Angmering Parish Council, Corner House Office, The Square, Angmering, West Sussex, BN16 4EA**
 - (c) (Telephone/email, and hours and arrangements to view)

Tel: 01903 772124
Opening Hours – 9-4 Monday to Friday.
Email: admin@angmering-pc.gov.uk**
- 3 Copies will be provided to any person. There is no charge for copies of the Annual Return**

Announcement made by (Name of Clerk)

Katie Herr

Date of Announcement

28/09/2023

Annual Governance and Accountability Return 2022/23 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 2022/23

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 2023**.
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 2023**. 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 2023
 - 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 2022/23

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 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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) 2022/23

- 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 2023.
- 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 Chairman, 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

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 Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 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 2022/23

Angmering Parish Council

www.angmering-pc.gov.uk

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 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 2022-23 AGAR period, were public rights in relation to the 2021-22 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 2021/22 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

15/09/2022 22/05/2023

Name of person who carried out the internal audit

Andy Beams - Mulberry & Co

Signature of person who carried out the internal audit



Date

22/05/2023

***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 2022/23

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 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

***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:

12/06/2023



and recorded as minute reference:

23/039

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

Chairman

Clerk

www.angmering-pc.gov.uk

Section 2 – Accounting Statements 2022/23 for

Angmering Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	524,373	653,993	<i>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.</i>
2. (+) Precept or Rates and Levies	389,850	397,400	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	69,234	79,070	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	178,841	168,138	<i>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.</i>
5. (-) Loan interest/capital repayments	8,142	8,142	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	142,481	182,967 182,132	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	653,993	771,216 772,051	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	650,331	769,475 770,309	<i>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.</i>
9. Total fixed assets plus long term investments and assets	2,130,613	2,134,046	<i>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.</i>
10. Total borrowings	136,584	131,882	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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

M. Clew

22/05/2023

Date

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

12/06/2023

as recorded in minute reference:

23/04/20

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

N. Webb

Section 3 - External Auditor Report and Certificate 2022/23

In respect of **Angmering Parish Council**

1 Respective responsibilities of the body and the auditor

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

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 the 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.

Certain banking and investment related interest received and accrued were not properly accounted for during the year within the annual return. The accounting treatment has not been rectified although the council are reviewing how the information requires to be reported. We would have expected 'no' responses should have been provided to assertions 1 and 3.

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

It was noted on review that some of the bank accounts were designated as deposits lasting in excess of 12 months. This suggested that they should have been processed as payments on investments through box 6 with the matured funds being treated as receipts within box 3 to follow the requirements of the Practitioners Guide 2022. In future all banking accounts (new or re-invested) with a fixed investment period in excess of 12 months at the date of investment should follow this proper treatment. The council have confirmed the status of these investment accounts will be reviewed and amended, if required, to be in line with paragraph 2.22 of the Practitioners Guide 2023.

Certain banking and investment related costs and charges were not properly accounted for within box 6 during the year on the original submission of the annual return. The accounting treatment has been rectified after the year end and the Council have resubmitted their Section 2 with amendments correctly made to boxes 6, 7 and 8.

3 External auditor certificate 2022/23

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 2023.

~~*We do not certify completion because:~~

External Auditor Name



External Auditor Signature

A handwritten signature in dark ink, appearing to read 'Mare', written over a light blue grid background.

Date

27/09/2023



Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: admin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

MONDAY 14 AUGUST 2023

AGENDA ITEM 12 – BUDGET 2023/24 AND SUGGESTED VIREMENTS

The budget has now been in place for 6 months. Upon completion of the monthly accounts, during an in depth budget check, the below was picked up and a virement suggested.

Code	Description	Current Budget	Spent	Amount Needed
4205/120	Gas - Office	£2,000.00	£1,548.00	£1,000.00
Code	Description	Current Budget	Spent	Amount to Vire
4345/120	Insurance - Office	£9,000.00	£8,498.00	£500.00
4505/330	Flicks on the Pitch	£6,000.00	£5,423.00	£500.00

The Clerk would also like to bring to councillors attention the below. There will be no further spend against the codes. The funds can remain against these line items and used as future virements or at the end of the year they can be moved into a specified ear marked reserve.

Code	Description	Current Budget	Spent	Amount Remaining
4400/140	Councillor Allowance	£7,605.00	£3,000 est.	£4,605.00
4815/710	Kings Coronation Grants	£8,000.00	£1,600.00	£6,400.00
				<u>£11,005.00</u>

Decision Needed

To consider the above virement and use of unspent funds against the two codes provided.



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone: 01903 772124

E-mail: admin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2023 – 2024

GUIDELINES FOR APPLICATIONS

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

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

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

GRANT CRITERIA

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

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

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

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

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

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

THINGS TO NOTE

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

APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

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

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

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

SECTION A: ORGANISATION DETAILS

NAME OF ORGANISATION/GROUP

Arun Counselling Centre

DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: Rob Abbott

Position within the organisation: Clinical Director

Address: Dove Lodge, 49 Beach Rd, Littlehampton

Postcode: BN17 5JG

Telephone Number: 01903 714417

Email: rob.abbott@aruncounselling.com

Website: www.aruncounselling.com/

WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Angmering	X
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

Arun Counselling Centre (ACC) is a BACP Accredited Counselling Service and registered charity, providing low-cost individual counselling/psychological therapy to any adult (18+) living in the Arun District.

Our vision is to work together with our clients, counsellors, volunteers and community to innovate our services, making psychological support easier to access for those most in need. We believe everyone has the right to access psychological therapies and therefore only ask clients to contribute whatever they can afford.

Over the last year we have worked with 30 clients residing in Angmering, supporting them to explore their issues with the hope of gaining valuable insights, coming to terms with difficult experiences, reducing suicide risk, building resilience and developing coping skills in order to lead a fuller, happier life.

WHEN WAS YOUR ORGANISATION / GROUP FORMED?

1983

HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

This should include people who are involved in the activity

Adult	125
Junior (under 16)	0

WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?

24%

IS YOUR ORGANISATION A REGISTERED CHARITY?

Tick relevant box

--	--	--

Yes	X	If yes, please provide the registered charity number below
No		Charity Number: ..._293053

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 **X**

<u>Account Year Ending</u>	
Total Income for the year	£36,121
Total expenditure for the year	£35,244
Surplus or deficit	£879
Total savings or bank reserves at year end	£ £9,600

SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

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

"I valued the support at a time when I was very low and the help to understand how it is possible to move forward with strength and confidence." (Arun Counselling Centre client)

A grant from Angmering Parish Council will enable us to offer free sessions of confidential, professional counselling/psychological therapy for residents in Ferring.

Counselling sessions cost £15 per session

£225 would pay for 5 sessions for 3 clients in the Angmering area.

Our catchment, Arun District, includes the seaside town of Littlehampton, that falls into the bottom 20% of the deprivation index nationally. NHS services are overstretched and many in this area cannot afford private therapy. According to Sussex Community Foundation, the Arun District has the highest levels of child poverty in the UK. The local foodbank also reports a rising demand with the number of people using the resource, rising 68% between January and August 2022. According to the Energy Efficiency Infrastructure Group, even those in full-time employment are, on average, lower paid than in other parts of the south and the UK as a whole. In our area the median weekly wage for full time employees is £470 compared to £610 in the Southeast Region and £570 in the UK.

We want to be there for those who desperately need psychological support but cannot afford to pay for it.

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

Many of the people we work with are experiencing heightened mental health challenges, for example, increased levels of stress, depression and anxiety, trauma, PTSD. We have seen demand increase post-pandemic. The benefits to the Angmering community include improved mental health & wellbeing of local people. Our clients come to us experiencing a range of mental health difficulties, including anxiety, depression, relationship breakdown, loss, abuse, trauma, poor health, low self-esteem, loneliness or hopelessness.

Through our counselling sessions with clients we aim: To create a safe space for clients to talk to someone who will not judge them; To support clients to make sense of things and better understand themselves; To help clients explore, and where possible, resolve complicated feelings; To empower clients by helping them recognise destructive patterns in the way they think or act, and find ways to change them.

Our local community reflects a nation grappling with over stretched services, now exacerbated by the pandemic, economic challenges and barriers to accessing therapies. NHS mental health services are at capacity, waiting lists are huge, people are falling between the gaps in provision. We are determined to bridge that gap and be there to support local people.

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

If the funding is granted, 3 clients in Angmering will benefit from five sessions of free counselling, enabling local people who are struggling economically to receive the therapy they need.

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

Quantitative evidence is obtained through an analysis of CORE-OM questionnaires that clients complete during their therapy. CORE-OM (Clinical Outcomes in Routine Evaluation-Outcome Measure) is a commonly-used 34 question self-report measure of mental health. It is an initial screening tool and as an assessment tool of the response to psychological therapy. It measures changes in each of four areas: risk/harm, subjective well-being, problems/symptoms and life functioning.

Qualitative evidence is obtained through anonymised client feedback through completing the 'service evaluation' forms when clients have completed their therapy, with appropriate alternatives for our neurodiverse clients including audio/video recording or one to one feedback. We also include comments from counsellors and supervisors about their experience of delivering the sessions.

Collecting case studies is embedded within our feedback and impact processes. Telling our clients' stories is an integral part of our more general mission. We aim to destigmatise the issue of mental health challenges and demonstrate the people behind the statistics, changing perceptions of and promoting the charity to a greater audience.

"I have really enjoyed my sessions – even though some were emotional and hard, we got there. Thank you so very much." (Client feedback)

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.

n/a

SECTION C: AMOUNT OF GRANT REQUESTED

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

£225

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

Please tick the relevant box

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

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

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

We are requesting a contribution to a bursary for Angmering residents who are unable to pay for their counselling. The funding requested will fully fund the bursary.

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	

n/a

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	x
No	

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

We have received funding from the Sussex Community Foundation (£10,000) towards our core costs for this year, as well as Littlehampton Town Council (£1200) towards the provision of counselling in the Littlehampton area.

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

We have applications pending with the David Hunt Trust (£5000), the Garfield Weston Foundation (£3000) and the Co-op Community Fund (£1700) towards our core costs.

We are registered on the easyfundraising forum and receive small amounts from this per month.

We are also working on a National Lottery bid in partnership with other local counselling providers to fund training for local counsellors to support neurodivergent people experiencing mental health difficulties.

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

We have applications pending with the David Hunt Trust (£5000), the Garfield Weston Foundation (£3000) and the Coop Community Fund (£1700) towards our core costs.

We have received funding from the Sussex Community Foundation (£10,000) towards our core costs for this year.

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

Tick relevant box

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

How did you hear about this grant scheme?

Through the Parish Clerk.

SECTION D: BANK DETAILS

Please provide your organisation's bank details below:

Account name: XXXXXXXXXXXXXXXXXXXX

Sort code: XXXXXX

Account number: [REDACTED]

Bank/Building Society Name:

[REDACTED]

Address:

[REDACTED]

Post Code:

[REDACTED]

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:Arun Counselling Centre.....

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

SECTION E: DECLARATION


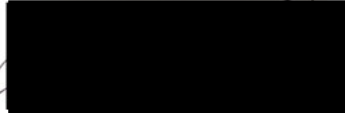

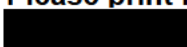
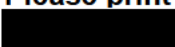

Declaration

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

In signing this declaration, we agree that:

1. The information provided in this application is correct.

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

Chairman (signature) 	Treasurer (signature) 	Secretary (signature) 
Date: 12/09/2023	Date: 13/09/2023	Date: 12/09/2023
Please print full name 	Please print full name 	Please print full name 

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>

SECTION F: DATA PROTECTION

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

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

- Grant application
- Monitoring grants

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

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

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

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



2021 / 2022

Annual Report

DOVE LODGE
49 Beach Road,
Littlehampton, West
Sussex, BN17 5JG

Registered Charity No. 293053

Trustees of the Charity

Andrew Stuart Kelly – Chair of Trustees

Appointed 08 July 2021

Mark Harvey – Trustee

Appointed 14 March 2022

Carole Beaty – Trustee

Appointed 4th March 2022

Mary Miles – Trustee

Appointed 1 December 2021

Robert Rhodes-Kubiak – Trustee

Appointed 8th July 2021

Caroline Ruijterman – Trustee

Appointed 14th March 2012

Key Personnel

Robert Abbot – Clinical Director

Appointed 1st August 2020

Julie Slumbers – Director

Appointed 1st November 2021

Penelope Pedzinski – Treasurer

Appointed January 2022

Chair of Trustee's Annual Report

This year has been another challenging one for ACC, with Covid restrictions gradually lifting, allowing the service to return to normality. It has also been a very challenging year for our clients who have had to cope with periods of lockdown and isolation, increased financial pressures with inflation rising, and the gradual return to a life where covid restrictions have ended, but with it still very much with us.

During the year we have seen the appointment of a new Director, a new Treasurer and many changes in our counsellors and supervisors. We have also experienced turnover within our Trustees, with some long serving Trustees moving on and new ones joining. I, myself joined ACC as a Trustee in the summer and replaced Anna Barnard as Chair in November. My thanks go to her particularly, for her amazing contribution to ACC over many years in various roles.

Despite these various challenges we have kept the show on the road, with many clients being seen both face to face and virtually using technology and by maintaining a steady stream of income through client donations whilst effectively managing our costs.

This has all been achieved due to the fantastic contributions of our volunteers across the board in all roles, both past and present, and on behalf of the Board of Trustees I express my thanks to all concerned.

This small charity has to date depended on people gifting their time and expertise to help others in need, and whilst we will continue to be grateful for whatever support people can provide, over the coming years we need to focus on our systems, procedures and processes, to enable ACC to continue to help those in the local community who need our support, by doing this on a firmer footing.

Andrew Kelly – Chair of Trustees

28/06/2022

Treasurers Report

Income was in excess of £36,000 for the year despite the Covid epidemic and considerable organisational change.

In October 2021 Arun Counselling Centre (ACC) required a new computer system as the previous system saw it's end of life. This also pathed the way for a new software and telephony system and increased professional costs. This coupled with a number of Trustee's resigning, old volunteers leaving and many new starters, the financial year of 2021/2022 has been costly both financially and personally.

However, a small surplus of £879 was the final result. Liquidity has been healthy despite the epidemic and organisational change this year. We expect the financial year of 2022/2023 to also be a year of change however, we hope costs won't be so high where we organise our operation. ACC's reserves policy is in place and is constantly reviewed.

Penelope Pedzinski - Treasurer

19/06/2022

Arun Counselling Centre

Accounts

For the Year Ended 31st May 2022

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Arun Counselling Centre

Accountants Report

Report of the accountant to Arun Counselling Centre on the preparation of the un-audited Financial Information of Arun Counselling Centre

I have examined the income and expenditure accounts and Balance sheet of Arun Counselling Centre as at 31st May 2022 and have verified balances at the bank and in my opinion the accounts are in accordance with the books and give a true Statement of affairs.

Simon Mansfield MAAT

18th June 2022

Arun Counselling Centre

Profit and Loss

For the Year Ended 31st May 2022

	2022 £	2021 £
Turnover		
Income		
Client donations	31,200	23,987
COVID response	0	13,980
Gift Aid payments	1,080	1,327
Student fees	3,475	3,300
Donation – Waitrose	333	
Books	33	
Less overpayment		
	<u>36,121</u>	<u>42,594</u>
Cost of sales		
Opening Stock	0	0
Closing Stock	0	0
	0	0
Gross Profit	36,121	42,594
Expenses		
58000 – Other	18	150
60000 – Advertising	84	0
64500 - Dues and Subscriptions	1,717	319
65000 – Officer fees	18,503	15,912
67000 – Insurance	213	213
68500 - Legal and Professional	2,937	150
69000 – Licenses	40	0
71000 – Office (eg: stationary)	381	466
73500 – Postage	34	0
74000 – Rent	9,929	10,917
76500 – Travel	685	0
77000 – Utilities	422	806
Depreciation	280	0
PayPal fees	1	0
	(35,244)	(28,783)
Interest	2	7
Net Profit	<u>879</u>	<u>13,818</u>

Arun Counselling Centre

Balance Sheet

For the Year Ended 31st May 2022

	2022 £	2021 £
Fixed assets		
Tangible assets	0	0
Current assets		
Stocks		0
Cash at bank (current)	36,043	35,713
Cash at bank (deposit)	9,600	9,600
Petty cash	0	26
Paypal	15	0
Fixed assets	560	0
	46,218	45,339
Total assets less current liabilities	0	0
Net Liabilities	46,218	45,339
Financed by		
Capital as at 1 st May		
Stocks		0
Cash at bank (current)	35,713	21,898
Cash at bank (deposit)	9,600	9,600
Petty cash	26	23
Paypal	0	0
Fixed assets	0	0
Excess income over expenditure	879	13,818
	46,218	45,339
	<u>46,218</u>	<u>45,339</u>

Arun Counselling Centre

Notes to the accounts

For the Year Ended 31st May 2022

Accounting policies

Basis of preparation - The accounts have been prepared under the historical cost convention.

Income - Income represents donations provided to the charity.

Depreciation - Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Computer	33.3% straight line basis
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Office Equipment	33.3% straight line basis
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Stock - n/a

Tangible fixed assets - n/a

Receipts over expenditure comparison (previous years)

<u>Receipts</u>	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Clients' donations	£28,268	£31,354	£26,811	£28,048	£23,987	£31,200
Other donations	£386	£66	£241	£18		£366
Interest	£5				£7	£2
Student Fees	£1,435	£2,185	£1,474	£1,340	£3,300	£3,475
Workshops	£510	£495				
Gift aid payments	£1,514	£2,036	£3,349	£2,899	£1,327	£1,080
COVID response					£13,980	
Total	£32,118	£36,136	£31,875	£32,305	£42,601	£36,123

<u>Expenses</u>	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Counsellor expenses	£2,002	£3,112	£4,118	£3,369		£685
Accommodation	£9,332	£11,217	£11,310	£15,364	£10,917	£9,929
Sundries	£2,193	£2,213	£1,631	£1,617		£599
Officer fees	£11,792	£13,133	£13,204	£11,176	£15,912	£18,503
Phone	£865	£1,384	£1,385	£1,365	£806	
Insurance	£200	£204	£179	£202	£213	£213
Stationary	£399	£432	£76	£74	£466	£381
Accountancy fee	£120	£150	£150	£150	£150	
BACP Annual fee	£309	£322	£314	£589	£319	£1,717
Workshops						
Depreciation						£280
Assessment fee			£1,273	2,092		
Training						
Other (IT fees)						£2,937
Beach Party	£604	£120				
Accreditation expenses						
Total	£27,816	£32,287	£33,640	£35,998	£28,783	£35,244

Income over expenditure	£4,302	£3,849	-£1,765	-£3,693	£13,818	£879
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