



Established 1894

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

Telephone/Answerphone 01903 772124

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

Website: www.angmeringparishcouncil.gov.uk

TO: ALL MEMBERS OF THE COUNCIL

YOU ARE SUMMONED TO ATTEND A MEETING OF

**ANGMERING PARISH COUNCIL
TO BE HELD IN THE KING SUITE, ANGMERING VILLAGE HALL
ON MONDAY 14TH JANUARY 2019 AT 7.30 PM
FOR THE PURPOSES OF TRANSACTING THE FOLLOWING BUSINESS:**

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS**
- 3. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10TH DECEMBER 2018**
- 4. THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**
 - a) The attached report
 - b) Any subsequent matters that have arisen since the agenda was set.
- 5. PUBLIC CONSULTATION**

An opportunity for parishioners to seek information or question the Council and its members on any matter in respect of the Parish.
- 6. CHAIRMAN'S REPORT**

To hear the report of the activities of the Chairman since the last meeting.
- 7. REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**
- 8. REPORTS FROM THE ARUN DISTRICT COUNCILLORS**
- 9. COMMUNITY GRANT APPLICATIONS**

Applications for grants.

 - 1) Arun Community Transport. £2,000 requested for computer software, ie booking system and client data base.

The 2018/2019 budget for Community Grants is £3,300. So far this year 5 grants have been awarded totalling £3063.80. £236.20 is now left for the remainder of 2018/2019.

10. ANGMERING COMMUNITY CENTRE

Update from recent visit and 3 year maintenance plan.

11. CO-OPTION OF NEW COUNCILLOR – MICHAEL JONES

Michael will be given the opportunity to introduce himself and answer any questions from current councillors.

12. BUDGET & PRECEPT

Approval of 2019/2020 budget and precept.

13. FLAT UPDATE – QUOTES FOR WORK TO BE COMPLETED

Information and quotes on proposed work to decorate throughout office, update kitchen and toilet area.

14. CPR AND DEFIBRILLATOR FAMILIARISATION SESSIONS.

Discuss the idea to put on the sessions for staff, councillors and local shop owners

15. 2018/2019 FINANCIAL REPORT

Statements of the Bank Account Balances and Loans Outstanding as at 31st December 2018.

- a) Income and Expenditure compared with the Revised Budget, for the period to 31st December 2018.
- b) Lists of cheques and other payments for December 2018.

16. QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS

JEAAC; ADALC; ASRA; JEAAC H&T; Twinning Association; Angmering Village Hall Committees & Littlehampton Health Services Advisory Group
(ADALC dates: 12 December 2018 – nothing received yet.)

19. QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

An opportunity to ask questions resulting from the attached minutes of the meetings of the following committees:-

The Housing, Transport & Planning Committee meeting held on 11th December 2018.

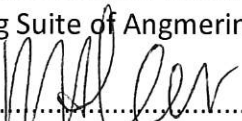
CLEW Committee meeting held on 19th December 2018.

Governance & Oversight Committee – 15th November 2018.

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

DATE OF NEXT MEETING

The next scheduled meeting of the Parish Council is Monday 11th February 2019 at 7.30pm in the King Suite of Angmering Village Hall.


.....
Katie Herr – Clerk to the Council

Date 07/01/19



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MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN ANGMERING VILLAGE HALL ON MONDAY 10 DECEMBER 2018

Present: Councillors John Oldfield; Rhys Evans; Nikki Hamilton-Street; Lee Hamilton-Street; Mike Hill-Smith; Norma Harris; David Marsh; Steven Mountain; Alan Evans

In Attendance: Katie Herr, Clerk; Tracy Lees, Office Manager; Andrea Oakley from Sussex Police

18/139 APOLOGIES FOR ABSENCE
Apologies for absence had been received from Cllr. Bicknell; Cllr. Phelon; District Cllr. Andy Cooper; County Cllr. Deborah Urquhart; District Councillor Dudley Wensley

Action

A request was made to liaise with Findon Parish Council re meeting dates. This would then allow District and County Councillors to attend all meetings.

Clerk

18/140 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS
No

18/141 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 NOVEMBER 2018
The minutes of the Parish Council Meeting held on 12 November 2018 were agreed as a correct record and signed by the Chairman.

18/142 UPDATE FROM ANDREA OAKLEY – ARUN AND CHICHESTER PREVENTION TEAM, SUSSEX POLICE
An overview was given on how the Prevention Team were now working along with an update on the various Operations taking place.

Particular mention was given to the increased use of mopeds for minor crime which they are closely working with Arundel to tackle. It was suggested that the main way to help is to take down the number plates and report it as soon as possible.

Another area of concern is the problem of car parking in beauty_spots. Andrea advised not to leave valuables in cars at any time.

The Prevention Team are aware that young people are moving between Parishes which is causing problems in locating trouble spots but the Prevention Team are working to tackle this issue.

Cllr. N Hamilton-Street raised the question re Schools and if the Prevention Team were still going into see them. Unfortunately this is no longer possible due to staffing cuts. Cllr. A Evans suggested that the Parish write to the Head Teachers, a discussion then took place on what could be done.

A suggestion was made that Andrea could subscribe to the Angmering Facebook page as a lot of what is going on is reported here.

Cllr. R Evans suggested the Angmering Parish Office update their website with tips on what to look out for.

TL

The Chairman thanked Andrea for taking the time to come and speak.

Continuing on the same subject the Clerk reported that a letter had been received from Rustington Parish Council suggesting that all local Parishes join together to contact the Police with our concerns on the lack of police presence in our Parishes. The Clerk will circulate the letter to all Councillors.

Clerk

Cllr. L Hamilton-Street then asked the question regarding what we actually wanted to see happen and what were the objectives, a discussion then took place.

It was decided that we should support the joint request for a meeting with the Chief Constable and the Police Crime Commissioner and that our Clerk should inform Rustington accordingly

Clerk

18/143

THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA

- a) The attached action list – the Clerk talked through the action list giving an update on each item
- b) Any subsequent matters that have arisen since the agenda was set
 - There were no subsequent matters.

The Chairman adjourned the meeting for public consultation.

18/144

PUBLIC CONSULTATION

No members of the Public were present

The Chairman took the meeting back.

18/145

CHAIRMAN'S REPORT

The Chairman informed all members present that he had not attended any official functions since the last meeting.

A request had been received to reform the East Arun Villages Group, but this would not take place until February 2019. All councillors present were in support of this.

The Chairman reported on a meeting that the Vice Chairman and himself had had with the Chairman and Vice Chairman of East Preston Parish Council (the meeting had been held at the request of East Preston) They are seeking a Boundary change with all properties between the A259 and the Railway being taken into East Preston The Chairman told the Council that East Preston had been informed that Angmering was totally opposed to this. Subsequent to

this a letter was received from East Preston which was circulated to all our Parish and Ward District Councillors This letter informed us that they were asking Arun to seek the views of property owners in this area.

The Clerk was asked to work out how much Band D properties would need to go up by in Angmering to leave the Parish Council with the same amount of precept if Downs Way was passed to East Preston.

Clerk

The Chairman proposed that Angmering should officially resist the proposal of East Preston and any change to the boundaries of Angmering Parish.

This proposal, seconded by Cllr. Marsh and Cllr. A Evans was **AGREED** by **ALL**.

18/146 **REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**
No County Councillor present

18/147 **REPORT FROM THE ARUN DISTRICT COUNCILLOR**
No District Councillor present

A report was received via email from District Cllr. Cooper: see appendix 1.

18/148 **ANGMERING COMMUNITY CENTRE**
The Clerk reported on the visit to the Community Centre and the letter received detailing their potential spend for the next three years.
The requested CCTV was now on hold.

Cllr. N Hamilton-Street questioned their 3 year business plan, Cllr. L Hamilton-Street asked if they were meeting their obligations. Cllr. Mountain gave an overview on what had happened before, a discussion then took place.

It was agreed that clear guidance on who is responsible for what was needed. A meeting will be arranged between Angmering Community Centre, the Clerk and Cllr. A Evans.

Clerk

18/149 **COMMUNITY GRANT APPLICATIONS**

Applications for grants have been received from Angmering Village Hall for as much as the council feel appropriate; Victim Support for £150.

- a) Regarding the Community Grant Application for Angmering Village Hall, after lengthy discussion the sum of £1,200.00 was discussed and was **AGREED** by **ALL** councillors present.
- b) The Community Grant Application for Victim Support was discussed for the sum of £150.00 and was **AGREED** by **ALL** councillors present.

TL

TL

The 2018/2019 budget for Community Grants is £3,300. Payment of the approved grants detailed above would leave £236.20 for the remainder of the year.

18/150 **ASSET REGISTER – OPTION TO UPGRADE**

The Clerk explained how the package worked and the benefits it would provide.

Cllr. N Hamilton-Street asked if the package could be used on IPADs. The Clerk will investigate and report back.

Clerk

It was **AGREED** by **ALL** councillors present that this upgrade should be approved.

18/151

PURCHASE OF CORNER HOUSE FLAT – BORROWING & USE OF FLAT

The Clerk reported that the loan had been applied for and gave an overview of the next steps. It was anticipated that the purchase would not be complete until early January 2019.

There was concern expressed that the current costings and values obtained by the Clerk differed from those obtained by the previous Clerk at the time the decision to purchase was made.

The Clerk informed members that after discussions with her staff and a review of their method of working, she was reluctant to use the flat above in the immediate future but accepted this might change in the unlikely event that the new business centre did not materialise.

A lengthy discussion took place over these issues but it was generally agreed that in case the Chandlers Development did not proceed the purchase should be proceeded with and that work to the existing office be kept to a minimum to comply with current health and safety requirements.

Cllr Mountain proposed that we let out the flat in the short term until the final decision on the Chandlers site had been made. This was seconded by Cllr A Evans and **CARRIED** with **6 COUNCILLORS** voting **FOR** the proposal and **3 ABSTAINING**

18/152

NEIGHBOURHOOD PLAN REWRITE

The Chairman and Cllr. Mountain explained what was needed and who had already agreed to volunteer.

Discussion took place, with a question around the time frame for the work to be done. Autumn 2019 was anticipated.

The Chairman asked for volunteers to help review the plan. Cllr. Hill-Smith and Cllr. L Hamilton-Street agreed to volunteer.

18/153

CHANDLERS WORKING GROUP

The Clerk explained the reasons for wanting to resurrect this group

The Chairman, Cllr. Marsh, Cllr. N Hamilton-Street, Cllr. L Hamilton-Street expressed an interest in being part of this working group.

The Clerk will arrange a date for the meeting.

Clerk

18/154

2018/2019 FINANCIAL REPORT

Statements of the Bank Account Balances and Loans Outstanding as at 30th November 2018.

- a) Income and Expenditure compared with the Revised Budget, for the period to 30th November 2018.
- b) Lists of cheques and other payments for November 2018.

No questions were asked.

18/155

QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS

Cllr. Mountain commented on the JEAAC meeting he attended and that we needed to obtain contact details of WSCC person managing the A259 project in order to ensure communication regarding work to the road. A particular concern was for children crossing the A259 and the safest way to do this.

This information to be shared on the APC website

TL/DM/Clerk

18/156

QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- a) The Housing, Transport & Planning Committee meeting held on 20 November 2018. – Cllr. Mountain reported on a recent discussion with the WSCC LTI P regarding safe routes to schools with the idea to create an overall plan to cover all three schools in our Parish.
- b) CLEW Committee meeting held on 31 October 2018. – No28 November 2018. – None
- c) Governance & Oversight Committee held on 15 November 2018 – None

18/137

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

Nothing to report

18/138

DATE OF NEXT MEETING

The next meeting of the Parish Council would be held on 14 January 2019.

The meeting finished at **21.31**.

Chairman..... Date.....

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10-Sep	11	18/088	Chandlers Site Redevelopment	Confirm layout of parish office	Confirm layout with working group	New drawings received 27/11/18. Moved toilets out of building. Exchanged conditional contracts 5th December 2018. Working group set up and first meeting arranged for 08/01/19. Meeting held - update in Clerks Report 14th January 2019	Katie
10-Sep	11	18/088	Chandlers Site Redevelopment	Confirm solicitors and contract supplied	Solicitors approached Initial contract received	HoT's with Solicitors. Waiting for update 26/11/18. Emailed to chase 09/01/19	Katie
08-Oct	10	18/106	Purchase of flat above Parish office	Complete and send off application for borrowing to NALC	Paperwork completed and sent	Application for borrowing approved. Application sent to PWLB for loan. 04/12/18 Chased 19/12/18. All approved - make phonecall to confirm money 02/01/18. Money should be in account by 11/01/19	Katie
08-Oct	12	18/108	Accountancy & Bookkeeping	Outsource end of year accounts	Investigate possible accountants Talk to other parishes	Trevor Leggo looking into it for us 04/12/18. Will chase 03/01/18. Will contact suggested name and revert 10/01/19	Katie
08-Oct	13	18/109	Budget & Precept 2019/2020	Bring 2019/2020 budget and precept papers to next Governance	New meeting to be set.	Draft budget shown to Governannce 15/11/18. Precept numbers in. 04/12/18. Final budget and precept to be advised during Janury 2019 meeting.	Katie
12-Nov	10	18/127	Arun Community Transport	Ask for more information regarding stainability and useage by Angmering residents	Confirm information	Sent grant application letter - await response 03/12/18. Grant letter received. Take to Full Parish in Jan 2019	Katie
10-Dec	1	18/139	Apologies For Absence	Liaise with Findon Parish Council re meeting dates	Contact Findon PC	Contact made and dates sent round to all Councillors. Now also contacted Patching and Clapham - awaiting reply 10/01/19	Katie

10-Dec	4	18/142	Update from Andrea Oakley	Angmering Parish Office to update their website with tips on what to look out for	Put information onto the APC website	APC Office to contact Andrea for information. Ongoing - TL made contact and waiting information.	Tracy
10-Dec	7	18/145	Chairman's Report	Calculate how much Band D properties would need to go up by in Angmering if Downs Way was passed to East Preston	Calculate figure and report back	For this years proposed precept raise, if we had lost the houses South of the A259 we would have had to put up the precept for the rest of Angmering by 21.47%. £0.41 per week on band D houses. £21.29 increase per year.	Katie
10-Dec	10	18/148	Angmering Community Centre	Arranged a meeting between Angmering Community Centre, the Clerk and Cllr. A Evans	Find a suitable date for all and send an invitation to attend	Meeting set for 09/01/19 with Alan Evans at the ACC with Val. Cllr Evans and KH to meet before this date to discuss. Report prepared for 14/01/19	Katie
10-Dec		18/155	Questions On The Already Circulated Notes Of Meetings Of Parish Council Working Parties And Representatives On Other Organisations	Obtain contact details of WSCC re the A259 project to ensure communication regarding work to the road	Find a suitable contact	Gain as much information as possible and share with the Parish via social media (the APC website & Facebook) and office window. Contact obtained 18/12/18	Office Team

Clerks Report – Agenda item 4 (Together with Action List)

- 1) Danni has handed in her notice. She will be with us until early March 2019. After 7 years of loyal service she is leaving to take up a job within a hospital library.
- 2) Chandlers – meeting held brought forward lots of ideas that have now been put to Landspeed. Confirming ground floor office space.
- 3) Thank you letter received from village hall – copy available on request.
- 4) Tracy and I attended an Arun and Chichester Clerks meeting in Bersted. We discussed several topics including budgets, accountancy software and lots of smaller issues. It's a great forum to gain opinions and find out information.
- 5) The special Dev Control meeting on 23rd January 2019 for the A/40/18/OUT 525 houses north of Water Lane has been postponed while the applicant considers all aspects of the primary school and possible land swap.
- 6) Boundary Review – East Preston have met with ADC regarding the review. Jackie Follis from ADC has sent out an email which was received by both John Oldfield and the office. It sets out the process for the review and is requesting us to set out the detail of our objection and make sure it reaches her by 1st March 2019.
- 7) I had a very good meeting with Matt Rookes (Anti-Social Behaviour Team). He has asked that if there are any issues or you would like him to attend a meeting for a specific query, then we are to let him know. Roy was able to pass on a lot of information to Matt which was deemed very helpful. Matt called with an update stating that before every shift he has added a slide to the presentation to advise officers about our concerns – this is a great way to highlight the issues affecting our area. It is now a Directed Patrol Activity (DPA) so when officers have any down time they have already been advised of the issues and extra focus is given to the area. PC Lisa Holt has taken a particular interest in the area and has received information regarding names and registration numbers of moped/motorbikes possibly involved.
- 8) Contact with solicitors regarding the purchase of the flat. Keen to have it completed by the end of the month.
- 9) Job vacancy – interviews this week. Update to all will follow once these have taken place.
- 10) We would welcome your thoughts on the Silent Soldier. Is he to stay in place, move to a permanent location, donated to an organisation to use in a display? There are no guidelines available, the office staff have checked.
- 11) Extra Office Activity
 - a) Gathering information to put on the CPR/Defib sessions.
 - b) Installation of the new water cooler. Being used by staff and visitors alike.
 - c) Riparian ownership letters regarding black ditch have all been sent out.
 - d) Positive comments regarding window over Christmas and in general.
 - e) Quick responses to pot holes/fly tipping and issues reported.
 - f) Work to stop condensation in the window is taking place this week.



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APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2018 - 2019

In order to be eligible for a Parish Council Grant you or your organisation must fulfil at least one of the criteria in Section A and the application must fulfil at least one of the criteria in Section B. In addition, all applications must be supported by the information in Section C, and have regard to the exclusions in Section D. The details of the application must be completed in Section E.

NAME OF ORGANISATION	ARUN COMMUNITY TRANSPORT
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Section A

	<u>What type of organisation are you?</u>	Tick relevant box(es)
A1	A Charity providing services available to residents of Angmering	
A2	An existing local group or organisation providing services available to residents of Angmering	
A3	A new group or organisation, wishing to provide services for the residents of Angmering	X

Section B

	<u>Which criteria will your application fulfil?</u>	Tick relevant box(es)
	Reaching new people	
B1	Increasing group membership and/or widening participation	
B2	Starting up new activities and/or expanding existing services for residents of Angmering	X
B3	Organising community events and activities	
B4	Bringing the community together	X
	Developing Services and supporting the local economy	
B5	Organising one-off events to increase visitors to Angmering	
B6	Activities aimed at developing skills for local unemployed	

	people and assisting them to gain employment	
B7	Raising the profile of the village and its community	
B8	Improvements for the Angmering community infrastructure and developing community held assets	X
	Encouraging community growth and self-reliance	
B9	Helping groups and organisations to develop their initial or starting assets and/or resources to support future financial independence	
B10	Helping the community to influence the planning and delivery of local services.	
B11	Protecting the environment and promoting sustainable local development	

Section C

	<u>Supporting information required</u>	Tick relevant box(es)
C1	The last year's certified accounts or, for new organisations, the current business plan, or equivalent.	
C2	Information on the membership, or proposed membership of your organisation. How many current members, in total, and how many live in the village.	Total Members 265 Live in Village 7
C3	A project plan, if applicable, showing total costs and other sources of income already secured.	
C4	Charity Number, if applicable	

Section D

	<u>Conditions and Exclusions</u>
D1	Typically, awards will not be given for general running/administration costs
D2	Awards must be seen to be for the benefit of a significant number of Angmering residents
D3	Awards will not generally be given to individuals
D4	Awards must be used for or towards the specific project or item applied for.
D5	Awards will not be given retrospectively.
D6	Upon completion of the project, evidence must be provided that the award was used

	appropriately
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Section E

Name of contact for grant purposes	
Position of contact	Treasurer
Full contact postal address, including postcode.	Arun Community Transport Dove Lodge, 49 Beach Road, Littlehampton, BN17 5JG
Email address and website (if applicable)	
Telephone number of contact	01903 792110
Total Project Cost	Four thousand pounds
Amount of grant applied for	Two Thousand Pounds
Where is the remainder to be financed from?	Public Donations
Cheque to be made payable to	Arun Community Transport
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	Computer software i.e. Booking system and client data base
How many Angmering residents in organisation?	One Local Volunteer Driver
How many Angmering residents will benefit from the grant?	All elderly, infirm and residence unable to access public transport .
If you received a grant from the Parish Council during 2017-2018 please outline how the grant was spent	

Signature	
Date	11-12-2018



Prepared by: Katie Herr

Subject: Angmering Community Centre

Date: 14th January 2019

Angmering Community Centre update.

1. It was requested that the office investigate and obtain a 3 year maintenance plan for the Angmering Community Centre.
2. Cllr A Evans and myself went to visit Val Jerrome at the centre on 9th January 2019. We discussed maintenance contracts, upcoming works needed and also the possibility to consolidate some of the services with the same supplier.
3. The below is a list of the maintenance checks in place at the moment and when the most recent ones were carried out. I have also listed the ones to be put in place and possible upcoming charges.
4. The yearly maintenance checks will allow us to keep all of the areas in good running order and allow for the early detection of major faults that we would have previously missed and would have had a big impact on the annual budget as they would have resulted in possible failure of a complete unit/area.
5. See also the attached contract section.

Area	Company/Supplier	Maintenance Check In place?	If no, what is the plan	Frequency	Cost	Notes
Fire Alarm	Sovereign Alarm	Yes		Quarterly	£1000.00 per year	
CCTV	IPS	Yes		Annually	£127.00	
Intruder Alarm	IPS	Yes		Annually	£127.00	
Entrance Doors	Dormation	No	Quote received. Decide on bi-annual/annual	Bi-annual/annual	£240.00	Details to be decided.
Electrical	Owen Electrical	Yes		Every 5 years (due 2022)	£1000.00	Possibility to find alternative supplier

Agenda Item 10

6. Totally yearly cost for the above would be £1,734.00 (with bi-annual door checks). This is purely for the maintenance checks and does not include repairs/replacements.
7. Solar Panels (CC Solar) no maintenance contract in place. Possibility to include cleaning of the panels. APC office to look into this.
8. Heating (Ground Source) no annual checks in place. Currently looking at an issue with washers/manifold. Alan Evans has volunteered to meet with the supplier when they next visit the site to discuss.
9. Acoustic panels – Herwin Acoustics. No annual checks in place. Val will contact them to seek advice on cleaning of the panels.
10. Fascias and soffits – cleaning should be done every 2 years. Val is enquiring with the window cleaner about costs.
11. APC office will enquire with IPS to obtain a quote for the inclusion of the fire alarm into their remit.
12. Many of the costs incurred in recent months/years has been down to some of the maintenance checks not being in place.
13. I do not think that we will ever be at a stage to provide a 3 year maintenance plan. All interior works are the responsibility of the centre, so when they carry out these updates it is down to them. All our obligations relate to the above listed items. If maintenance checks are kept up to date and resulting works/maintenance kept on top this would negate the need for a 3 year maintenance plan. All of the areas we cover have all recently been updated/replaced.

Decisions needed.

- 1 Confirm on annual/biannual door maintenance checks.
- 2 Confirm that the above is satisfactory and the clerk will report back with outstanding actions at future meetings.

Application for Co-option to Angmering Parish Council

Surname	JONES	
Forenames	MICHAEL CHARLES	
Postal Address	[REDACTED] [REDACTED]	
Contact Telephone Number	[REDACTED]	
Mobile Telephone Number	[REDACTED]	
Email Address	[REDACTED]	
Please Confirm that on the day of Co-option		
You will not be disqualified from being a member of a local authority (please see extracts from the Local Government Act 1972 below) AND		CONFIRMED
You are a qualifying Commonwealth citizen, citizen of the Irish Republic or citizen of the European Union AND		CONFIRMED
You will be 18 years or over AND		CONFIRMED
You are and will continue to be a local government elector for the parish OR		CONFIRMED
You will have, during the whole of past 12 months occupied as owner or tenant land or other premises in the parish OR		CONFIRMED
Your principal or only place of work within the last 12 months has been in the parish OR		CONFIRMED
You have during the whole of the past 12 months resided in the parish or within 4.8 km of the parish.		CONFIRMED
Give a brief CV		
<p>① FEBRUARY 1998 - MARCH 2011 - ASSISTANT DOG TRAINING MANAGER - BRITISH TRANSPORT POLICE</p> <p>② NOVEMBER 1997 - DECEMBER 1997 + DIAL A RIDE DRIVER - MOLE VALLEY DISTRICT COUNCIL</p> <p>③ OCTOBER 1967 - OCTOBER 1997 POLICE CONSTABLE - METROPOLITAN POLICE</p> <p>④ MAY 1965 - OCTOBER 1967 - POLICE CADET - METROPOLITAN POLICE</p>		

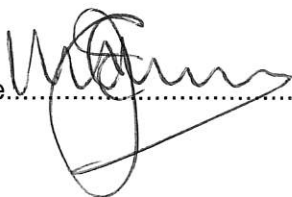
Why do you want to become a Parish Councillor?

IN MY PREVIOUS OCCUPATION AS A POLICE OFFICER I HAD ALWAYS BEEN VERY ACTIVE IN THE COMMUNITY AS PART OF MY OCCUPATION. THIS WAS EXTENDED IN MY OFF DUTY TIME TO ASSISTING COACHING THE LOCAL YOUTH RUGBY TEAM AND TAKING A LEADING ROLE IN THE LOCAL AIR TRAINING SQUADRON. I BELIEVE I HAVE A VARIETY OF SKILLS I CAN BRING TO THE PARISH COUNCIL

If Co-opted, what do you think you can bring to the Parish Council?

HAVING PREVIOUSLY BEEN ON THE ANGMERING PARISH COUNCIL DURING THE LAST COUPLE OF YEARS I HAVE SOME KNOWLEDGE OF THE PROJECTS AND DUTIES UNDERTAKEN AND HOPEFULLY CAN FIT BACK IN TO THE ROLE OF COUNCILLOR. I RESIGNED EARLIER THIS YEAR FROM THE COUNCIL DUE TO A NUMBER OF PERSONAL REASONS WHICH NO LONGER EXIST.

Signature.....



Date.....

23rd November 2018

Agenda Item 12



Prepared by: Katie Herr
Subject: Budget & Precept 2019/2020
Date: 14th January 2019

Budget Preparation

1. The initial budget was drafted and presented to the Governance Committee on 15th November 2018. Several questions were asked and information given.
2. Since then the tax base numbers have been confirmed as per the below. This has assisted in the confirming of the budget and also additional information has been gained from suppliers/service providers to further improve the preparation of the proposed budget.
3. There has been an increase in the tax base to 3469 for 2019/2020. This is an increase of 114 on last year's tax base of 3355.
4. As per the below table, it is suggested that an increase of 3.78% be put forward.
5. As per the below, the increase per band D property would equate to £3.78 increase or £0.07 per week.

Year	Precept Amount	Tax Base	Per "D" house	Percentage rise
2019/2020	£360,000.00	3469	£103.78	3.78%
2019/2020	£365,000.00	3469	£105.22	5.22%
2018/2019	£335,500.00	3355	£100.00	2%
2017/2018	£316,800.00	3232	£98.02	10.74%
2016/2017	£272,290.00	3093	£88.03	6.58%

Preferred Option

Full Breakdown by Band

<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£66.67	Band A	£69.18	£0.05
£77.78	Band B	£80.71	£0.06
£88.89	Band C	£92.25	£0.06
£100.00	Band D	£103.78	£0.07
£122.22	Band E	£126.84	£0.09
£144.44	Band F	£149.90	£0.10
£166.67	Band G	£172.96	£0.12
£200.00	Band H	£207.55	£0.15

2019/2020 Budget Considerations

6. Initial costs for the outsourcing of the payroll have been reduced from £2065.00 to £1,200 due to a change of prospective supplier. We will no longer need to pay for payroll software within the office. December 2018 payroll has been completed with no issues.
7. Due to the varied nature of the Grounds man job role it was decided that after using a contractor to cut the grass whilst the grounds man recovered from an injury, we would use the contractor for all future grass cutting in the village. This will allow him to be more proactive and responsive to issues as they come up and will allow more time for improvements.
8. Buildings include the Community Centre. We are working with them to produce a list of the known commitments and possible work needed for 2019/2020.
9. As per the previous Clerks report on the buying of Corner House Flat (Agenda item 10 30th October 2018) - £8355 per year will be added to the budget for loan repayments. Possible rental from the flat would negate these charges.
10. Changing of accounts packages has been budgeted for. This will improve our reporting function and reduce the amount of time spent.
11. Due to 2019/2020 being an election year, all councillors will then be eligible to claim their allowances, hence the rise in this figure.
12. We are aiming to increase our communication and interaction with the village and would be looking to make use of All About Angmering to inform and advertise events to the public.
13. Significant increase in legal fees due to costs being incurred by our work relating to easement on Mayflower Way and the Chandlers move. Although last year's budget states only £1,000 for legal fees, this was not the case and the bill is nearer £4,000.
14. We are planning to hold a Parish Assembly in place of the Village AGM this will be an evening event which allows local charities and groups/organisations to display and talk to the public about

Agenda Item 12

their activities/opportunities on offer. It will also be an opportunity for everyone to meet their new councillors after the 2019 election.

15. We want to continue to put on the events that were held this year, but also to build on them year on year.
16. The office refurbishment is going to continue. We are hoping to carry on with the good work completed so far with the window and create a warm and welcoming office that encourages members of the public in to offer ideas and meet with staff and councillors.

Item Description	2019/2020	2018/2019	Variation
Precept	(360,000)	(335,500)	(24,500)
Grants & Donations	-	-	
Section 106 & CIL Income	-	-	
Interest & Investment Income	(7,980)	(10,600)	2,620
Other Income	(9,300)	(1,330)	(7,970)
			-
	(377,280)	(347,430)	(29,850)
Salaries, NI & Pensions	175,882	182,900	(7,018)
			-
Staff Travel, Subsistence & Training	4,300	1,300	3,000
			-
Office Building Running Costs	3,750	2,970	780
Office Maintenance, Imp & Eq	15,600	1,050	14,550
Office Running Costs	9,710	8,220	1,490
Newsletter/All About Angmering	3,950	5,000	(1,050)
Books Publications & Subs	3,350	3,100	250
Protective Clothing, Tools & Eq	1,400	1,200	200
Bank Charges	25	20	5
Room Hire	1,300	900	400
Event Costs	8,000	4,500	3,500
Advertising	50	25	25
IT Support, Software and Eq	7,100	5,100	2,000
Insurance	9,200	12,900	(3,700)
Audit Fees	3,000	1,800	1,200
Professional & Legal	17,000	1,000	16,000
			-
Allowances	7,208	4,100	3,108
Chairman's Allowance	300	300	-
Courses/Conferences	1,000	1,000	-
Official Hospitality	700	700	-

Agenda Item 12

Election Costs	-	-	
Community Grants	3,500	3,300	200
Allotment Rent Paid	825	825	-
Christmas Day Event	-	-	
Play Areas	8,000	6,900	1,100
Buildings	6,500	5,500	1,000
Christmas Tree & Lights	1,000	500	500
Street Lighting	6,500	6,000	500
Dog Fouling & Waste Bins	500	500	-
Village Maintenance	31,100	19,900	11,200
Vehicles & Equipment	10,350	4,050	6,300
Loan Charges	8,355	-	8,355
Transfers to Reserves	20,000	49,570	(29,570)
Capital Improvements	-	-	
			-
	369,455	335,130	34,325
			-
	(7,825)	-12300	4,475

Decisions Needed.

- 1) To approve the precept at £103.78 per band D property, an increase of £3.78 per year (£0.07 per week)
- 2) To approve the budget as it stands, subject to any changes that will be reported to the council before the start of the 2019/2020 financial year.



Quotation

Project	P18689	Date	17/12/2018	Valid To	16/01/2019
Client	Angmering Parish Council				
Delivery Address	Corner House, The Square, Angmering, Littlehampton BN16 4EA				
Quotation no	PQ17058				
Contact	Tracey Lees				

Need Draw

• Need Drawings.

Costs	Item No.	Description	Unit Of Measure	Value (Net)	Quantity	Total (Net)	Area
	1.1	Skip for excess materials	Sum	£310.00	1.00	£310.00	Prelims
						£310.00	
	1.2	Remove switch wire to toilet wall and relocate to new position	Sum	£110.00	1.00	£110.00	Toilet area
	1.3	Remove toilet wall and leave exposed to sink area	Sum	£110.00	1.00	£110.00	Toilet area
	1.4	Remove section of wall and lintel to open up area	Sum	£640.00	1.00	£640.00	store area
	1.5	Remove wooden slat shelving at low level	Sum	£160.00	1.00	£160.00	store area
	1.6	Supply and Install new toilet and basin to existing services	Sum	£685.00	1.00	£685.00	Toilet area
	1.7	supply and install new heated towel rail off central heating system	Sum	£320.00	1.00	£320.00	Toilet area
	1.8	supply and install new 600 x 600 suspended ceiling to house lighting	Sum	£190.00	1.00	£190.00	Toilet area
	1.9	Supply and install new commercial floor vinyl	Sum	£325.00	1.00	£325.00	Toilet area
	1.10	To fill prep and emulsion walls	Sum	£365.00	1.00	£365.00	Toilet area
	1.11	Supply and install new IP rated lighting	Sum	£95.00	2.00	£190.00	Toilet area
	1.12	Supply and install new Emergency light circuit	Sum	£560.00	1.00	£560.00	general
	1.13	Supply and install new Emergency light	Sum	£95.00	1.00	£95.00	Toilet area
	1.14	Supply and install new small Kitchen area to existing services to include inset sink base units and wall units.: 1000 base. 500 base, 1000 wall unit	Sum	£1,950.00	1.00	£1,950.00	store area
	1.15	Supply and install new commercial floor vinyl	Sum	£320.00	1.00	£320.00	new kitchen area
	1.16	supply and install new 600 x 600 suspended ceiling to house lighting	Sum	£260.00	1.00	£260.00	new kitchen area
	1.17	To fill prep and emulsion walls	Sum	£385.00	1.00	£385.00	new kitchen area
	1.18	Electrical services to kitchen	Sum	£620.00	1.00	£620.00	new kitchen area

move boiler?



Quotation



1.19	Plumbing services to kitchen	Sum	£600.00	1.00	£600.00	new kitchen area
1.20	To supply and install new LED light panel to ceiling	Sum	£95.00	2.00	£190.00	new kitchen area
					£8,075.00	
2.1	supply and install new 600 x 600 suspended ceiling to house lighting	M2	£22.50	12.00	£270.00	Mid Office
2.2	To fill prep and emulsion walls	Sum	£740.00	1.00	£740.00	Mid Office
2.3	To supply and install new commercial carpet tiles	M2	£22.50	12.00	£270.00	Mid Office
2.4	To supply and install new LED light panel to ceiling	Sum	£95.00	4.00	£380.00	Mid Office
2.5	Supply and install new Emergency light	Sum	£95.00	1.00	£95.00	Mid Office
					£1,755.00	
3.1	supply and install new 600 x 600 suspended ceiling to house lighting	M2	£22.50	12.00	£270.00	Front office
3.2	To fill prep and emulsion walls x 3	Sum	£740.00	1.00	£740.00	Front office
3.3	To supply and install new commercial carpet tiles	M2	£22.50	12.00	£270.00	Front office
3.4	To supply and install new LED light panel to ceiling	Sum	£95.00	4.00	£380.00	Front office
					£1,660.00	
	Price summary	Prelims	£310.00	1.00	£310.00	
		Toilet kitchen area	£8,075.00	1.00	£8,075.00	
		Mid office	£1,755.00	1.00	£1,755.00	
		Front office	£1,660.00	1.00	£1,660.00	
		Total (Excluding Vat)			£11,800.00	

Please Note; All Prices Stated are applicable for Value Added Tax at the current rate. No Works commencement Date Or Material Can Be issued until acceptance sheet or Valid Purchase order has been returned.

Please Check, sign and complete sheet below





Quotation



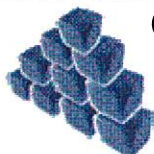
Job / Quotation acceptance Sheet

Project	P18689	Date	17/12/2018	Valid To	16/01/2019
Client	Angmering Parish Council				
Delivery Address	Corner House, The Square, Angmering, Littlehampton BN16 4EA				
Quotation no	PQ17058				
Contact	Tracey Lees				
Commencement / Delivery Date Required.					

Name		
Signature		Total (Excluding Vat)
Position		
Customer Purchase Order Number		
Standard Payment Terms:	By Return from invoice date	
		£11,800.00



hi tracy
i believe i have included all your requests please see quotation below



Name:	Tracy lees C/o Angmering parish council
Address:	Angmering parish office, the corner house
	The square Angmering
Post Code:	BN16 4EA
Date	10/11/18

<p>Dear Tracy</p> <p>Thank you for your recent inquiry to supply a quote works to the property above, a brief summary as listed below.</p>	<p>Total Cost Excl. Vat</p>
<p>Property; Angmering parish office</p> <ul style="list-style-type: none"> • To both office areas • Remove all furniture and remove all carpets and dispose, also all notice boards and shelving etc to be removed, to be replaced on completion of decoration • To build a timber stud wall with plasterboard both sides and insulation to be skim coat plastered and decorated with an opening to receive a UPVC screen with sliding openers as office below • To decorate office areas to walls ceiling and wood work and also decoration to the walkway between front and back • To provide carpet tiles in colour to be agreed and fit to both office areas and walk way from front to back • To put all office furniture back as before and leave clean and clear • To allow for minor electrical alterations • Please note the storage of furniture for the duration of each task needs to be discussed prior to works • Colours to be agreed for carpets and decoration 	
<ul style="list-style-type: none"> • To make alterations to the rear toilet area to make larger with the removal of the stud wall and replace original door location • Supply and install new basin with mirror and tiled splash-back 	<p>£7,035.60</p>

<ul style="list-style-type: none"> To supply and install a new chrome small towel rail To prepare and decorate To dispose of all waste off site to a skip at our yard 	£1,497.60
<ul style="list-style-type: none"> To remove and dispose of unit at the rear and replace with new unit and install water feeds to new sink area allowing for waste to outside rear door to gully outside This will have new worktop and new sink and taps and an allowance for removing and alterations to some shelving with in this area An allowance for electrical alterations has been included An allowance to reduce the dividing wall as much as possible to improve the area size To decorate the rear area with colour of choice To replace the glass in the window PC sum for moving location of the boiler £650 included PC sum for construction for a cupboard and storage area around new boiler location of agreed £650.00 included All left clean and clear on completion 	£2,423.32
Total	£10,956.52

Please sign below to confirm your acceptance of this Quote

Signed for and on behalf of FMC

Client Acceptance of the terms below

.....Date.....

.....Date.....

The total project cost is £12,256.40 plus VAT, any extras (if applicable) will be agreed with you before they are carried out and will be added to the above cost.

Our payment terms for this contract are 0% on placement of order and staged payments as agreed below:-

	Amount:	Date to be Paid by:
1. First Stage Payment :	Deposits to be confirmed	On placement of order
2. Second Stage Payment :		
3. Third Stage Payment :	TBA	

Payment can be a cheque made payable to [REDACTED]
 Transfer (please request our bank details) payment by cheque will incur a handling fee of 2%
FMC reserve the right to charge interest on any monies outstanding or unpaid by the agreed deadline

Please return this signed agreement to the address below or email [REDACTED]

A copy of this agreement will be forwarded to you for your records

- 
-
- 
- ♦ Plan Development, Submission & Approval
 - ♦ Architects Design, Structural Design
 - ♦ Site Surveys, Contamination Tests etc
 - ♦ Kitchen & Bathroom Design
 - ♦ Flooring Samples & Fitting
 - ♦ Landscaping, Driveways & Patios
 - ♦ Sustainable Energy Installation
(Solar Panels, Rain Water Recycling, Geothermal Heat Pumps etc)



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

Angmering Parish Council **Committee Meeting** **Monday 14 January 2019**

Agenda Item 14, CPR and Defibrillator Familiarisation Sessions

Sally Holmes our local First Responder and CFR Tutor has volunteered to run two training sessions for the general public on basic CPR Techniques and how to use a Defibrillator.

We have identified two dates, one in February and one in March (listed below) when these course could take place. If we get a lot of interest Sally is happy to run back to back courses to make sure as many people as possible can take part.

Course 1

Date: Monday 25 February

Time: 18:00 – 20:00

Location: Angmering Library

Course 2

Date: Saturday 2 March

Time: 11:00 – 13:00

Location: Angmering Library

The only cost will be the room hire fee which is currently £10 per hour, so based on the above will be £40 in total.

The course itself will last about 1 hour but we need to allow for set up and take down time hence a two hour hire per course.

The course will be advertised on our Website, Facebook page, the Office window, All About Angmering magazine (and on-line) and Posters around the Village.

ANGMERING PARISH COUNCIL

Balances Outstanding as at:

31-Dec-18

	£	£
Long Term Investments		
Consolidated Stock		96.00
 Bank Accounts		
Lloyds Bank Business Account	80,348.09	
Lloyds Bank Current Account	56,502.95	
CCLA Local Authorities' Property Fund	200,000.00	
CCLA Public Sector Deposit Account	25,000.00	
Hampshire Trust Bank	70,000.00	
United Trust Bank	80,000.00	
	<u>511,851.04</u>	
 Petty Cash Imprest Account	<u>275.57</u>	
 TOTAL BANK BALANCES AVAILABLE		512,126.61
 Public Works Loan Board		
Outstanding Debt - Office		-

2018/2019 Budget Monitor

		Total	Actual to Date	Known Commitment	Proportion of Total	
Nominal	31 December 2018	£	£	£	£	
7051	Festive Lights	-	4,770		0%	
7100	Street Lighting - New Columns	-	-		0%	
7101	Street Lighting - Electricity	1,500	222	1,400	15%	
7102	Street Lighting - Maintenance	4,500	32	4,500	1%	
7200	Dog Fouling Bin Collections	500	-		0%	
7201	New Dog or Waste bins	-	-		0%	
7202	Maintenance - Direct Labour	-	-		0%	
7203	Maintenance - Contractor - General	4,000	6,689	12,390	167%	Flooding Works grant paid for
7204	Maintenance - Contractor - Grass	800	13,119		1640%	Football Pitch Works
7205	Maintenance - Contractor - Trees & Hedges	3,000	1,800		60%	
7206	Maintenance - Contractor - Flowers & Beds	8,500	1,348		16%	
7207	Rubbish Collection Green Waste	1,800	1,431		80%	
7208	Rubbish Collection Recycling	300	233		78%	
7209	Rubbish Collection General Waste	1,500	999		67%	
8000	Mowers/Strimmers - Purchase	-	873		0%	
8001	Mowers/Strimmers - Fuel	600	314		52%	
8002	Mowers/Strimmers - Maintenance	1,500	615		41%	
8003	Mowers/Strimmers - Movements	-	-		0%	
8050	Vehicles - Purchase	-	-		0%	
8051	Vehicles - Fuel	1,000	751		75%	
8052	Vehicles - Licence	250	-		0%	
8053	Vehicles - Maintenance	700	1,281		183%	
8054	Equipment Storage	-	1,000		0%	
9000	Loan Charges	-	-		0%	
9500	Transfers to Reserves	49,570	-	(30,040)	0%	Ground Source Heating Repairs & Football Pitch Repairs
9900	Capital Improvements	-	-		0%	
Total Expenditure		335,130	263,446	(11,750)	79%	
Total Net Expenditure/(Income)		(12,300)	(104,209)	(11,750)		

2018/2019 Budget Monitor

			Total	Actual to Date	Known Commitment	Proportion of Total	
Nominal	31 December 2018		£	£	£	£	
5250	IT Support		3,300	2,840		86%	
5251	IT Software		1,500	1,521		101%	
5252	IT Equipment		300	318		106%	
5300	Insurance - Parish Policy		11,400	13,010		114%	
5301	Insurance - Vehicles & Equipment		1,500	1,400		93%	
5400	Internal Audit Fees		800	1,872		234%	
5401	External Audit Fees		1,000	-		0%	
5402	Professional Expenses		-	12,798		0%	Cathy Kelly
5403	Legal Fees		1,000	3,242		324%	Defamation advice plus ongoing matters
Councillors							
5500	Councillor's Basic Allowance		3,600	2,401		67%	
55001	Chairman's Allowance		300	300		100%	
5501	Member's Travel Expenses		500	130		26%	
5502	Official Hospitality		700	-		0%	
5503	Courses/Conferences		1,000	240		24%	
Other Expenditure							
5600	Election Costs		-	-		0%	
5700	Community Grants		3,300	1,964		60%	
5701	ACLT Match Funding		-	5,000		0%	
5800	Allotment Rent Paid		825	-		0%	
	Christmas Day Event		-	-		0%	
Maintenance Committee							
6300	Play Area Inspections		900	350		39%	
6301	Play Area Maintenance		6,000	2,106		35%	
6302	Play Amenities Maintenance		-	-		0%	
7000	Buildings - Routine Maintenance		5,000	29,717		594%	Ground Source Heating Repairs
7001	Buildings - Insurance Work		500	-		0%	
7002	Buildings - Improvements		-	-		0%	
7050	Christmas Tree		500	961		192%	

2018/2019 Budget Monitor

		Total	Actual to Date	Known Commitment	Proportion of Total	
Nominal	31 December 2018	£	£	£	£	
5015	Subsistence	-	110		0%	
5020	Staff Training	1,000	1,473		147%	
Supplies & Services						
5100	Electricity	1,100	674		61%	
5101	Gas	750	(26)		-3%	
5102	Water/Sewage	420	436		104%	
5103	Business Rates	-	-		0%	
5110	Office Cleaning	700	472		67%	
5111	Office Maintenance	550	449		82%	
5112	Office Improvements	-	3,863		0%	
5113	Office Equipment	500	1,611		322%	
5200	Stationery & Consumables	2,000	1,598		80%	
5201	Postage	120	1		1%	
5202	Telephones	1,000	997		100%	
5203	Broadband	1,200	599		50%	
5204	Mobile Telephones	550	469		85%	
5205	Photocopying	3,000	2,002		67%	
5206	Printing	350	228		65%	
5207	Newsletter Production	3,000	141		5%	
5208	Newsletter Delivery	2,000	-		0%	
5210	Books & Publications	200	103		52%	
5211	Professional Subscriptions	2,600	2,450		94%	
5212	Other Subscriptions	150	202		135%	
52121	Land Registry	150	129		86%	
5213	Protective Clothing	500	229		46%	
5214	Tools & Equipment	700	442		63%	
5215	Bank Charges	20	8		38%	
5216	Room Hire	900	890		99%	
5217	Entertainers/Stallholders	4,500	6,366		141%	
5220	Advertising	25	270		1080%	

2018/2019 Budget Monitor

Total Actual to Known
£ Date Commitment
£ £

Proportion of
Total

Nominal

31 December 2018

Income		£	£	£	£	
	4001	Precept	(335,500)	(335,500)		100%
	4100	Grants Received - General	-	-		0%
	4101	Grants Received - Lottery	-	-		0%
	4102	Grants Received - Arun DC	-	-		0%
	4103	Grants Received - WSCC	-	(12,390)		0%
	4104	Grants Received - Government	-	-		0%
	4200	Donations Received	-	(12,009)		0%
	4201	Fundraising	-	-		0%
	4500	Section 106 Income	-	-		0%
	4501	Community Infrastructure Levy Income	-	-		0%
	4800	Interest Received	(1,800)	(156)		9%
	4801	Investment Income	(8,800)	(6,259)		71%
	4900	Allotment Rent Received	(900)	(900)		100%
	4901	Insurance Claims	-	-		0%
	4902	Ground Rent & Insurance Contribution from Flat	(430)	(440)		102%
	4903	Other Income	-	-		0%
Total Income			(347,430)	(367,655)		106%
Expenditure						
Employees Direct						
	5000	Salary - Clerk	41,400	26,252		63%
	5001	Salary - Assistant Clerk	68,800	53,261		77%
	5002	Salary - Groundstaff	29,600	14,980		51%
	5005	Employer's National insurance	12,700	8,101		64%
	5007	Pension - LGPS	30,400	18,834		62%
	5008	Pension - Other	-	-		0%
Employees Indirect						
	5012	Travel	300	185		62%

Flooding Works to be done - invoice due in January 2019.

ACC Heating & Zoning

RECEIPTS AND PAYMENTS SCHEDULE

Dec-18

Receipts

Date	Payee Name	Reference	Total £	VAT £	Net £
05/11/2018	VAT REFUND	BGC	5.53		5.53 Interest
19/11/2018	SSALC LTD	BGC	14.88		14.88 Interest

TOTAL			20.41		20.41
RECEIPTS					

Dec-18

Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
03/12/2018	CXS	DD0901	42.00	7.00	35.00 Web Hosting
05/12/2018	ALLSTAR	DD0902	37.13	6.19	30.94 Fuel
05/12/2018	ALLSTAR	DD0902	2.40	0.40	2.00 Fuel
05/12/2018	ST MARGARETS C HALL	OL031218	37.50	0.00	37.50 Room Hire
05/12/2018	K HERR TRAVEL	OL031218	32.85	0.00	32.85 Travel
05/12/2018	TRAVIS PERKINS	OL031218	24.00	4.00	20.00 Maintenance Supplies
05/12/2018	TRAVIS PERKINS	OL031218	41.53	6.92	34.61 Maintenance Supplies
05/12/2018	ANGMERING VILLAGE HALL	OL031218	52.50	0.00	52.50 Room Hire
05/12/2018	MULBERRY & CO	OL031218	312.30	52.05	260.25 Audit Fees
05/12/2018	TRAVIS PERKINS	OL031218	53.63	8.94	44.69 Maintenance Supplies
05/12/2018	SLCC	OL031218	258.00	0.00	258.00 Membership SLCC
05/12/2018	SLCC	OL031218	30.00	0.00	30.00 Membership ALCC
05/12/2018	BIFFA	OL031218	70.09	11.68	58.41 Waste Removal
05/12/2018	BIFFA	OL031218	187.24	31.21	156.03 Waste Removal
05/12/2018	VIKING	OL031218	122.92	20.49	102.43 Office supplies
05/12/2018	VIKING	OL031218	2.71	0.45	2.26 Office supplies
05/12/2018	MULHOLLAND TREE SURGERY	OL031218	250.00	0.00	250.00 Tree Work
05/12/2018	SSALC	OL031218	288.00	48.00	240.00 Planning Training
05/12/2018	ACTIVE GROUNDS MAINTENANCE	OL031218	1980.00	330.00	1650.00 Palmer Road Field
05/12/2018	T.LEES TRAVEL	OL031218	20.40	0.00	20.40 Travel
05/12/2018	R.J MEAKER FENCING	OL031218	1004.72	167.45	837.27 Black Ditch Fencing
05/12/2018	TRADERS EVENING-TESCO	CC0901	49.00	0.00	49.00 Traders Evening Supplies
05/12/2018	BIG FRY - TRDERS EVENING	CC0902	18.10	3.02	15.08 Traders Evening Supplies
05/12/2018	ARUNDEL ROAD GARAGE	CC0903	790.92	131.82	659.10 Van Service
10/12/2018	CAB - GRANT	CHQ5969	250.00	0.00	250.00 Grant
11/12/2018	TS PROFESSIONAL	OL071218	246.00	41.00	205.00 PA for Memory Tree Event
11/12/2018	SLCC	OL071218	103.00	0.00	103.00 Local Council Publication (Yellow book)
11/12/2018	STUBBS COPSE WOODYARD	OL071218	99.60	16.61	82.99 Green Waste
11/12/2018	BOXX DIRECT	OL071218	179.96	29.99	149.97 Desk Dividers
11/12/2018	BOXX DIRECT	OL071218	273.60	45.60	228.00 Memory Tags
11/12/2018	BOXX DIRECT	OL071218	678.22	113.04	565.18 Window Displays
11/12/2018	WILSON DESIGN ASS	OL071218	96.00	16.00	80.00 Website Update
11/12/2018	ANGMERING VILLAGE HALL	OL071218	35.00	0.00	35.00 Room Hire
11/12/2018	MULHOLLAND TREE SURGERY	OL071218	280.00	0.00	280.00 Tree Work
11/12/2018	FESTIVE ILLUMINATIONS	OL071218	950.00	0.00	950.00 Christmas Tree and lights
11/12/2018	HOGG PROPERTY MAINTENANCE	OL071218	90.00	0.00	90.00 Manhole cover replavement
11/12/2018	OFFICE CLEANER	OL071218	448.30	0.00	448.30 Cleaner
11/12/2018	DANNI MARINER - TRAVEL	OL071218	19.80	0.00	19.80 Travel
11/12/2018	TRAVIS PERKINS	OL071218	34.90	5.82	29.08 Maintenance Supplies
11/12/2018	J ELECTRICAL	OL071218	342.00	57.00	285.00 Electric Box - Square
11/12/2018	FUTURE MANAGEMENT & CONSTRU	OL071218	3297.54	549.59	2747.95 Window Refurb
11/12/2018	BIFFA	OL071218	24.84	4.14	20.70 Waste Removal
11/12/2018	K HERR TRAVEL	OL071218	32.40	0.00	32.40 Travel
11/12/2018	ROGER MILES AWARD	CHQ5970	100.00	0.00	100.00 Award
12/12/2018	SX RURAL COMMUNITY	SO0901	50.00	0.00	50.00 Membership
13/12/2018	SAGE	DD0903	35.06	5.84	29.22 Accounts
13/12/2018	SAGE	DD0904	71.40	11.90	59.50 Accounts
17/12/2018	MIKE ROSE STORAGE	SO0902	500.00	0.00	500.00 Storage
19/12/2018	ALLSTAR	DD0905	37.17	6.19	30.98 Fuel
19/12/2018	ALLSTAR	DD0905	2.40	0.40	2.00 Fuel
19/12/2018	VODAFONE	DD0906	62.12	10.35	51.77 Mobile
20/12/2018	SCS	DD0907	107.40	17.90	89.50 Web
20/12/2018	COUNCILLOR ALLOWANCES	OL201218	1111.20	0.00	1111.20 Cnllr Allowance
20/12/2018	SALARIES	SALARIES	7698.40		7698.40 Salary
21/12/2018	SUSTENANCE	CPT211218	110.00	0.00	110.00 Sustenance
24/12/2018	FOCUS IT	DD0908	361.42	60.24	301.18 IT Support
24/12/2018	GIFGAFF	DD0909	10.00	1.66	8.34 Emergency Mobile
27/12/2018	ALLSTAR	DD0910	46.95	7.82	39.13 Fuel
27/12/2018	ALLSTAR	DD0910	2.40	0.40	2.00 Fuel
31/12/2018	UTILITY WAREHOUSE	DD0911	47.26	2.25	45.01 Utilities
31/12/2018	UTILITY WAREHOUSE	DD0911	87.97	4.19	83.78 Utilities
31/12/2018	UTILITY WAREHOUSE	DD0911	2.40	0.40	2.00 Utilities
31/12/2018	UTILITY WAREHOUSE	DD0911	67.83	3.23	64.60 Utilities
			23,700.48	1,841.18	21,859.30