



Established 1894

## Angmering Parish Council

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

**Present:** Councillors Nikki Hamilton-Street (Chair), Sylvia Verrinder, Alan Evans (Vice Chair), John Oldfield, Norma Harris and David Marsh

**In Attendance:** Katie Herr (Clerk), Tracy Lees (Committee Clerk), WSCC Cllr. Deborah Urquhart and 3 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 – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS; Tree Protection Order - TPO

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	F25/046	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for Cllrs Paul Bicknell, Matthew Want, Carey Benett, Alison Reigate and ADC Cllr. Andy Copper. Apologies were not received and therefore not agreed for ADC Cllr. Amelia Worne.	
2	F25/047	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	
3	F25/048	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the Council on <b>Monday 9 June 2025</b> were agreed and will be signed by the Chair.	
4	F25/049	<b>PUBLIC CONSULTATION</b> Cllr. Marsh spoke as a member of the public. He is concerned with the Police perceived inaction to deal with the anti-social behavior of small groups of youths that is taking place around the village. He was keen to stress that the public need to report, report, report to make sure these issues are noted and dealt with as soon as possible. He is also worried about the potential of vigilante action being taken and the possible consequences this could cause. Cllr. Marsh asked if the Clerk could liaise with the Police about this issue.	

The Clerk advised that our PCSO Barry Bastable has knowledge of these individuals and also that he will be visiting Angmering to hold 3 x 1hr pop up sessions. These sessions, supported by councillors, will be used to engage with residents, hand out leaflets and get to know where the issues are and what people's concerns are. The sessions will take place as follows:

- **Wednesday 23rd July 10:00-11:00 Angmering Square on the green**
- **Thursday 28th August 10:00-11:00 Bramley Green – outside Community Centre**
- **Saturday 13th September 10:00-11:00 Bramley Green – outside Community Centre**

The Clerk will also bring up Cllr. Marsh's concerns at the next online Parish meeting with Sussex police.

The Chair also said the Angmering School Liaison Officer was also aware of these individuals and work was being undertaken in the background that couldn't be discussed. She also stressed the need to report all incidents to the police.

**5 F25/050 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**

The Clerk asked if there were any questions regarding her report, none were asked. She then went on to give these additional updates:

- All Councillor Pop Up sessions have now been scheduled for August – this is a chance for residents to chat to Councillors face to face and ask questions in the areas they live. Councillors were encouraged to put their names against the meeting dates if not already done so.
- The new planters along the A259 have now been fully installed
- The conversation around installing a Blue Plaque is still on going
- The APC front office has a new layout, it is now easier for staff to access all the information that is given out, such as information leaflets, on a daily basis.
- The use of S106 monies are still being chased with WSCC and ADC regarding the funds collected for the primary school.

Finally, the Clerk mentioned the work taking place outside the office to install the remedial works on the pavement, this includes installation of a tactile section, this should take about a week to complete.

The Committee Clerk updated the committee on how the Summer Jam had gone the Saturday prior to this meeting. After having to be postponed due to bad weather in June the event was a great success with more people attending than ever before. All that were involved or attended have given very positive feedback and another event will be planned for next year. Cllr. Verrinder said how much she enjoyed the event and thanked the office team for their hard work to make this event happen.

**6 F25/051 CHAIR'S REPORT**

The Chair started by thanking all those involved with the Lavina Norfolk Summer Fair and 50<sup>th</sup> Anniversary of The Angmering School which took place on Saturday 5 July 2025. The event raised £1,300 on the day.

Questions were invited on her report, but none were asked.

**7 F25/052 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart started by saying that the Summer Reading Challenge was now up and running in all libraries.

She reported that WSCC and Biffa have given awards totaling £5k to community groups, the money has come from sales in the Re-Use Shops.

The TRO for a 30 mph limit along Long Furlong, the Patching Village end, is now out for consultation.

A short discussion on the Governments' plan to stop funding Neighbourhood plans took place along with their plans for dealing with flooding which should hopefully benefit this area.

She finished by saying she had taken part in a meeting today regarding devolution and the work currently being undertaken. She also asked that the Clerk copy her into any emails regarding S106 monies.

Questions were then invited – Cllr. Evans commented about pothole repairs and explained he had witnessed a pothole being repaired but one very close by had been left untouched. Cllr Urquhart explained the process the pothole team have to follow and stated that where potholes met the criteria they would be repaired there and then even if they were not the original one the team had been sent out to. The Chair gave an example of this that she had witnessed.

**8 F25/053** Cllr. Cooper gave his apologies for not attending the meeting, no report was submitted.

**9 F25/054 DEVOLUTION UPDATE & LOCAL GOVERNMENT REORGANISATION UPDATE**

The Clerk will continue to send through any information that is received to all councillors.

The Clerk and the Chair have been invited to attend a meeting on Thursday 17 July entitled Local Government Reorganisation (LGR) in West Sussex – Stakeholder engagement and evaluation process – the invitation letter explaining what will be discussed at the meeting will be shared with all councillors along with any further updates and required actions. The original email will be sent to all councillors for their reference.

**10 F25/055 SAVE DAPPERS LANE GROUP – SURVEY PRESENTATION**

The Chair welcomed two members of the group and invited them to speak. They started by thanking the Clerk and Cllr. Verrinder for their help up to this point. They then went on to read out their report which had previously been shared via the supporting papers. The report included their findings, stats, the number of responses they had received to the survey and reiterated why they wanted to close the lane. They also said they believed

that WSCC, ADC and APC have a duty of care and asked all for their backing for submitting a Community Highways Scheme (CHS) application. Once their presentation had ended the Chair asked if the councillors had any questions and that tonight was about getting the councillors views on what had been presented and next steps. A discussion then took place.

The Chair did question the point made around the emergency services not needing access, it was agreed that this point had been misinterpreted by the group.

Cllr. Evans congratulated the group for getting this far and Cllr. Verrinder reminded all of the TRO for a 20mph limit which has been approved but not yet installed.

The Clerk then talked through the process/next steps needed to put all of the information into a formal CHS submission which will need to go to WSCC. Cllr. Urquhart also commented on the process that needed to be followed and gave her support to the submission.

The Chair then advised the committee that they needed to decide if APC can support the creation of a Traffic Regulation Order/Community Highways Scheme application being put forward to WSCC to shut the northern end of Dappers Lane and that a majority decision was needed. A show of hands was then taken with 5 in favour and 1 against.

Once the CHS has been submitted - the final decision will now be down to WSCC.

**Both members of the Dappers Lane Group and Cllr. Urquhart left the meeting at 20:09.**

**11 F25/056 ANGMERING SPORTS HUB**

It was reported that there have been delays due to ground monitoring and ecology surveys, and there is still a lot of work to be done behind the scenes. This resulted in the initial planning application being withdrawn. A consultant will also be appointed to help write the bid to go to the Football Association.

The Clerk made reference to the email that had been received from ADC. Firstly, it asked for a letter to be written to the Football Foundation in support of the project. All councillors confirmed their support for the project and asked the Clerk to confirm this in writing.

The email also asked for councillors thoughts on APC making a financial contribution to the project. Figures show they are short of funds, despite collecting S106 funding from Angmering developments for many years. The Chair gave her thoughts on this and also where S106 monies had been redirected in the past, away from other Angmering initiatives. The councillors were in agreement with the Chairs comments and a discussion took place.

It was agreed that an email should be written by the Clerk back to the officer from ADC explaining that APC would not be offering any financial

contribution, and the reasoning. The Chair will also update our district councillors about APC's concerns over the time taken for the project to come forward and lack of funding.

**12 F25/057 OFFICE REFURBISHMENT - OUTSIDE**

The supporting paper was presented and questions invited. Several comments were made about the current state of the outside of the parish office and that it was in need of TLC - all agreed the work needed to be done. The Clerk did point out that more work maybe needed once work commenced but this could not be known until the work had started. All took this on board and the following was agreed:

Cllr. Marsh **PROPOSED** that the quote to improve the exterior of the building should be accepted. Cllr. Verrinder **SECONDED** and **ALL AGREED**

The Committee Clerk will go back to the contractor and agree a date to start the work.

**13 F25/058 SPEED INDICATOR DEVICES**

The Clerk presented the supporting paper and gave an update which included identifying that out of all the areas put forward only three were able to be approved by WSCC, but that this does not stop further sites being investigated at a later date. The Chair went on to give examples of why certain areas were not suitable and therefore not approved. The areas for the proposed cameras were identified as Water Lane, Station Road and Downs Way. The Clerk then explained what approvals were needed, who would need to approval them and also how the devices would work. The Clerk also talked through the various quotes received and what was included within each quote.

The next part of this agenda item was to decide on a supplier to go with and if APC was happy to sign the WSCC paperwork agreement, the following was agreed:

Cllr. Marsh **PROPOSED** that APC was happy to sign the WSCC required paperwork for the 3 sites mentioned above. Cllr. Harris **SECONDED** and **ALL AGREED**

Cllr. Marsh **PROPOSED** that quote 2 was accepted and to instruct the company to manage the movement of the devices on behalf of APC. Cllr. Evans **SECONDED** and **ALL AGREED**

The Clerk will now move forward this is agenda item and report back at a future meeting.

**14 F25/059 A/154/24/OUT – UPDATE ON PRESENTATION FOR POSSIBLE NEXT STEPS**

The Clerk read out the attached, which details the research that had been done in preparation for the developers next potential steps. Extra information was added about conversations that were had with other parish councils who had gone through similar experiences, a barrister and also our planning consultant, Steve Tilbury.

Several process related questions were asked, and these were answered by the clerk. It was confirmed again that at this stage we do not know what the developers next steps will be, and that all the work was in preparation of what they may do next. If an appeal is submitted, then the majority of the groundwork has been done with regards to APC's potential involvement at the appeal.

Cllr. Nikki Hamilton-Street advised the Clerk and herself had been in touch with the Protect Farmland West of Bewley Road (PFWBR) group and we will be sharing the paper, as well as our thoughts for potential next steps. All agreed that being prepared and working with the PFWBR group would be the best way forward.

It was also confirmed that the Clerk had written to officers at ADC urging them to keep the parish council up to date of any updates regarding the application, as previously there had been issues on other appeal cases.

The Clerk will email the PFWBR group and report back as soon as we hear anything from ADC.

**15 F25/060 COMMUNITY GRANT APPLICATIONS**

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

Three grant requests have been submitted for consideration this month.

- Air Ambulance Charity Kent Sussex and Surrey – £250
- William Older Playgroup – £500
- Tylers Trust – £500

After discussion, the following decisions were made:

Cllr. Verrinder <b>PROPOSED</b> that a sum of £300 was granted to Air Ambulance Chariry Kent Sussex and Surrey. Cllr. Oldfield <b>SECONDED</b> and <b>ALL AGREED</b>
--

Cllr. Evans <b>PROPOSED</b> that a sum of £250 was granted to Wiliam Older Playgroup. Cllr. Harris <b>SECONDED</b> and <b>ALL AGREED</b>
--

Cllr. Hamilton-Street <b>PROPOSED</b> that a sum of £250 was granted to Tylers Trust. Cllr. Oldfield <b>SECONDED</b> and <b>ALL AGREED</b>
--

The Chair continues to encourage councillors to make it known that APC grants are still available.

**16 F25/061 2025/26 FINANCIAL REPORT**

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

**17 F25/062 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

Cllr. Harris reported on Twinning matters and advised that representatives from France, approximately 30, will be visiting Angmering between Friday 29 – Thursday 31 August 2025. A full itinerary has been put together starting with a Welcome Event being held on Friday 29 August which all councillors were invited to attend. The group was started 49 years ago via the APC office which in turn means they will be celebrating 50 years of affiliation in 2026.

**18 F25/063 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

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

**19 F25/064 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 11 August 2025** at 7:30pm in the King Suite, Angmering Village Hall.

**The meeting concluded at 21.16.**

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

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# Clerks Report August 2025

## Agenda Item 5

- 1) 2 new safety signs are to be installed at Mayflower Park for the skate bowl and the BMX track. New signs will also be installed at Blenheim, Pippin, Braeburn and Fletchers Field.
- 2) Work continues on the electricity supply to the village green and on the purchase of SID's for the village. I am required to obtain a structural test on one of the lamp posts, so this has delayed the project. We are also having to do away with the solar panels, due to weight limits, but the company we will employ will charge and swap batteries as part of their service.
- 3) Dappers Lane is now a 20mph zone. Signage has ben put up, checked and signed off.
- 4) Work continues in the village with regards to Southern Water Improvements and updates are shared when we receive them.
- 5) New office – we are being forced to look at alternative ideas for a new office due to the trustees of the Angmering Community Centre not agreeing to our plans and amending the lease so building could take place.
- 6) Councillors on tour starts in August – if you would like to attend any other sessions, please let me know.
- 7) The Active Play Sessions (funded by APC) are happening twice per week at Decoy Rec and Mayflower Park. Attendance has been good and feedback positive.



# Chairs Report April 2025

## Agenda Item 6

Thank you to Matt Want who has been a Councillor for nearly 4 years and due to family commitments has stood stand as a Parish Councillor. We wish him and his young family well and look forward to seeing him supporting some of our events in the future.

Priorities identified from the annual plan to focus on.

- Councillor Recruitment - we currently have four vacancies, and this puts pressure on us all to attend meetings and continue to support the office to deliver our annual action plan. The Pop Ups planned around the parish over the summer are vital so we can share what we do and encourage individuals to consider getting involved. If you need any support in what information we should be providing, please ask Katie, Alan or myself.

Do you have any other ideas for recruitment, or would you like to appear in a video promoting APC and de-mystifying our role?

- Delivery of new office and community hub - you will receive an update on the current situation. Every day that there is a delay, the cost to the community increases, and the opportunity to provide the best service we can diminishes. We need to move the project forward urgently.

- Development of Mayflower Park - we have had high level plans to improve the facilities and increase the usage of the park for the last 3 years. The solar lights and the children's balance track are a fabulous start. With the recent report that the equipment at Discovery Play Park needing urgently replacing, we will be re establishing the Task & Finish Group and creating a deliverable plan.

- Working with partners to address crime, antisocial behaviour and the fear of crime - thank you to the office for working with our PCSO Barry Bastable to put on the pop ups and continuing to raise concerns with the Neighbourhood Policing Team. We need to encourage the community to report everything so that the data shows what is happening.

- Youth Engagement - organise a meeting with Police, ADC ASB team, Arun Youth Team and anyone else they all think would be good to tackle the low level ASB and graffiti

- Increase Grounds Team - to build resilience into the team, to cover leave and absences and increase ability to undertake work needed

Devolution and Local Government Reorganisation - the survey asking people's views on the potential options has been out since 17th July, with a few days left please complete and encourage others to as well - [shapingwestsussex.org](http://shapingwestsussex.org)  
Updates continue to be shared by Arun CEO.

Land West of Bewley Road - Gleeson has submitted an appeal against the decision to refuse the application. The Planning Inspectorate has set a date for 28th October as a Public Inquiry.

A decision needs to be taken on the route that we take - that of an Interested Party or Rule 6 participants.

Fire Ride Event - thank you to the office on arranging such a successful event on Saturday 2nd. It was a truly inclusive event with beginners and more advance riders taking part, as well as spectacular displays.



## General Council Risks

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

Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Park Improvements	Funds	4	3	12	Ensure correct procedure followed when assigning contractors. Source external funding/grants/assign CL money.	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
ASRA Sports Pavilion	Current State of Repair	4	4	16	Maintain in best condition as possible.	3	3	6
ASRA Sports Pavilion	Current State of Electrics	5	4	20	Electrics have been completed and certificate of completion given.	2	2	4
ASRA Sports Pavilion	Loss of football to Angmering based teams	5	3	15	APC are doing everything they can to make sure Angmering based football clubs have a base to play football, until the hub is built. Continue to apply pressure to ADC re the Sports Hub.	5	2	10
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Way Ownership	Responsibilities regarding the road	3	3	9	Information is on file as to what responsibilities other landowners have over the lane. Land registry information saved.	2	3	6
Mayflower Way - current state	State of the road, upkeep and maintenance costs	4	4	16	Along with the work above the Clerk is looking into the value of the road. Groundsman monitors area.	3	4	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Community Land Trust Housing	Change in house tenure proposed. Project currently on hold due to funds. Scheme fails to be completed.	3	5	15	Working with ACLT to find a solution. Suggested several avenues to explore. Working with ADC to identify further funding.	3	4	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Staffing	Staff member leaves	3	3	9	Cross training across the office	2	3	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Community Centre	Management and day to day running of the centre	3	3	9	Monitoring of processes, procedures and structure.	2	2	4
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Social Media	Facebook - Councillor Use	3	3	9	Councillors are advised regarding political views on FB etc	3	2	6
Social Media	Facebook - Councillor personal posts	3	3	9	Councillors are asked to seek advice from the Clerk re posts regarding Angmering/APC on their own page.	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Flood Alleviation Scheme	Project not being fully funded and completed	4	4	16	Phase one fully funded but planning application has run out. Keep pressure on WSCC to deliver on phase 1 & 2. Request regular updates.	4	3	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Losing councillors from the Parish Council	Losing skills and knowledge from the council due to councillors leaving/retiring	4	4	16	Formulate a plan to recruit councillors with the required skills such as planning and legal knowledge. Ensure new councillors receive the relevant training.	3	3	9
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Boundary Changes	Reduction in size of parish, also incurs drop in precept	4	3	12	Increase engagement in all areas and keep abreast of any possible changes/amendments	4	2	8
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Council owned land	Unwanted incursions onto Parish Council owned land	4	3	12	Mayflower Park - Boulders placed around the site and entrances to minimise areas of entry. Bund added along open side of park and kissing gate installed between the field and the WSCC owned field. The SUD is natural defence due to its steep sides. Building relationships with the Police and officers at ADC and WSCC. Using intel received from these agencies. Site assessment visits being arranged through the police.	4	2	8
Council owned land	Unwanted incursions onto Parish Council owned land	4	4	16	Community Centre Green Space - Dragons teeth around the green are inspected regularly and replaced when needed. Totally overlooked by houses. Building relationships with the Police and officers at ADC and WSCC. Using intel received from these agencies. Site assessment visits being arranged through the police.	4	2	8
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
New Office Buildings	Lack of community/ACCA support	4	4	16	Explain clearly all the pros of the new building, including that precept will not be going up. Advise re lease changes (ACCA only)	3	3	9
New Office Buildings	Funds - lack of to complete the build	4	4	16	Review of budget for build, apply for grants to aid funding, review investments.	4	3	12
Risk Rating Guide								
Severity (S)			Likelihood of harm occurring (L)			Risk rating = L x S		
1 = Negligible			1 - Very low			0 - 4 = Insignificant		
2 = Minor			2 = Very unlikely			5 - 9 = Low risk		
3 = Moderate			3 = Unlikely			10-15 = Medium risk		
4 Major			4 = Likely			16+ = High risk		
5 = Catastrophic			5 = Very likely					

Risk Assessment Completed	29-07-25
Take to Full Council	11-08-25
Next Review at Governance and Oversight Committee	05-11-25



# Financial Risk Assessment

## Financial Risk Assessment

Risk	S	L	Level	Controls in place
Banking Account Errors/going overdrawn	1	2	2	All council bank accounts are reconciled every month in accordance with the Financial Regulations Monthly reconciliations are subsequently signed off by a different councillor each month. Bank statements accessible online to check receipt of payments Weekly checks are made on the business account and if low, money is to be transferred from the high interest account.
Risk of consequential loss of income	5	1	5	Insurance cover in place for insurable risks, including business interruption. Recently updated regarding Fidelity Guarantee New asset purchases added to insurable risks at earliest opportunity Full asset registered reviewed at least annually to ensure sufficient insurance cover in place Bank account general reserves to be increased over time to approximately 50% of the precept Financial performance of all activity reviewed monthly to enable issues to be speedily addressed All electronic records backed-up every night Precept paid in two installments by the District Council
Loss of cash through theft or dishonesty	1	1	1	Petty cash spending agreed in advance by RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced monthly.
Risk	S	L	Level	Controls in place
Financial controls and records not in place	1	1	1	Internal audit completed twice per annum in addition to annual external audit Internal audit reports presented to the next available Parish meeting, along with an action plan detailing how the auditor's recommendations have been acted upon All electronic financial records are backed up off site every evening Tenders and/or quotes for works are secured in accordance with Financial Regulations All financial records stored and saved in accordance with the council's Document Retention Policy Financial Risk Assessment to be reviewed by Governance Committee
Failure to comply with HMRC VAT Regulations	2	1	2	VAT payments and reclaims processed Advice notes from HMRC followed at all times, using external expert advice where necessary Internal auditor reviews VAT as part of the twice yearly checks VAT reconciled monthly and claimed quarterly via online HMRC RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019
Risk	S	L	Level	Controls in place
Failure to produce a sound budget to support annual precept	4	1	4	Previous year's budget and income and expenditure to date used to draft next year's budget Earmarked and general reserves reviewed as part of budget setting process Developing a council business plan will further inform longer term financial aspirations RFO prepares draft budget for review by Governance Committee Budget proposal discussed and agreed by Governance Committee as a recommendation to Full Council Full Council approve budget and agree precept to meet response deadlines set by District Council Expenditure against budget reported to relevant committees at every meeting
Risk	S	L	Level	Controls in place
Failure to comply with borrowing restrictions	3	1	3	Any new Public Works Loan Board (PWL) borrowing to be approved by Full Council after assessment of the business case Support with application process available through WSALC if required
Risk	S	L	Level	Controls in place
Loss of interest from investments	2	1	2	Investment Policy - reviewed annually Statements regularly reviewed Potential to go over the 500k Euro limit for FSCS guarantee. -The spread of investments across accounts is still important and protects the council against losing everything if kept in just one account. While investments are with Flagstone - monthly checks are made on their progress and the money reinvested when the account matures.
Risk	S	L	Level	Controls in place
Risk from increasing prices such as utility bills, insurances etc	3	3	9	Careful consideration is taken when budgeting for the following year. Taking advice and looking at trends. Comprisns are undertaking and several quotes are always obtained, as per our Financial Regulations Funds are available within the "General Reserves" to make virements to cover any unexpected overspend.
Risk Rating Guide				
Severity (S)	Likelihood of harm occurring (L)		Risk rating = L x S	
1 = Negligible	1 = Very low		0 - 4 = Insignificant risk	
2 = Minor	2 = Very unlikely		5 - 9 = Low risk	
3 = Moderate	3 = Unlikely		10 - 15 = Medium risk	
4 = Major	4 = Likely		16 + = High risk	
5 = Catastrophic	5 = Very likely			
Risk Assessment Completed	29-07-2025			
Take to Full Council	11-08-2025			
Next Review by Governance & Oversight	05-11-2025			



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# **ANGMERING PARISH COUNCIL**

## **Investment Policy 2025**

**ANGMERING PARISH COUNCIL**

**Authored by: Katie Herr**

**Version: 4**

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## 1. INTRODUCTION

- 1.1 This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Angmering Parish Council.
- 1.2 Authority reference is to the council's Financial Regulations.
- 1.3 The Local Government Act 2003 Section 12 provides the power to invest (a) for any purpose relevant to its functions under any enactment or (b) for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.
- 1.4 The council acknowledges its duty of care to the community and the prudent investment of funds.

## 2. OBJECTIVES

- 2.1 The council's priorities are, in the following ranking order:
- (i) The security of capital to minimise the risk of losses.
  - (ii) The liquidity of investments to meet the cash flow needs of the council.

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(iii) Maximising income within the framework of the national economic situation.

2.2 The council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

### **3. INVESTMENTS**

3.1 All investment and deposits will be with UK registered banks or building societies.

3.2 All investments, deposits and interest will be in £ sterling.

3.3 Investments for current expenditure will be on instant access deposit accounts with a daily feeder to the current account.

3.4 Investments not required for current expenditure i.e. the general reserve may be placed on longer term deposits of up to 2 years. If investments are over 12 months – the amount invested is taken out of the accounting system and added to the asset register.

3.5 Investments not required for current expenditure i.e. earmarked reserves may be placed on medium term deposits not exceeding 1 year.

3.6 In order to spread the financial risk to a minimum, investments will be made with a minimum of 2 financial institutions.

3.7 The credit ratings of the institutions will be a minimum of 'B' and these will be monitored regularly.

3.8 As our annual budget is over 500,000 Euros (about £418,000) we are not covered by the Financial Services Compensation Scheme (FSCS), whereby you are 100% protected for the first £85,000 held at any single financial institution. Therefore, to maximise the protection and security of our funds, we will spread our money across several accounts.

#### 4. CURRENT INVESTMENTS – see appendix 1 also

CCLA Property Fund – Large long term investment.

CCLA The Public Sector Deposit Fund – Short term instant access investments.

Flagstone Investment Platform – 0-12 month investment accounts.

#### 5. REVIEW

5.1 The management of this policy will be by the Clerk. Any changes to where investments are held will be discussed at Governance and Oversight Committee and put forward for approval at Full Council.

5.2 This policy will be reviewed by the Governance and Oversight Committee on an annual basis. Any variation to the policy will be submitted to the council for approval.

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

Based on the above assessment the overall risk is classed as **medium** priority and should be assigned a review period of **1 year**.

Meeting policy was approved at: Full Parish Council

Date: 11 August 2025

Date of next review: August 2026

## Appendix 1

### Current Investments

Account	Investment	Current Interest Rate /Share Value
The Local Authorities Property Fund	£186,413.05	Units Held – 66,050.00 May 2025
The Public Sector Deposit Fund	£25,000	4.39% PA May 2025
Flagstone – Various Accounts	£1,217,514.22	Various – as of May 2025



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**ANGMERING PARISH  
COUNCIL  
DATA PROTECTION  
POLICY  
2025**

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**ANGMERING PARISH COUNCIL  
Authored by: Katie Herr/Tracy Lees  
Version: 3**

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## 1. INTRODUCTION

1.1. Angmering Parish Council (the Council) collects and uses certain types of personal information about staff, Councillors, residents and other individuals who come into contact with the Council. The Council may be required by law to collect and use certain types of information to comply with statutory obligations related to employment and this policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the General Data Protection Regulation and other related legislation. This policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the General Data Protection Regulations and other related legislation.

1.2. The GDPR applies to all computerised data and manual files if they come within the definition of a filing system.

## 2. PERSONAL DATA

2.1. 'Personal data' is information that identifies an individual. A sub-set of personal data is known as 'personal sensitive data'. This special category data is information that relates to a person's:

2.1.1. race or ethnic origin;

- 
- 2.1.2. political opinions;
  - 2.1.3. religious or philosophical beliefs;
  - 2.1.4. trade union membership;
  - 2.1.5. physical or mental health;
  - 2.1.6. an individual's sex life or sexual orientation;
  - 2.1.7. genetic or biometric data for the purpose of uniquely identifying a natural person.

2.2. Personal sensitive data is given special protection, and additional safeguards apply if this information is to be collected and used.

2.3. The Council does not intend to seek or hold sensitive personal data about staff, trustees or clients except where it has been notified of the information, or it comes to light via legitimate means (e.g. a grievance) or needs to be sought and held in compliance with a legal obligation or as a matter of good practice.

### **3. THE DATA PROTECTION PRINCIPLES**

3.1. Article 5 of the GDPR sets out six data protection principles which must be followed at all times:

- 3.1.1. personal data shall be processed fairly, lawfully and in a transparent manner;
- 3.1.2. Personal data shall be collected for specific, explicit, and legitimate purposes, and shall not be further processed in a manner incompatible with those purposes;
- 3.1.3. personal data shall be adequate, relevant and limited to what is necessary for the purpose(s) for which it is being processed;
- 3.1.4. personal data shall be accurate and, where necessary, kept up to date;
- 3.1.5. personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose / those purposes;
- 3.1.6. Personal data shall be processed in such a way that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

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3.2. In addition to this, the Council is committed to ensuring that at all times, anyone dealing with personal data shall be mindful of the individual's rights under the law (as explained in more detail in paragraphs 7 and 8 below).

3.3. The Council is committed to complying with the principles in 3.1 at all times. This means that we will:

3.3.1. inform individuals as to the purpose of collecting any information from them, as and when we ask for it and will identify who we will share the information with and how long we intend to retain the information;

3.3.2. be responsible for checking the quality and accuracy of the information;

3.3.3. regularly review the records held to ensure that information is not held longer than is necessary, and that it has been held in accordance with the data retention policy;

3.3.4. ensure that when information is authorised for disposal it is done in accordance with our disposals policy;

3.3.5. ensure appropriate security measures to safeguard personal information whether it is held in paper files or on our computer system, and follow the relevant security policy requirements at all times;

3.3.6. share personal information with others only when it is necessary and legally appropriate to do so;

3.3.7. set out clear procedures for responding to requests for access to personal information known as subject access requests;

3.3.8. report any breaches of the GDPR.

## **4. CONDITIONS FOR PROCESSING**

4.1. The individual has given consent that is specific to the particular type of processing activity.

4.2. The processing is necessary for the performance of a contract, to which the individual is a party, or is necessary for the purpose of taking steps with regards to entering into a contract with the individual, at their request.

4.3. The processing is necessary for the performance of a legal obligation to which we are subject.

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4.4. The processing is necessary to protect the vital interests of the individual or another.

## **5. USE OF PERSONAL DATA BY THE COUNCIL**

5.1. The Council collects and uses certain types of personal information about staff, Councillors, residents and other individuals who come into contact with the Council. In each case, the personal data must be treated in accordance with the data protection principles as outlined in paragraph 3.1 above.

5.2. Any wish to limit or object to use of personal data should be notified to the Clerk in writing. If, in the view of the Clerk, the objection cannot be maintained, the individual will be given written reasons why the Council cannot comply with their request.

### **Staff, Councillors and Volunteers**

5.3. The personal data held about staff, Councillors and volunteers will include contact details, employment history, information relating to career progression, information relating to DBS checks and photographs.

5.4. The data is used to comply with legal obligations placed on the Council in relation to employment. We may pass information to other regulatory authorities where appropriate. Personal data will also be used when giving references.

5.5. It should be noted that information about disciplinary action may be kept for longer than the duration of the sanction. Although treated as “spent” once the period of the sanction has expired, the details of the incident may need to be kept for a longer period.

### **Other Individuals**

5.6. The Council may hold personal information in relation to other individuals who have contact with the Council, such as volunteers and guests. Such information shall be held only in accordance with the data protection principles, and shall not be kept longer than necessary.

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## **6. SECURITY OF PERSONAL DATA**

6.1. The Council will take reasonable steps to ensure that members of staff and Councillors will only have access to personal data where it is necessary for them to carry out their duties. All staff will be made aware of this Policy and their duties under the GDPR. The Council will take all reasonable steps to ensure that all personal information is held securely and is not accessible to unauthorised persons.

## **7. DISCLOSURE OF PERSONAL DATA TO THIRD PARTIES**

7.1. The following list includes the most usual reasons that the Council will authorise disclosure of personal data to a third party:

- 7.1.1. To give a confidential reference relating to a current or former employee;
- 7.1.2. for the prevention or detection of crime;
- 7.1.3. for the assessment of any tax or duty;
- 7.1.4. where it is necessary to exercise a right or obligation conferred or imposed by law upon the Council (other than an obligation imposed by contract);
- 7.1.5. for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings);
- 7.1.6. for the purpose of obtaining legal advice;

7.2. The Council may receive requests from third parties to disclose personal data it holds about staff or other individuals. This information will not generally be disclosed unless one of the specific exemptions under data protection legislation which allow disclosure applies; or where necessary for the legitimate interests of the individual concerned or The Council.

7.3. All requests for the disclosure of personal data must be sent to the Clerk, who will review and decide whether to make the disclosure, ensuring that reasonable steps are taken to verify the identity of that third party before making any disclosure.

## **8. SUBJECT ACCESS REQUESTS**

8.1. Anybody who makes a request to see any personal information held about them by the Council is making a subject access request. All information relating to the

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individual, including that held in electronic or manual files should be considered for disclosure.

8.2. A subject access request must be made in writing. The Council may ask for any further information reasonably required to locate the information.

8.3. All requests will be handled in line with the Subject Access procedural note.

## **9. OTHER RIGHTS OF INDIVIDUALS**

### **Right to restrict processing**

9.1. An individual has the right to object to the processing of their personal data and to block or suppress the processing.

9.2. Where such an objection is made, it must be sent to the Clerk who will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings.

9.3. The Clerk shall be responsible for notifying the individual of the outcome of their assessment within 20 working days of receipt of the objection.

### **Right to rectification**

9.4. An individual has the right to request the rectification of inaccurate data or incomplete data without undue delay. Where any request for rectification is received, it should be sent to the Clerk and where adequate proof of inaccuracy is given, the data shall be amended as soon as reasonably practicable, and the individual notified within 20 days.

9.5. Where there is a dispute as to the accuracy of the data, the request and reasons for refusal shall be noted alongside the data, and communicated to the individual. The individual shall be given details of how to appeal to the Information Commissioner.

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9.6. An individual also has a right to have incomplete information completed by providing the missing data, and any information submitted in this way shall be updated without undue delay.

### **Right to erasure**

9.7. Individuals have a right, in certain circumstances, to have data permanently erased without undue delay. This right arises in the following circumstances:

- 9.7.1. where the personal data is no longer necessary for the purpose or purposes for which it was collected and processed;
- 9.7.2. where consent is withdrawn and there is no other legal basis for the processing;
- 9.7.3. where an objection has been raised under the right to object, and there is no overriding legitimate interest for continuing the processing;
- 9.7.4. where personal data is being unlawfully processed (usually where one of the conditions for processing cannot be met);
- 9.7.5. where the data has to be erased in order to comply with a legal obligation.

9.8. The Clerk will make a decision regarding any application for erasure of personal data, and will balance the request against the exemptions provided for in the law. Where a decision is made to erase the data, and this data has been passed to other data controllers, and / or has been made public, reasonable attempts to inform those controllers of the request shall be made.

### **Right to object**

9.9. An individual has the right to object to:

- 9.9.1. processing based upon legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- 9.9.2. direct marketing (including profiling);
- 9.9.3. processing for purposes of scientific /historical research and statistics.

9.10. Where such an objection is made, it must be sent to the Clerk who will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings.

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## **Right to portability**

9.11. If an individual wants to send their personal data to another organisation they have a right to request that the Council provides their information in a structured, commonly used, and machine readable format. This right is limited to situations where the Council is processing the information on the basis of consent or performance of a contract. If a request for this is made, it should be forwarded to the Clerk.

## **10. BREACH OF ANY REQUIREMENT OF THE GDPR**

10.1. Any and all breaches of the GDPR, including a breach of any of the data protection principles shall be reported as soon as it is discovered, to the Clerk.

### **Once notified, the Clerk shall assess:**

- 10.1.1. the extent of the breach;
- 10.1.2. the risks to the data subjects as a consequence of the breach;
- 10.1.3. any security measures in place that will protect the information;
- 10.1.4. any measures that can be taken immediately to mitigate the risk to the individuals.

10.2. Unless the Clerk concludes that there is unlikely to be any risk to individuals from the breach, it must be notified to the Information Commissioner's Office within 72 hours of the breach having come to the attention of the Council.

10.3. The Information Commissioner shall be told:

- 10.3.1. details of the breach, including the volume of data at risk, and the number and categories of data subjects;
- 10.3.2. the contact point for any enquiries;
- 10.3.3. the likely consequences of the breach;
- 10.3.4. the measures proposed or already taken to address the breach

10.4. If the breach is likely to result in a high risk to the affected individuals then the Clerk shall notify data subjects of the breach without undue delay unless the data would be unintelligible to those not authorised to access it, or measures have been taken to mitigate any risk to the affected individuals.

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10.5. Data subjects shall be told:

- 10.5.1. the nature of the breach;
- 10.5.2. who to contact with any questions;
- 10.5.3. measures taken to mitigate any risks.

10.6. The Clerk shall then be responsible for instigating an investigation into the breach, including how it happened, and whether it could have been prevented. Any recommendations for further training or a change in procedure shall be reviewed by the Council and a decision made about implementation of those recommendations.

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

Based on the above assessment the overall risk is classed as high priority and should be assigned a review period of 1 year.

Meeting policy was approved at: Full Council

Date: 11/08/2025

Date of next review: August 2026



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**ANGMERING PARISH COUNCIL  
CODE OF CONDUCT TABLE  
2025**

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**ANGMERING PARISH COUNCIL  
Authored by: Katie Herr/Tracy Lees  
Date Updated: August 2025  
Version: 2**

# Best Practice Recommendations

BEST PRACTICE	ACTION TO BE TAKEN
<p><b>Best practice 1:</b> Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of Behaviour covered by such a definition.</p>	<p>All councillors must read the Code of Conduct. Guidance is included to help explain the reasons for their obligations and how they should be followed. All councillors have a duty to sign up to the Civility and Respect Pledge.</p>
<p><b>Best practice 2:</b> Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.</p>	<p>All councillors must sign the Code of Conduct Members Declaration and adhere to the code.</p>
<p><b>Best practice 3:</b> Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.</p>	<p>Angmering Parish Council adopt the principal authorities code of conduct and will update accordingly and review each year regardless of change.</p>
<p><b>Best practice 4:</b> An authority’s code should be readily accessible to both councillors and the public, in a prominent position on a council’s website and available in council premises.</p>	<p>Angmering Parish Councils Code of Conduct is loaded on to the APC website so it can be easily found via the search facility. All councillors have a hard copy.</p>

BEST PRACTICE	ACTION TO BE TAKEN
<p><b>Best practice 5:</b> Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.</p>	<p>The Clerk keeps a record of personal gifts and hospitality received by councillors and establishes the register of councillors' interests (although councillors are not obliged to register their interests in advance).</p> <p>Councillors must notify the Clerk of all gifts, benefits or hospitality received personally (or by members of their household) in connection with their role as a councillor - over a value agreed by the council. This does not include gifts received on behalf of the council.</p>
<p><b>Best practice 6:</b> Councils should publish a clear and straightforward public interest test against which allegations are filtered.</p>	<p>Angmering Parish Council has a complaints procedure which is reviewed. Next review date is <b>June 2027</b>.</p>
<p><b>Best practice 7:</b> Local authorities should have access to at least two Independent Persons.</p>	<p>Angmering Parish Council are able to call on the following for independent advice:</p> <ul style="list-style-type: none"> <li>• Mulberry &amp; Co</li> <li>• WSALC (West Sussex Association of Local Councils)</li> <li>• NALC (National Association of Local Councils)</li> </ul>
<p><b>Best practice 8:</b> An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.</p>	<p>Angmering Parish Council would use the Monitoring Officer at Arun District Council.</p>

BEST PRACTICE	ACTION TO BE TAKEN
<p><b>Best practice 9:</b> Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.</p>	<p>Angmering Parish Council would do what has been suggested. Guidance would be sought from Arun District Council.</p>
<p><b>Best practice 10:</b> A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.</p>	<p>Regularly check (quarterly, after each Governance and Oversight Committee Meeting) the website has the most up to date information with regard to policies and financial transparency. Code of Conduct and the complaints procedure are in place and regularly reviewed.</p>
<p><b>Best practice 11:</b> Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.</p>	<p>Angmering Parish Council will adhere to this practice if the situation arose.</p>
<p><b>Best practice 12:</b> Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.</p>	<p>The Clerk to be up to date on how to deal with alleged breaches. They should also seek relevant and regular information and training to keep up with changes in legislation. Links have been established with the Monitoring Officer from ADC.</p>

BEST PRACTICE	ACTION TO BE TAKEN
<p><b>Best practice 13:</b> A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.</p>	<p>Be aware of who to contact should the situation arrive.</p>
BEST PRACTICE	ACTION TO BE TAKEN
<p><b>Best practice 14:</b> Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.</p>	<p>All agendas, minutes and annual reports are published in a timely manner on the Angmering Parish Council website. Paper records are also kept.</p>
<p><b>Best practice 15:</b> Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.</p>	<p>Receive regular updates from our District and County Councillors at monthly Full Parish council meetings. If they cannot attend a written report should be sent prior to the meeting. Meetings are also held with Angmering's MP.</p>

The LGA (Local Government Area) has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

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

Based on the above assessment the overall risk is classed as **high priority** and should be assigned a review period of **1 year**.

Meeting policy was approved at: Full Council Meeting Date:

Date of next review: 2026



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# **ANGMERING PARISH COUNCIL COMMUNITY ENGAGEMENT POLICY**

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**ANGMERING PARISH COUNCIL**  
**Authored by: Katie Herr/Tracy Lees**  
**Version: 5**

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## What is Community Engagement?

Community engagement is about giving local people a voice and involving them in the decisions that affect them and their community. It is about development of relationships and clear communication to deliver better services and projects.

## Introduction

The purpose of this Policy is to guide Angmering Parish Council's communication activity and public engagement. The Council aims to ensure that there are effective channels of communication both from the Council to the public and from the public to the Council.

## Aim

The aim of a community engagement policy should be to engage residents and encourage their participation in decision making to secure better services and to create a more active and informed community. This policy sets out how Angmering Parish Council will engage its community across a broad range of its activities.

Angmering Parish Council aims to:

- work more closely with residents, business and community groups;
- ensure that through the use of a wide range of approaches to public involvement and community engagement that residents are encouraged to share their views, ideas and concerns with the Council;
- use the views of the residents as an integral part of the decision-making process; and

- 
- ensure that residents have opportunities to be heard at every stage.

## **Objectives**

The Council is committed to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge.

The Council's objectives include:

- improving communication through the establishment of new channels of engagement;
- improving residents' understanding of the role of the Council and Councillors;
- improving engagement with local communities, with more people feeling that they are involved in their area; and
- improving satisfaction with local public services

Angmering Parish Council intends to meet its objectives through:

### *1. Honesty and Openness*

- making clear the purpose of any engagement activity;
- using the right methods to engage the local community;
- using engagement methods that are proportionate to the significance of the issue;
- being clear about what can be influenced; and
- using honest, accurate and unbiased

### *2. Listening*

- listening and responding to individuals and communities, enabling and empowering residents to play an effective role in setting priorities, designing services and influencing decisions to shape their local area.

### *3. Inclusion*

- undertaking fair and impartial engagement to a high standard to ensure that all residents are offered equal opportunities to participate in issues that may affect them and make a difference.
- aim to reach people who are notoriously difficult to reach using the usual methods

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#### 4. Working Together

- working together with a consistent approach to community engagement;
- sharing knowledge and information openly with residents and partner organisations, whilst respecting confidentiality; and
- using what has been learnt from contact with local people to better understand and engage with the community, and to improve the services it delivers.
- Initiate and give guidance to community groups that benefit the residents of Angmering.

#### 5. Keeping in Touch

- Providing feedback and demonstrating that changes are made as a result of
- Using the following tools to inform, consult and involve:
  - posters, flyers and publications (newsletters);
  - public, neighbourhood and specific meetings including Parish Council meetings, Annual Parish meeting etc.
  - parishioners are encouraged to attend Full Council and Committee Meetings and time is set aside at all meetings for public participation at all these meetings;
  - presentations and briefings;
  - website updates, email, Facebook page etc.
  - questionnaires and surveys;
  - consultation events/workshops/exhibitions/general events;
  - Working parties;
  - community led plans i.e. Parish Plan, Neighbourhood Development Plan; and
  - comments and complaints

### **Provision of Information for the Community**

Angmering Parish Council will make available to the community information relating to who we are, what we do, what we spend and how we spend it, how we make decisions, our policies and procedures and the services we offer.

Information will be provided to the community in the following ways:

- Councillors are powerful advocates for their community and their leadership role enables them to have a major input into the consultation and engagement

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process. Angmering Parish Councillors are very accessible and contact details for the Clerk and all Councillors are displayed on the Council's website

- The Council's website address is widely published and the site contains all the information an individual might wish to know about the work of the Parish Council and its individuals, including meeting minutes, policy documents, financial statements, annual report and how to contact anyone associated with the

### **A summary of how Angmering Parish Council will engage with local residents and interest groups:**

- Prominent notices of meetings, agendas and minutes in notice boards and the website/social media
- Use of social media to increase awareness of Parish Council activities and provide an additional, convenient way to communicate with the Parish Council
- Every Parish Council Meeting will be open to residents and the media to attend (though some sections of some meetings may be restricted for reasons of confidentiality). There will be an opportunity for residents to raise issues with the council at the start of every meeting.
- There will be an Annual Parish Meeting, open to all residents, in May each year where residents can make suggestions and share ideas for Parish Council activities and priorities for the coming year. In some circumstances we may hold additional meetings for specific consultations.
- Councillors or the Clerk can be approached informally or by email with ideas, suggestions or concerns that residents may have.
- All policies and important documents for transparency will be available on the Parish Council's website, which will be made as accessible as possible for all users.
- The electronic board in the office and office window will be used to highlight events/initiatives/general information.
- Councillor "pop-ups" will be scheduled annually and will be staged at various locations across the village.

### **Opportunities for formal representations to the Council**

- Representations to the Parish Council will normally be considered at the next meeting of the relevant standing committee.
- If, however, they require the provision of information only, then the clerk will provide it in accordance with the council's publication scheme.

- The Parish Council has a Code of Practice for handling complaints, which is available from the clerk, published on the website and reviewed annually.
- The publication of agendas on the Parish Council’s noticeboards and website gives parishioners the opportunity to make representations to the council before agenda items are discussed.
- All formal representations received are responded to in writing.

## Outcomes

The outcomes which we are striving for and against which the success of this policy will be measured are:

- Improved communication through the establishment of new channels of engagement.
- More residents understanding the role of Councillors and getting the best effect.
- Improved engagement with local communities, with more people feeling that they are involved in decision-making.
- Improved satisfaction with services provided by the Council.

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

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **1 year**. 1 year was set so that we could take advantage of any innovative approaches to community engagement that have been identified.

Meeting policy was approved at: Full Council Meeting

Date:

Date of next review: August 2026



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**ANGMERING PARISH  
COUNCIL  
SCHEME OF DELEGATION  
2025**

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**ANGMERING PARISH COUNCIL  
Authored by: Katie Herr/Tracy Lees**

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## AIM & PURPOSE

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

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

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

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

## PRINCIPLES OF DELEGATION

Section 101 of the Local Government Act 1972 states:

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

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

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

---

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

## **AUTHORITY TO ACT**

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

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

## **COUNCIL RESERVED POWERS**

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

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

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## DELEGATION SAFEGUARDS

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

## DELEGATION TO CLERK/RFO

- The Clerk/RFO is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- In case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).
- The Clerk will deal with all routine correspondence which does not commit APC to enter into a legal agreement or give an opinion. The Clerk will also deal with any correspondence which is covered by delegated authority.
- The Clerk, in consultation with the Chair of the Council, is authorised to prepare, approve, and submit documentation or representations in support of a planning application, appeal or inquiry where the Council has previously resolved to oppose or comment on the application in question, and time does not permit reference to Full Council. All councillors will be advised of any wording and asked for comments, before any submission. Any such action must be reported to the next available Council meeting.
- As Proper Officer/RFO, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget. Subject to the adopted Financial Regulations.
- The Clerk will have the authority to dispose of the Councils assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
- The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget.
- The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget.
- Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees/ Councillors.

- Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
- Power to release urgent press statements on any activities subject to prior consultation with the Chair.
- Power to act on own initiative to implement the Councils policies and objectives.
- Power to manage all the Council’s resources in accordance with the Council’s policies.
- Power to manage all open spaces within the Parish subject to budget.
- Power to engage with the community and stakeholders to raise the profile of APC and foster good working relationships.

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

Based on the above assessment the overall risk is classed as high priority and should be assigned a review period of 1 year, alongside the Standing Orders and Financial Regulations.

Meeting policy was approved at: Full Council

Date:

Date of next review: May 2026

# 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

Angmering Football Club

### DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: [REDACTED]

Position within the organisation: Secretary

Address: [REDACTED]

Postcode: [REDACTED]

Telephone Number: [REDACTED]

Email: [REDACTED]

Website:

To the local players, who would otherwise have to seek a club outside the village

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

We have a squad of 30 , 16 directly involved each match plus the management team usually 5 we will play 10 league home games plus cups , we have entered 3 cups

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

Provision of the pitch barrier is mandatory , without the barrier we would not be able to play at this level

**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.**

See above

**SECTION C: AMOUNT OF GRANT REQUESTED**

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

£277.00

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

Please tick the relevant box

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

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

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

£277.00
---------

**4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?**

Tick relevant box

Yes	X
No	

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	
No	X

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

--



## SECTION D: BANK DETAILS

Please provide your organisation's bank details below:

Account name: [REDACTED]

Sort code: [REDACTED]

Account number: [REDACTED]

Bank/Building Society [REDACTED]

Address: [REDACTED]

Post Code:

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

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

[REDACTED]

.....

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.

<b>Chairman (signature)</b>	<b>Treasurer (signature)</b> [Redacted]	<b>Secretary (signature)</b> [Redacted]
<b>Date:31.07.2025</b>	<b>Date:31.07.2025</b>	<b>Date: 31.07.2025</b>
<b>ease print full name</b>	<b>Please print full name</b> [Redacted]	<b>Please print full name</b> [Redacted]

<b>SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:</b>	<b>APPLICATION DEADLINE:</b>
---	------------------------------

<p>Email: <a href="mailto:admin@angmering-pc.gov.uk">admin@angmering-pc.gov.uk</a></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 1<sup>st</sup> Monday of every month</p>
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## 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

# 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

Angmering Twinning Association

### DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: Gill Partington

Position within the organisation: President/Acting chairman

Address: [REDACTED]

Postcode: BN16 4AG

Telephone Number: [REDACTED]

Email: [REDACTED]

Website:

### WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Angmering	<input type="checkbox"/>
An existing local group or organisation providing services available to residents of Angmering	X
A new group or organisation, wishing to provide services for the residents of Angmering	<input type="checkbox"/>

**BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP**

To promote and foster friendship and understanding between Angmering and Ouistreham.  
To broaden the mutual understanding of the cultural and educational activities of the two towns.

**WHEN WAS YOUR ORGANISATION / GROUP FORMED?**

1976

**HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?**

This should include people who are involved in the activity

Adult	40
Junior (under 16)	0

**WHAT % OF YOUR MEMBERS LIVE IN ANGMERING?**

80%

**IS YOUR ORGANISATION A REGISTERED CHARITY?**

Tick relevant box

<b>Yes</b>		If yes, please provide the registered charity number below
<b>No</b>	<b>x</b>	Charity Number: .....

**PROJECTED INCOME**

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months

Information from the organisation's latest accounts

<u>Account Year Ending</u>	31 <sup>st</sup> October 2024
Total Income for the year	£4092
Total expenditure for the year	£3023
Surplus or deficit	£1059.71
Total savings or bank reserves at year end	£1059.71

## **SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED**

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

For a visit from our French partners, but specifically for a guided visit to Tangmere Aviation Museum as part of the 49<sup>th</sup> anniversary celebration.

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

It maintains the lasting relationship between our two communities.

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

The participants, both British and French.  
Tangmere Museum

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

By the reactions of those involved, on the day and in future discussions and on social media; the record in the minutes of the AGM due in November and in the magazine "All About Angmering". All this, it is hoped, will generate an interest among Angmering residents to become members of the Association to further the friendship Angmering has with Ouisseham Riva-Bella.

### **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.**

Although we have had exchanges in the past, we have never visited Tangmere. We have chosen to do so this year because of its relevance to both the British and French nations in the operation of D Day, the liberation of France, and the final victory in Europe. We have also been fortunate enough to secure the offices of a French speaking expert on the Resistance and SOE.

The visit will include a guided tour of exhibits and talk on the part played by Tangmere in the French Resistance and SOE (in French and English).

The weekend will also include a welcome afternoon tea in St Margaret's Church Hall and a dinner at Avisford Park.

## SECTION C: AMOUNT OF GRANT REQUESTED

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

£488

Entry for French visitors 30 x £13 £390; Guiding £50; Tangmere Village Centre £48

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

**Please tick the relevant box**

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

£4,000 for the whole weekend

**4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?**

Tick relevant box

Yes	X
No	

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	
No	X

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



**SECTION D: BANK DETAILS**

Please provide your organisation's bank details below:

Account name: [REDACTED]

Sort code: [REDACTED]

Account number: [REDACTED]

Bank/Building Society Name: [REDACTED]

Address:

Post Code:

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

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

The cheque should be made out to: .....

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

**SECTION E: DECLARATION**

**Declaration**

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

In signing this declaration, we agree that:

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

<b>Chairman</b> (signature)	<b>Treasurer</b> (signature)	<b>Secretary</b> (signature)
[Redacted Signatures]		
Date: 9.7.25	Date: 9.7.25.	Date: 9.7.25
Please print full name	Please print full name	Please print full name
[Redacted Names]		

<b>SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:</b>	<b>APPLICATION DEADLINE:</b>
<p>Email: <a href="mailto:admin@angmering-pc.gov.uk">admin@angmering-pc.gov.uk</a></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 1<sup>st</sup> 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 to confirm your understanding of Data Protection

X



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](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

# APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2025 – 2026

## GUIDELINES FOR APPLICATIONS

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

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

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

## GRANT CRITERIA

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

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

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

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

<b>PURPOSE OF GRANT</b>	<b>Up to a maximum of:</b>
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

<b>CONDITIONS AND EXCLUSIONS</b>
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:

Position within the organisation:

Operations Officer

Address:

Dove Lodge, 49 Beach Road, Littlehampton

Postcode:

BN17 5JG

Telephone Number:

01903 714417

Email:

Erin.mallory@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 Angmering and across West Sussex

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	126
Junior (under 16)	0

**WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?**

24%

**IS YOUR ORGANISATION A REGISTERED CHARITY?**

Tick relevant box

<b>Yes</b>	<b>X</b>	If yes, please provide the registered charity number below
<b>No</b>		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	£94,176
Total expenditure for the year	£78,896
Surplus or deficit	£15,280
Total savings or bank reserves at year end	£14,672

**SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED**

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

*“To have someone listen, empathise and feedback was very beneficial and helpful. To have a safe space of no judgement to listen and talk through things on my mind.” (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 Angmering.

Counselling sessions costs a minimum £25 per session.  
£250 would pay for 10 sessions of therapy for clients in the Angmering area.

Our catchment, Arun District, includes several wards that fall 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. 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?

The benefits to the Angmering community include improved mental health & wellbeing of local people.

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.

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, 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.

*"This has given me the tools to overcome my avoidant behaviour which has helped me massively with anxiety and self-esteem. I feel like coming to this service is the best thing I have ever done."* (ACC Client)

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

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

*"What I have learned has been invaluable and a life changer for me. I will go on to keep these changes in my life – it has changed the way I think, thank you."* (ACC Client)

## 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.

**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?**

£250

**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. Angmering Parish Council may increase the grant amount beyond the standard guidelines if deemed appropriate)

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

£250

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	X
-----	---

<b>No</b>	
-----------	--

Have you applied for financial assistance elsewhere?

Tick relevant box

<b>Yes</b>	<b>X</b>
<b>No</b>	

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 Postcode Society trust (£10,000), Card Factory Foundation (£5000) towards our core costs for this year, as well as Littlehampton Town Council (£669) towards equipment for our service.

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

We have a rolling programme of applications to trusts and foundations (eg Sussex Community Foundation, David Hunt Trust and the Chalk Cliff Trust for our core costs.

We receive small amounts of funding through easyfundraising.

We have an Employee Assistant Programme that we are offering to local businesses.

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

We are applying to other funders, as above, for our core costs.

We are a low cost service and some clients pay a small contribution.

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

Tick relevant box

--	--	--

<b>Yes</b>	<b>X</b>	If <b>yes</b> , please state when and how much awarded?
<b>No</b>		Amount £      £250      Year awarded: 2024

How did you hear about this grant scheme?

Previous applicant

**SECTION D: BANK DETAILS**

**Please provide your organisation's bank details below:**

Account name: [REDACTED]

Sort code: [REDACTED]

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: .....

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

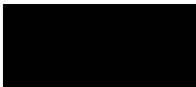






### SECTION E: DECLARATION

#### 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.

<b>Chairman (signature)</b> 	<b>Treasurer (signature)</b> 	 
 31/07/2025	<b>Date:</b>	<b>Date: 31/07/2025</b>
<b>Please print full name</b> 	<b>Please print full name</b>	<b>Please print full name</b> 

SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:	APPLICATION DEADLINE:
<p>Email: <a href="mailto:admin@angmering-pc.gov.uk">admin@angmering-pc.gov.uk</a></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 1<sup>st</sup> 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



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](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

# APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2025 – 2026

## GUIDELINES FOR APPLICATIONS

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

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

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

## GRANT CRITERIA

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

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

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

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

<b>PURPOSE OF GRANT</b>	<b>Up to a maximum of:</b>
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

<b>CONDITIONS AND EXCLUSIONS</b>
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

Friends Of Angmering Station (FOAS)

### DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: Deirdre Carolin

Position within the organisation: Chair

Address: [REDACTED]

Postcode: [REDACTED]

Telephone Number: [REDACTED]

Email: [REDACTED]

Website:

WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Angmering	
An existing local group or organisation providing services available to residents of Angmering	/
A new group or organisation, wishing to provide services for the residents of Angmering	

**BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP**

To enhance the environment for staff and passengers using the station area by maintaining and improving the garden areas and the display areas in the Booking Office and the allocated display boards along the platforms .

**WHEN WAS YOUR ORGANISATION / GROUP FORMED?**

2015

**HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?**

This should include people who are involved in the activity

Adult	10
Junior (under 16)	

**WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?**

10%

**IS YOUR ORGANISATION A REGISTERED CHARITY?**

Tick relevant box

<b>Yes</b>		If yes, please provide the registered charity number below
<b>No</b>		Charity Number: .....

--	--	--

**PROJECTED INCOME**

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months

Information from the organisation's latest accounts

<u>Account Year Ending</u>	Our income/outgoings are too small to warrant audited accounts but we can, if required, let you see minutes of meetings where finances are recorded. £ £ £ £
Total Income for the year	
Total expenditure for the year	
Surplus or deficit	
Total savings or bank reserves at year end	

**SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED**

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

Purchase of a bowser to facilitate watering the gardens on the Westbound platform. At the moment members have to carry watering cans across from the tap on the eastbound platform.  
Also funding for drought resistant plants.

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

Residents of Angmering are regular users of the station and regularly comment on how the art work and gardens enhance the area.

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

All users of the station; many of whom are Angmering residents.

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

Comments made by passengers to group members working on the project and also to the station staff.

**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?**

£200

**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*	<input type="checkbox"/>
Revenue (running costs)	£250*	<input type="checkbox"/>
One off cost (e.g. purchase of equipment)		/

Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	
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(\*Figures shown indicate the maximum grant allowance for this category. Angmering Parish Council may increase the grant amount beyond the standard guidelines if deemed appropriate)

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

£200
------

**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	N/A
No	N/A

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	/
No	

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

Community Rail helps towards ongoing costs
--

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

--

Involvement in Community Rail projects

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

N/A

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

Tick relevant box

<b>Yes</b>		If <b>yes</b> , please state when and how much awarded?
<b>No</b>	/	Amount £                      Year awarded:

How did you hear about this grant scheme?

Member of the Angmering Parish Council

## SECTION D: BANK DETAILS

Please provide your organisation's bank details below:

Account name: [REDACTED]

Sort code: [REDACTED]

Account [REDACTED]  
[REDACTED]

Bank/Building Society Name:

Santander  
Address:

Ash Lane Rustington

Post Code:

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

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

The cheque should be made out to: .....

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<b>Date</b> 09/07/25	<b>Date:</b> 09/07/25	<b>Date:</b>
<b>Please print full name</b> <div style="background-color: black; width: 100%; height: 20px; margin-top: 5px;"></div>	<b>Please</b> <div style="background-color: black; width: 100%; height: 20px; margin-top: 5px;"></div>	<b>Please print full name</b> <div style="background-color: black; width: 100%; height: 20px; margin-top: 5px;"></div>

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