



# Westbourne

Parish Council

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**Members of the Parish Council are summoned to attend Westbourne Parish Council's meeting which will take place on Thursday 12 October 2023 at 7.15pm at The Meeting Place, North Street, Westbourne.**

*Clare Kennett, 6 October 2023*

Clerk to the Council

## Agenda

### **1. Apologies for absence**

**2. Declarations of interest:** Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in relation to any item of business on the agenda no later than when that item is reached. Unless a dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room when the meeting discusses and votes on the matter, unless the public is entitled to attend, in which case, you may join the public gallery.

**3. Minutes of the Parish Council meeting held on 14 September 2023:** To approve the circulated minutes as a correct record.

**4. Updates and issues from the minutes of 14 September 2023:** To note any updates or issues which are not otherwise on the agenda.

**5. Open forum (maximum of eight minutes):** To hear representations, questions and statements from members of the public, conducted in accordance with Standing Orders 3(e) to 3(h).

**6. County Councillor's comments and questions:** To note the circulated report from County Councillor Andrew Kerry-Bedell and receive any updates. To consider the following:

**7. District Councillor's comments and questions:** To note the circulated report from District Councillor Roy Briscoe and receive any updates.

**8. Police incident report:** To note the recent crime statistics at [www.police.uk](http://www.police.uk) (search for Westbourne).

**9. Chichester District Council's Infrastructure Business Plan:** To note the consultation on the IBP which closes on 25 October. To review the Parish Council's identified projects included in CDC's Infrastructure Business Plan, Clerk.

- 10. Closed churchyard:** To consider the quotes received for a survey of the memorials at St John the Baptist Church.
- 11. Remembrance Day:** To agree laying of the wreath at the war memorial.
- 12. Interim internal audit report:** To receive the report from Andy Beams, Mulberry & Co, following the interim internal audit on 23 September.
- 13. JBC Committee:** To note the minutes of the meeting held on 11 September 2023.
- 14. Newsletter:** To consider sending a newsletter to residents in November and discuss ideas for articles.
- 15. Litter picking day:** To consider holding it on Sunday 26 November and to discuss the organisation of the event.
- 16. Budget monitoring:** To receive the bank reconciliation to 30 September 2023 and to review the budget report.
- 17. Payments for approval:** To consider and approve two lists of payments, prepared by the Clerk acting as Responsible Financial Officer. The first is a list of payments due immediately requiring advance authorisation, the second is a list of payments made requiring retrospective authorisation.
- 18. Correspondence:** To note the list of correspondence and to consider any required action.
- 19. Announcements and items for the next meeting:** To note items brought forward by permission of the Chair. Requests to be submitted prior to the start of the meeting.
- 20. Confidential business:** To resolve to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted – Public Bodies (Admission to Meetings) Act 1960.
- 21. Longmeadows contract:** To review the contract for grounds maintenance at Mill Road and Monk's Hill.
- 22. Mill Road playground inspection report:** To consider the recommendations of the report.
- 23. Business Plan 2023-27:** To consider the circulated draft to assist members in agreeing priorities for the new Council. To agree to spend no more than 20 minutes on the item.
- 24. Date of next meeting:** The next meeting is scheduled to be held on Thursday 9 November 2023 at 7.15pm.