

Westbourne Parish Council, 10 July 2025

Item 47: Clerk's report

The purpose of this report is to provide the Council with an overview of activities undertaken and to record the work completed from 19 June to 10 July 2025.

1. Actions from the last meeting

- Held an induction meeting with Cllr Scott
- Contacted the resident interested in joining the Council and sent him information about the Council and its work.
- Contacted Longmeadows to ask them to cut back the brambles at the rear of a property at Mill Road from the recreation ground.
- Reported the metal barrier on the Mill Race near North Street to the Environment Agency.
- Arrangement payment of the agreed £3k to Westbourne Community Trust for the multi-use games court.

2. Other actions

- Attended a briefing event organised by WSALC on local government devolution and reorganisation in West Sussex. Key speakers were Cllr Paul Marshall, Leader of WSCC, Diane Shepherd, CDC CEO, and Cllr Adrian Moss, CDC Leader.
- Attended training on minutes and agendas run by the Society of Local Council Clerks.
- Written agendas, supporting papers and minutes for Full Council, Planning Committee in July and Recreation, Leisure and Amenities Committee.
- Submitted planning responses following the last Planning Committee meeting.
- Circulated correspondence to councillors.
- Entered all invoices to the Rialtas software and reconciled the income and expenditure against the bank statements each month to be signed at meetings.
- Set up all payments on Lloyds Bank for payment.
- Recorded paper copies for all expenditure and invoices in a file to be kept for seven years.

3. Update on current projects

- Responded to Moore, the external auditor, on the questions asked on the 2024/25 annual governance and accountability return in relation to expenditure on playground equipment at Mill Road.
- Supported the submission of the Council's response to the Havant Borough Council draft Local Plan.

Detailed Receipts & Payments by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	70,737	141,473	70,737			50.0%	
1080 Bank Interest	617	0	(617)			0.0%	
1090 Misc Income	2,667	0	(2,667)			0.0%	
1110 Access licence - Sydenham Terr	200	200	0			100.0%	
1120 Rent - Allotment Association	0	500	500			0.0%	
1130 CIL Received	35,342	0	(35,342)			0.0%	32,773
Income :- Receipts	109,563	142,173	32,610			77.1%	32,773
Net Receipts	109,563	142,173	32,610				
6001 less Transfer to EMR	32,773	0	(32,773)				
Movement to/(from) Gen Reserve	76,790	142,173	65,383				
110 General Admin & Disbursements							
4000 Clerk's Salary - Gross	6,580	27,000	20,420		20,420	24.4%	
4010 Employer National Insurance	800	4,000	3,200		3,200	20.0%	
4030 Employers Pension	1,189	5,500	4,311		4,311	21.6%	
4060 Travelling (Clerk)	56	75	19		19	74.7%	
4065 Home Used as Office	78	320	242		242	24.4%	
4070 Chairman's Expenses	143	200	57		57	71.5%	
4075 Councillor's Expenses	41	200	159		159	20.3%	
4080 Courses & Publications	165	500	335		335	33.0%	
4085 External Audit	0	450	450		450	0.0%	
4090 Internal Audit	158	500	342		342	31.6%	
4095 Legal Advice & Professional	13	1,500	1,487		1,487	0.8%	
4105 Information Commissioner Offic	0	35	35		35	0.0%	
4110 Insurance	2,034	1,500	(534)		(534)	135.6%	
4115 Rialtas Financial Software	768	1,000	232		232	76.8%	
4120 Cloud Doc Storage/MS 365	365	1,700	1,335		1,335	21.5%	
4125 Hall Hire /Zoom Meeting Expens	20	700	680		680	2.9%	
4130 Stationery / Printing	98	250	152		152	39.4%	
4135 Postage / Po Box Address	372	370	(2)		(2)	100.4%	
4140 Mobile Phone	48	240	192		192	20.1%	
4145 Payroll Services	120	500	380		380	24.0%	
General Admin & Disbursements :- Indirect Payments	13,048	46,540	33,492	0	33,492	28.0%	0
Net Payments	(13,048)	(46,540)	(33,492)				

Detailed Receipts & Payments by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Running Costs							
4200 Westbourne Cemetery	0	12,348	12,348		12,348	0.0%	
4205 Ground Maintenance - Monks Hil	474	10,000	9,526		9,526	4.7%	
4210 Closed Churchyard Maintenance	0	1,000	1,000		1,000	0.0%	
4215 Ground Maintenance - Mill Road	0	10,000	10,000		10,000	0.0%	
4220 Playground Defib Inspections	615	2,500	1,885		1,885	24.6%	
4225 Playground Inspections	154	1,000	846		846	15.4%	
4230 Street Light Maintenance	0	1,600	1,600		1,600	0.0%	
4705 Plant /Soil Flower Troughs	54	100	46		46	54.1%	
Running Costs :- Indirect Payments	1,297	38,548	37,251	0	37,251	3.4%	0
Net Payments	(1,297)	(38,548)	(37,251)				
130 Subscriptions, S137 / S147							
4300 Membership WSALC / NALC	843	800	(43)		(43)	105.4%	
4310 Clerk's Membership SLCC	0	240	240		240	0.0%	
4315 British Legion Poppy Appeal	0	65	65		65	0.0%	
4320 Westbourne Allotment Associat	50	50	0		0	100.0%	
4325 Closed Churchyard	300	300	0		0	100.0%	
4330 Homestart	250	250	0		0	100.0%	
4335 Citizens Advice	300	300	0		0	100.0%	
4340 Parish Online Subscription	75	80	5		5	93.8%	
4345 Community Chest Grants	160	1,000	840		840	16.0%	
4350 Grants	0	12,000	12,000		12,000	0.0%	
4355 Final Straw Foundation	0	100	100		100	0.0%	
Subscriptions, S137 / S147 :- Indirect Payments	1,978	15,185	13,207	0	13,207	13.0%	0
Net Payments	(1,978)	(15,185)	(13,207)				
140 Capital Schemes							
4400 Play Equipment - Monks Hill	0	4,000	4,000		4,000	0.0%	
4405 Play Equipment - Mill Road	0	4,000	4,000		4,000	0.0%	
4410 Churchyard Wall	0	500	500		500	0.0%	
4425 Office Equipment	0	100	100		100	0.0%	
4430 Tree Survey/Surgery	90	0	(90)		(90)	0.0%	
4435 Speed Indictor Devices/CSW	981	0	(981)		(981)	0.0%	981
4440 Defibrillators	87	200	113		113	43.4%	
4455 Community Bus Service	1,000	1,000	0		0	100.0%	
Capital Schemes :- Indirect Payments	2,158	9,800	7,642	0	7,642	22.0%	981
Net Payments	(2,158)	(9,800)	(7,642)				
6000 plus Transfer from EMR	981	0	(981)				
Movement to/(from) Gen Reserve	(1,177)	(9,800)	(8,623)				

Detailed Receipts & Payments by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Services</u>							
4500 Street Light Energy	0	600	600		600	0.0%	
4505 Waste Bins & Emptying	392	2,000	1,608		1,608	19.6%	
Services :- Indirect Payments	392	2,600	2,208	0	2,208	15.1%	0
Net Payments	(392)	(2,600)	(2,208)				
<u>160 Communications</u>							
4605 Newsletter /Printing Communica	892	4,000	3,108		3,108	22.3%	
4610 Website Hosting & Email Acc	0	500	500		500	0.0%	
Communications :- Indirect Payments	892	4,500	3,608	0	3,608	19.8%	0
Net Payments	(892)	(4,500)	(3,608)				
<u>170 Contingency Fund</u>							
4720 Increase general reserve	10,000	25,000	15,000		15,000	40.0%	
Contingency Fund :- Indirect Payments	10,000	25,000	15,000	0	15,000	40.0%	0
Net Payments	(10,000)	(25,000)	(15,000)				
<u>999 VAT Data</u>							
515 VAT on Payments	891	0	(891)		(891)	0.0%	
VAT Data :- Indirect Payments	891	0	(891)	0	(891)		0
Net Payments	(891)	0	891				
Grand Totals:- Receipts	109,563	142,173	32,610			77.1%	
Payments	30,657	142,173	111,516	0	111,516	21.6%	
Net Receipts over Payments	78,905	0	(78,905)				
plus Transfer from EMR	981	0	(981)				
less Transfer to EMR	32,773	0	(32,773)				
Movement to/(from) Gen Reserve	47,113	0	(47,113)				

Westbourne Parish Council, 10 July 2025**Agenda item 51: Payments for approval**

(DC: Debit Card, DD: Direct Debit, BACS: Internet Banking, C: cheque
inc. cheque number, PC: payment by petty cash, * earmarked reserve).

Payments for approval July		Total	Net	VAT
DD	O2 mobile phone July 25	19.34	16.12	3.22
BACS	Confidential payments July 25	1,801.96	1,801.96	0.00
BACS	WSCC LGPS June 25	514.80	514.80	0.00
	Microshade cloud storage and email			
BACS	accounts July 2025			
BACS	MS 365 July 2025	9.72	8.10	1.62

		2,345.82	2,340.98	4.84
Payments for retrospective approval				
	WSCC street lighting and maintenance			
BACS	2024/25	2,248.20	1,873.50	374.70
BACS	WCT contribution to MUGA renovation	3,000.00	3,000.00	0.00
	The Meeting Place room booking			
BACS	26/06/25	15.00	15.00	0.00
		5,263.20	4,888.50	374.70

Westbourne Parish Council, 10 July 2025

Agenda item 52: Correspondence list

- Correspondence from residents about trespassing on private land along the River Ems
- Correspondence from a resident about a smoke nuisance and acrid smell on 20 June from a fire on Cemetery Lane which had been lodged with the Environment Agency and CDC Environmental Health.
- West Sussex Fire and Rescue consultation on plan for the next four years
<https://yourvoice.westsussex.gov.uk/crmp>