

# Risk Assessment Form

<b>Assessment for</b> (provide full details of the activity/location/equipment)	<b>Transmission of Covid-19 in playgrounds through coming into contact with infected persons or contaminated equipment. Generic assessment to cover all council owned playgrounds.</b>		<b>Estimate of Risk – L = Likelihood S = Severity Scores 1 = Low 2 = Medium 3 = High</b>		
			<b>Overall Score</b>	<b>Level of Risk</b>	<b>Action Required</b>
			L x S = 1-2	Low	Acceptable – No further action needed, but ensure controls are maintained
			L x S = 3-4	Medium	Tolerable but look to improve controls, where possible
			L x S = 6-9	High	Unacceptable – Take immediate action. Further controls are needed
<b>Date of assessment</b>	<b>8 January 2021</b>	<b>Assessment ref. no. (if applicable)</b>		<b>Reviewed (Date and by whom)</b>	
<b>Assessor's name</b>	<b>Clare Kennett</b>	<b>Job Title</b>	<b>Parish Clerk</b>		
<b>Chair of the Recreation, Leisure and Amenities Committee</b>	<b>Cllr Nigel Ricketts</b>				
<b>Who might be harmed</b>	Staff <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Other employers employees on site <input type="checkbox"/> Other <input type="checkbox"/> (Please state)				

What are the hazards?	What are you already doing to eliminate or control risk?	Estimate of risk (see box above)			What further action is necessary to eliminate or control risk?	Action by (who)?	Action by (when)?	Action completed (date)
		L 1-3	S 1-3	O LxS				
Transmission of Covid-19 from face to face contact with other members of the public or contaminated surfaces	<ul style="list-style-type: none"> <li>On 4 January 2021, the Prime Minister announced a national lockdown for all of England. Under national lockdown outdoor playgrounds can remain open, but outdoor gyms must close. See guidance at <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms?utm_source=35f4ca76-f630-4a57-89d9-51e8457a6a1b&amp;utm_medium=email&amp;utm_campaign=go-vuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms?utm_source=35f4ca76-f630-4a57-89d9-51e8457a6a1b&amp;utm_medium=email&amp;utm_campaign=go-vuk-notifications&amp;utm_content=immediate</a></li> </ul>	1	3	3	<p>Remove items of equipment to support social distancing where feasible.</p> <p>Erect new 'Welcome' signage at playground entrances and in close the proximity to trail based equipment.</p> <p>Weekly monitoring of playground usage to assess effectiveness of the measures in this risk assessment and determine if it requires review.</p> <p>Notices is present on the gym equipment to say they are closed and out of use. All gym equipment is taped off to prevent use. Regular play inspections will be carried out to replace the notices</p>	<p>Clare Kennett/Nigel Ricketts</p> <p>Clare Kennett/Nigel Ricketts</p> <p>Stewart Cormack, Playground Inspector</p> <p>Clare Kennett/Nigel Ricketts/Stewart Cormack.</p>	Early in January 2021 for all items	January 2021

What are the hazards?	What are you already doing to eliminate or	Estimate of risk (see box above)			What further action is necessary to eliminate	Action by (who)?	Action by (when)?	Action completed
	<ul style="list-style-type: none"> <li>The district is an area with high levels of Covid cases.</li> <li>Play areas are primarily used by children, although adults will be present to supervise. Levels of virus spread and severity in children is very low.</li> <li>Adults can only go outdoors once per day for exercise and only with their household or to meet one other person.</li> <li>Playgrounds are in an open environment which reduces the likelihood of airborne transmission of the virus.</li> <li>The virus can remain on surfaces for several days but UV rays and rainfall help to break it down naturally.</li> </ul> <p>The inherent risk of catching Covid through playground use is considered low. However the following measures will be put in place to further mitigate risk:</p> <ul style="list-style-type: none"> <li>Physical changes to equipment will be made where feasible to support social distancing e.g. removal of one swing where there is normally two.</li> <li>Cleaning of equipment is considered impractical due to the time and resource required for this to be effective. Equipment would only be clean until a child uses it. In theory it could</li> </ul>				and tape if they are removed by the public.			

What are the hazards?	What are you already doing to eliminate or	Estimate of risk (see box above)			What further action is necessary to eliminate	Action by (who)?	Action by (when)?	Action completed
	become contaminated immediately following cleaning. <ul style="list-style-type: none"> <li>Active management of social distancing in playgrounds is considered impractical due to the resource required for this to be effective. It may also place staff at unnecessary risk from the virus. However the Playground Inspector will advise the Council if further social distancing advice is required.</li> <li>Booking appointments to play is considered impractical due to administrative and management requirements.</li> <li>Signage about social distancing and means of mitigating risks is in place in our parks and playgrounds.</li> </ul>							

**Narrative: Public play areas have an important role to play in the physical and mental wellbeing of young people and children. From 4 July the government have announced that public play areas can open ‘where safe to do so’. Further guidance has been released for consideration of those with management responsibility for play areas. All sites are free to access 365 days per year.**

**The Council has robust inspection procedures which will be carried out on all sites prior to opening. The Council’s maintenance arrangements for play areas have continued throughout the closure period.**

**The full government guidance is available at the following link;**

**<https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>**

In determining its control measures to reduce the Covid-19 related risks associated with the use of public play areas, the Council has determined and committed to the measures it can reasonably take.

The following measures suggested in the guidance were considered, but determined as being impractical for the following reasons;

<b>Social Distancing</b>	
<b>Advisory limit on numbers</b>	This was considered impractical; the Council do not have the ability to routinely monitor usage against this number and the practicalities of enforcing should this number be exceeded. The Council will in its public communication request that the public use these spaces sensibly and maintain the Government's recommended social distancing measure i.e. avoid overcrowding, be patient, monitor young children at all times
<b>Implement a booking system</b>	The Council does not consider this practical in terms of the resources required to manage a booking system or to monitor/enforce compliance whether during or outside of normal operating hours
<b>Limiting the use on individual items of equipment</b>	<p>The Council does not consider signage on items of individual equipment as a practical measure nor does it have the resource to monitor/enforce compliance whether during or outside of normal operating hours. The Council does not consider space for queuing or setting aside waiting areas as a practical measure. It is likely to create more problems than it solves and impact on surrounding space, nor is there resource to monitor this. The Council will in its public communication request that the public use the equipment sensibly and limit numbers where possible</p> <p>The Council's view is that our outdoor gym equipment is not used heavily enough to warrant further measure in respect of distancing</p>
<b>Cleaning &amp; hygiene</b>	
<b>Implement additional cleaning regimes</b>	The Council does not consider this a particularly practical measure. How often would each touch point need to be cleaned? Whilst in theory the busiest sites could be cleaned, from a practical perspective this could only be done early morning before the site is in use, in order to avoid risks to both contractors and the public. Given that potentially hundreds of children could be going through a play area daily, a morning clean of touch points would not in our view reduce any residual risk of touch point infection. The provision of hand sanitiser for public use is also not considered practical and could actually add risk in a setting with young children. The Council will encourage the public to take personal responsibility for hand sanitisation pre and post play area use and the sanitisation of touch points

**Westbourne Parish Council, account number 1, 2020-21 summary**

													Total
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	
Opening Balance	133,972.03	172,017.70	163,582.72	156,785.60	149,669.20	144,423.80	192,147.02	183,245.53	169,260.98	163,966.12	0.00	0.00	
RECEIPTS	57,332.12	461.00	998.84	250.00	3,736.91	50,500.00	0.00	4,742.38	500.00	0.00	0.00	0.00	118,521.25
PAYMENTS	19,286.45	8,895.98	7,795.96	7,366.40	8,982.31	2,776.78	8,901.49	18,726.93	5,794.86	0.00	0.00	0.00	88,527.16
Closing balance	172,017.70	163,582.72	156,785.60	149,669.20	144,423.80	192,147.02	183,245.53	169,260.98	163,966.12	163,966.12	0.00	0.00	

# Westbourne Parish Council 2020-21: Budget monitoring report

## 1. Profit and loss budget v actuals

	2019-20	2020-21		
			<u>YTD</u>	<u>Budget</u> <u>% of Budget</u>
<b><u>Income</u></b>				
Rent	£700.00	£775.00	£750.00	103.3%
Admin/grants	£11,902.86	£13,009.34		
Precept	£94,490.91	£101,000.00	£101,000.00	100.0%
NP	£0.00	£0.00		
VAT reimbursed	£2,600.16	£3,736.91	£3,736.91	
<b>Total income:</b>	<b>£109,693.93</b>	<b>£118,521.25</b>	<b>£105,486.91</b>	<b>112.4%</b>
<b><u>Expenditure</u></b>				
Subs, S137, S142. donations	£2,387.95	£1,915.00	£2,490.00	76.9%
Running costs	£24,710.49	£20,602.03	£25,350.00	81.3%
Capital costs and repair (sinking fund)	£0.00	£0.00	£20,000.00	0.0%
Capital schemes	£7,159.98	£218.90	£14,170.00	0.0%
Services	£2,240.72	£669.16	£2,600.00	25.7%
Communications	£2,457.84	£1,158.02	£2,000.00	57.9%
Administration	£11,932.27	£17,419.31	£14,996.00	116.2%
Clerks salary	£15,540.00	£12,149.37	£19,190.00	63.3%
Contingency fund	£24.99	£24.99	£954.00	2.6%
Grants/ER	£9,585.04	£27,811.79		
NP	£0.00	£0.00		
VAT to claim on expenditure	£3,676.87	£6,560.20		
<b>Total expenditure:</b>	<b>£79,716.15</b>	<b>£88,528.77</b>	<b>£101,750.00</b>	<b>87.0%</b>
<b>Income over expenditure</b>	<b>£29,977.78</b>	<b>29,992.48</b>	<b>3,736.91</b>	

## 2. Earmarked reserves

	2019-20	2020-21
Balance forward (Bfwd)	£103,994.25	£133,972.03
Income	£109,693.93	£118,521.25
Expenditure	-£79,716.15	-£88,528.77
Carry forward (Cfwd)	£133,972.03	£163,964.51

	Bfwd	Income	Expenditure	Transfers	Cfwd
General reserve	£14,980.49	£88,528.87	-£54,938.07	£0.00	£48,571.29
New initiatives fund	£62,015.98	£20,000.00	-£8,876.84		£73,139.14
Play equipment Monk's Hill	£723.85		-£723.85		£0.00
Play equipment Mill Road	£5,296.42	£3,000.00			£8,296.42
Office equipment	£1,731.71		-£2,577.47		-£845.76
Scope/design environmental enhancement village square	£2,500.00				£2,500.00
Tree survey	-£560.00	£1,500.00	-£1,027.20		-£87.20
Chairman's expenses	£35.88	£250.00			£285.88
Councillors expenses	£256.80				£256.80
Staff absence	£2,000.00				£2,000.00
Vandalism and insurance excess	£800.00				£800.00
Monk's Hill car park	£6,145.00				£6,145.00
War memorial	£420.00				£420.00
Churchyard wall	£4,170.00				£4,170.00
Footway lighting renewals	£500.00				£500.00
Finger post signs	£576.00	£500.00			£1,076.00
Waste bin	£300.00				£300.00
Equipment for an emergency	£1,000.00				£1,000.00
Election costs	£4,146.50				£4,146.50
Village gateways	£150.00				£150.00
Pump priming CLT	£0.00				£0.00
WNPSG	£2,000.00				£2,000.00
Planning/highway consultant	£5,000.00		-£5,683.66		-£683.66
Legal advice/professional fees	£4,922.00		-£705.00		£4,217.00
CDC New Homes Bonus 2014 (village gateways)	£1,161.92				£1,161.92
CDC New Homes Bonus 2019 (Monk's Hill play/sports)	£3,844.50		-£3,844.50		£0.00
S106 Monk's Hill recreation ground					
2020	£7,780.96		-£7,902.18		-£121.22
CDC New Homes Bonus 2020		£4,742.38	-£2,250.00		£2,492.38
SDNPA CIL 2019	£2,074.02				£2,074.02
	£133,972.03	£118,521.25	-£88,528.77	£0.00	£163,964.51

**WESTBOURNE PARISH COUNCIL - FULL YEAR ACCOUNTS 2020-21**  
**Account number 1**

Opening balance	133,972.03																		
		INCOME						EXPENDITURE											
Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants/ER	NP	Input VAT
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
April	57,332.12	0.00	6,832.12	50,500.00	0.00	0.00	19,286.50	1,298.00	1,954.50	0.00	120.00	73.33	0.00	6,454.55	1,321.86	0.00	5,822.37	0.00	2,241.89
May	461.00	225.00	236.00	0.00	0.00	0.00	8,895.98	250.00	4,355.00	0.00	0.00	73.33	172.37	1,321.86	1,321.86	0.00	171.20	0.00	414.36
June	998.84	50.00	948.84	0.00	0.00	0.00	7,795.96	0.00	275.00	0.00	0.00	75.59	0.00	1,032.86	1,321.86	0.00	4,155.82	0.00	934.83
July	250.00	0.00	250.00	0.00	0.00	0.00	7,366.40	0.00	3,932.26	0.00	25.00	73.33	0.00	1,918.57	1,321.86	0.00	0.00	0.00	95.38
August	3,736.91	0.00	0.00	0.00	0.00	3,736.91	8,982.31	0.00	1,420.30	0.00	0.00	80.13	0.00	482.86	1,321.86	0.00	4,342.56	0.00	1,334.60
September	50,500.00	0.00	0.00	50,500.00	0.00	0.00	2,776.78	0.00	275.00	0.00	73.90	71.05	110.37	674.89	1,490.28	0.00	0.00	0.00	81.29
October	0.00	0.00	0.00	0.00	0.00	0.00	8,903.05	165.00	3,753.92	0.00	0.00	73.33	0.00	3,148.46	1,349.93	24.99	50.00	0.00	337.42
November	4,742.38	0.00	4,742.38	0.00	0.00	0.00	18,726.93	0.00	4,386.80	0.00	0.00	78.02	680.28	524.89	1,349.93	0.00	11,126.84	0.00	580.17
December	500.00	500.00	0.00	0.00	0.00	0.00	5,794.86	202.00	249.25	0.00	0.00	71.05	195.00	1,044.37	1,349.93	0.00	2,143.00	0.00	540.26
January	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	118,521.25	775.00	13,009.34	101,000.00	0.00	3,736.91	0.00	1,915.00	20,602.03	0.00	218.90	669.16	1,158.02	17,419.31	12,149.37	24.99	27,811.79	0.00	6,560.20
Closing balance	£ 252,493.28																		



WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21  
Account number 1

Apr-20

	Opening balance:	133,972.03																			Apr-20	
			INCOME							EXPENDITURE												
Invoice reference and date	Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants/ER	NP	Input VAT	Payment method	
1. 16/04/20	EE mobile phone							29.42							24.52						4.90	DD
2. 17/04/20	WSCC LGPS							426.20							426.20							IB
3. 17/04/20	HMRC quarter 4 2019/20							908.28							908.28							IB
4. 17/04/20	Alpha Cars March 20							120.00				120.00										IB
5. 17/04/20	WSALC subscription 2020/21							733.30	733.30													IB
6. 17/04/20	Playdale play equipment for Monk's Hill 50% deposit							5,934.60										4,945.50		989.10	IB	
7. 17/04/20	CDC Mill Road rent 2020-21							100.00		100.00												IB
8. 17/04/20	Longmeadows quarter 4 2019-20							1,764.50		1,764.50												IB
10.17/04/20	M Reed tree surgeon removal of ash trees at Monk's Hill							1,070.00										856.00		214.00	IB	
11. 17/04/20	GM Support play inspections							90.00		90.00												IB
12. 17/04/20	St John Baptist Church, closed churchyard donation							200.00	200.00													IB
13. 17/04/20	Allotment Associaiton, annual donation							50.00	50.00													IB
17/04/2020	CDC precept first installment 2020-21	50,500.00			50,500.00																	
14. 17/04/20	Homestart Chichester, annual donation							250.00	250.00													IB
15. 17/04/20	Reimbursement C Kennett, Norton anti virus, Royal Mail PO Box address and Zoom account							521.37							413.65			20.87		86.90	IB	
16. 17/04/20	Mulbery and Co audit meeting in December 2019							262.80							210.24					52.56	IB	
17. 17/04/20	Brightplan transport consultant, cemetery lane inquiry							3,703.99							3,086.66					617.33	IB	
18. 17/04/20	Phillippa Jarvis, planning consultant, cemetery lane inquiry							1,316.44							1,097.00					219.44	IB	
19. 20/04/20	SSE							76.99					73.33							3.66	IB	
20. 25/04/20	C Kennett salary/expenses April 2020							1,339.86							18.00	1,321.86					IB	
21. 27/04/20	Greening Westbourne Community Chest grant							64.70	64.70												IB	
22. 27/04/20	Kompan playground inspections							324.00							270.00					54.00	IB	
28/04/2020	CDC S106 funding Monk's Hill	6,832.12		6,832.12																		
	Totals	57,332.12	0.00	6,832.12	50,500.00	0.00	0.00	19,286.45	1,298.00	1,954.50	0.00	120.00	73.33	0.00	6,454.55	1,321.86	0.00	5,822.37	0.00	2,241.89	19,286.50	

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21  
Account number 1

	Opening balance:	172,017.70																		
			INCOME																	
Invoice reference and date	Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerks salary	Contingency fund	Grants /ER	NP	Input VAT
23. 12/05/20	EE mobile phone							29.42							24.52					4.90
24. 18/05/20	WSCC LGPS April 2020							440.34							440.34					
25. 17/05/20	SSE street lights							76.99					73.33							3.66
26. 18/05/20	Brightplan traffic consultants, Cemetery Lane							1,800.00							1,500.00					300.00
27. 18/05/20	JBC first Precept payment							4,125.00		4,125.00										
28. 18/05/20	GM Support playground/defib inspections							230.00		230.00										
29. 18/05/20	M Magill reimbursement business leaflet printing							215.37						172.37						43.00
30. 18/05/20	M Reed and Co Ltd tree stump removal Monk's Hill							214.00										171.20		42.80
31. 18/05/20	C Kennett salary and expenses May							1,339.86							18.00	1,321.86				
32. 28/05/20	Surrey Hills Solicitors advice on charity for Monk's Hill							175.00							155.00					20.00
33. 28/05/20	Tuppenny Barn Community Chest grant funding							250.00	250.00											
4/5/20	Wagland and Bray access licence Sydenham Terrace, Covington Road	200.00	200.00																	
18/5/20	Reeve access licence first installment for 2019-20	25.00	25.00																	
26/5/20	Southern Co-op grant funding for defibrillator costs	236.00		236.00																
	Totals	461.00	225.00	236.00	0.00	0.00	0.00	8,895.98	250.00	4,355.00	0.00	0.00	73.33	172.37	2,137.86	1,321.86	0.00	171.20	0.00	414.36

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21  
Account number 1

Account number 1

Jun-20																							
	Opening balance:	163,582.72																					
			INCOME										EXPENDITURE										
Invoice reference and date	Description	Receipts Total	Rent	Admin/gr ants	Precept	NP	VAT	Payments Total	S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Conting ency fund	Grants/E R	NP	Input VAT	Payment method		
02/06/2020	Reeve access licence second (and final) installment for 2019-20	25.00	25.00																				
34. 12/06/20	EE mobile phone							29.42							24.52					4.90	DD		
35. 12/06/20	New Dawn Furniture VE Day 75 bench							1,078.02										898.35		179.67	IB		
36. 12/06/20	Steve Hayward, electrician installed defib at Village Stores							75.00										75.00			IB		
37. 12/06/20	WSCC LGPS May 2020							440.34							440.34						IB		
38. 12/06/20	C Kennett salary and expenses June 2020							1,339.86							18.00	1,321.86					IB		
39. 19/06/20	SSE street light electricity							79.36					75.59							3.77	DD		
40. 24/06/20	GM Support playground/defib inspections							275.00		275.00											IB		
41. 24/06/20	Sovereign adult exercise equipment Monk's Hill							3,818.96										3,182.47		636.49	IB		
42. 24/06/20	Surrey Hills Solicitor advise on Monk's Hill Charity							660.00							550.00					110.00	IB		
12/06/2020	Reeve access licence first installment for 2020-21	25.00	25.00																				
30/06/2020	CDC S106 final payment	948.84		948.84																			
	Totals	998.84	50.00	948.84	0.00	0.00	0.00	7,795.96	0.00	275.00	0.00	0.00	75.59	0.00	1,032.86	1,321.86	0.00	4,155.82	0.00	934.83	7,795.96		

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21  
Account number 1

Jul-20

	Opening balance:	164,581.56																			
			INCOME							EXPENDITURE											
Invoice reference and date	Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants /ER	NP	Input VAT	Payment method
43. 12/07/20	EE mobile phone							29.42							24.52					4.90	DD
44. 01/07/20	Mulberry and Co							162.00							135.00					27.00	IB
45. 13/07/20	C Kennett salary and expenses							1,339.86							18.00	1,321.86					IB
46. 13/07/20	HMRC quarter 2 payment							991.29							991.29						IB
47. 13/07/20	WSCC LGPS June 20							440.34							440.34						IB
48. 13/07/20	Longmeadows quarter 2							3,385.60		3,385.60											IB
49. 13/07/20	Steve Hayward removal of SID padlock							25.00				25.00									IB
50. 20/07/20	SSE street light electricity							76.99					73.33							3.66	IB
51. 17/07/20	GM Support playground inspections							220.00		220.00											IB
52. 22/07/20	C Kennett reimbursement for stamps and cable ties							24.90		6.66					16.92					1.32	IB
53. 22/07/20	Kompan playground inspection 2							351.00							292.50					58.50	IB
54. 22/07/20	Longmeadows soil and grass seed around slide at Monk's Hill							320.00		320.00											IB
03/07/2020	CDC grant payment for VE Day 75	250.00		250.00																	
	Totals	250.00	0.00	250.00	0.00	0.00	0.00	7,366.40	0.00	3,932.26	0.00	25.00	73.33	0.00	1,918.57	1,321.86	0.00	0.00	0.00	95.38	

**WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21**  
**Account number 1**

Aug-20

[illegible]

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21  
Account number 1

Sep-20

	Opening balance:	152,219.76																			
			INCOME						EXPENDITURE												
Invoice reference and date	Description	Receipts Total	Rent	Admin/ grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	costs and repair (sinking	Capital schemes	Services	Comms	Admin	Clerk's salary	Contin gency fund	Grants/ ER	NP	Input VAT	Payment method
62. 04/09/20	EE mobile phone							29.42							24.52					4.90	DD
63. 15/09/20	C Kennett salary and expenses and reimbursement defibrillator spare parts, Wel Medical							1,596.96				73.90			18.00	1,490.28				14.78	IB
64. 15/09/20	SSALC training							216.00							180.00					36.00	IB
65. 15/09/20	Monster Creative business cards for C Kennett and D Mack and ID badge for S Cormack							66.44						55.37						11.07	IB
66. 15/09/20	Vision ICT web domain renewal							66.00						55.00						11.00	IB
67. 15/09/20	GM Support playground inspections							275.00		275.00											IB
68. 16/09/20	WSCC LGPS August 20							452.37							452.37						IB
11/09/2020	CDC Precept 2nd payment	50,500.00			50,500.00																
69. 16/09/20	SSE street light electricity							74.59					71.05							3.54	IB
	Totals	50,500.00	0.00	0.00	50,500.00	0.00	0.00	2,776.78	0.00	275.00	0.00	73.90	71.05	110.37	674.89	1,490.28	0.00	0.00	0.00	81.29	

**WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21**  
**Account number 1**

Oct-20

[illegible]

**WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21**  
**Account number 1**

Nov-20

[illegible]



**WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21**  
**Account number 1**

Dec-20

[illegible]

**Westbourne Parish Council, 14 January 2021**  
**Agenda item 11: Annual review of fees and charges**

**1. Rents**

In order to comply with Financial Regulation 9.3, the Council will review all fees and charges at least annually following a report of the Clerk.

The Clerk reports that there are three items in the Council's 2019/20 budget which are fees/charges. These are:

1. Access licence – Mill Road	£50.00
2. Access licence – Sydenham Terrace	£200.00
3. Allotment Association rent	£500.00

Of these, no.1 increased from £50 to £200 in 2017/18, and no. 3 was reduced from £650 to £500 in 2018/19.

Members are asked to consider whether they wish to increase any of these charges for the financial year 2021/22.

**2. Direct debits**

The Clerk would like to bring to the attention of members the direct debits that are set up for the Council.

1. EE (Clerk's mobile phone on a monthly basis)
2. EE (Westbourne Help phone on a monthly basis)
2. SSE (payment of electricity for street lights on a quarterly basis)
3. Information Commissioners Office (annual data protection fee)

**Westbourne Parish Council budget projections 2020-21 and draft budget 2021-22**

Budget Head	2019-20	2020-21	2020-21	2020-21	2020-21	Notes	2021-22
	Actual on 31/03/20	Budget	Actual at 30/09/20	% of budget	Revised estimate		Budget
	£	£	£		£		£
<b>Subscriptions, S137/S147 payments/donations</b>							
Council's membership of West Sussex Association of Local Councils and National Association of Local Councils	780.95	760.00	750.00	98.7%	750.00	Add 5% + CDALC £15	776.00
Local Council Review quarterly magazine	17.00	17.00	17.00		17.00		17.00
Clerk's membership of Society of Local Council Clerks	175.00	200.00	180.00	90.0%	185.00	Add 5%	185.00
British Legion Poppy Appeal	65.00	65.00	65.00	100.0%	65.00		65.00
Westbourne Allotment Association	50.00	50.00	50.00	100.0%	50.00		50.00
Closed churchyard	200.00	200.00	200.00	100.0%	200.00		200.00
Homestart	250.00	250.00	250.00	100.0%	250.00		250.00
Citizens Advice	300.00	300.00	300.00	100.0%	300.00		300.00
Parish Online subscription	0.00	150.00	45.00	0.0%	45.00	New for 20/21	45.00
Community Chest Grants	500.00	500.00	414.70	82.9%		No earmarked reserve	1,000.00
<b>Total:</b>	<b>2,337.95</b>	<b>2,492.00</b>	<b>2,271.70</b>	<b>91.2%</b>	<b>1,862.00</b>		<b>2,888.00</b>
<b>Running Costs</b>							
Burial/cemetery grounds	8,212.00	8,250.00	4,125.00	50.0%	17,126.84	Confirmation in Dec 20	8,197.00
Monk's Hill grounds maintenance	5,787.30	6,500.00	1,825.40	28.1%			6,500.00
Mill Road grounds maintenance	6,559.29	7,500.00	1,766.86	23.6%			7,500.00
Playground/defib inspections (weekly/fortnightly)	1,845.00	1,800.00	1,310.00	72.8%	1,890.00		2,000.00
Playground inspections (quarterly)	0.00	0.00	562.50				1,200.00
Footway lighting maintenance, WSCC	1,200.30	1,200.00	0.00	0.0%		Add 5%	1,250.00
Rent to CDC for Mill Road field	100.00	100.00	100.00	100.0%			100.00
<b>Total:</b>	<b>23,703.89</b>	<b>25,350.00</b>	<b>9,689.76</b>	<b>38.2%</b>	<b>19,016.84</b>		<b>26,747.00</b>
<b>Capital cost and repair (sinking fund)</b>							
New Initiatives Fund (NIF) (earmarked reserve)	20,000.00	20,000.00	0.00	0.0%			20,000.00
<b>Total:</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.0%</b>			<b>20,000.00</b>

Budget Head	2019-20	2020-21	2020-21	2020-21	2020-21	Notes	2021-22
	Actual on 31/03/20	Budget	Actual at 30/09/20	% of budget	Revised estimate		Budget
Play equipment Monk's Hill (earmarked reserve)	0.00	0.00	723.85	0%		Total asset £73k / 25 yrs	3,000.00
Play equipment Mill Road (earmarked reserve)	0.00	3,000.00	0.00	0%			3,000.00
Churchyard Wall	0.00	0.00	0.00				3,000.00
Village Gateways (earmarked reserve)	0.00	0.00	120.00	0%		(£1310 in ER already)	0.00
Fingerpost signs (earmarked reserve)	1,410.00	500.00	0.00	0%			0.00
Office equipment (earmarked reserve)	0.00	0.00	20.82	0%			2,000.00
Tree survey/surgery (earmarked reserve)	1,360.00	1,500.00	1,027.20	0%			2,000.00
Community Speedwatch Online	0.00	100.00	0.00	0%			0.00
Speed activated road signs (SID system)	291.54	2,000.00	25.00	0%		Create earmarked reserve	0.00
Debrillators	400.00	0.00	148.90				200.00
Noticeboards	118.00	0.00	0.00				0.00
CCTV	0.00	5,000.00	0.00	0%		Create earmarked reserve	0.00
Community taxibus service	1,277.80	1,500.00	120.00	0%		Create earmarked reserve	0.00
Salt/grit supply and bins	669.14	570.00	0.00	0%			0.00
WW1 centenary/VE Day 75	17.50	0.00	648.35	0			0.00
<b>Total:</b>	<b>5,543.98</b>	<b>14,170.00</b>	<b>2,834.12</b>	<b>0.00</b>	<b>0.00</b>		<b>13,200.00</b>
<b>Services</b>							
Footway lighting energy, SSE	949.56	1,000.00	446.76	44.7%			1,000.00
Waste bins x 7 and emptying	1,291.16	1,600.00	0.00	0.0%			1,600.00
<b>Total:</b>	<b>2,240.72</b>	<b>2,600.00</b>	<b>446.76</b>	<b>17.2%</b>	<b>0.00</b>		<b>2,600.00</b>
<b>Communications</b>							
Community Consultation (See Business Plan)	0.00	250.00	0.00	0%			250.00
Newsletter/printed communications	1,526.51	1,500.00	227.74	15.2%			1,500.00
Website hosting and 10 email accounts	576.00	250.00	55.00	22.0%			500.00
<b>Total:</b>	<b>2,102.51</b>	<b>2,000.00</b>	<b>282.74</b>	<b>14.1%</b>	<b>0.00</b>		<b>2,250.00</b>

Budget Head	2019-20	2020-21	2020-21	2020-21	2020-21	Notes	2021-22
	Actual on 31/03/20	Budget	Actual at 30/09/20	% of budget	Revised estimate		Budget
<b>General administration and disbursements</b>							
External audit	400.00	410.00	0.00	0.0%		Add 2%	430.00
Internal auditor	344.64	400.00	135.00	33.8%		Add 2%	400.00
Insurance	2,359.60	2,500.00	1,226.84	49.1%	1,226.84	Renewal 1/04/21	1,500.00
Information Commissioner Office (ICO)	35.00	35.00	35.00	100.0%	35.00		35.00
Planning consultant (earmarked reserve)	0.00	0.00	5,683.66	0.0%			6,000.00
Legal advice/professional fees (earmarked reserve)	1,283.00	4,000.00	705.00				2,000.00
Hire of hall/Zoom and meeting expenses (£10 front hall, £7 back hall)	425.50	400.00	119.90	30.0%	119.90		400.00
Stationery/printing (admin)	308.96	200.00	0.00	0.0%			200.00
Postage/Royal Mail PO Box address	10.02	20.00	310.67	1553.4%	310.67		320.00
Parish Council mobile phone	289.71	276.00	147.12	53.3%	294.24	Add 2%	300.00
Volunteer mobile phone (Westbourne Help)	0.00	0.00	0.00		68.00	£17x 12 months	200.00
Cloud document storage/antivirus software/MS 365	0.00	0.00	0.00				870.00
Clerks salary, gross	18,803.20	19,190.00	9,978.80	52.0%	19,957.60	Add 2%	20,357.60
Employer national insurance	1,404.12	1,480.00	367.20	24.8%	1,541.88	Add 2%	1,560.00
Pension	4,080.24	4,230.00	2,165.40	51.2%	4,330.80	Add 2%	4,420.00
Travelling (Clerk)	44.64	75.00	0.00	0.0%	0.00		75.00
Home used as office	216.00	220.00	108.00	49.1%	216.00		216.00
Courses and publications	350.00	500.00	180.00	36.0%			500.00
Chairman's expenses (earmarked reserve)	118.47	250.00	0.00	0.0%	0.00		0.00
Councillor's expenses (earmarked reserve)	0.00	0.00	0.00	0.0%	0.00		0.00
<b>Total:</b>	<b>30,473.10</b>	<b>34,186.00</b>	<b>21,162.59</b>	<b>61.9%</b>	<b>28,100.93</b>		<b>39,783.60</b>
<b>Contingency fund</b>							
Staff absence (earmarked reserve)	0.00	0.00	0.00	0.0%	0.00		0.00
Plants/soil for flower troughs	24.99	50.00	0.00	0.0%	24.99		50.00
Vandalism and insurance excess (earmarked reserve)	0.00	0.00	0.00	0.0%	0.00		100.00
IT support	0.00	0.00	0.00	0.0%	0.00		0.00
General reserve top-up to round up Precept figure		904.00	0.00	0.0%	0.00		
<b>Total:</b>	<b>24.99</b>	<b>954.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>24.99</b>		<b>150.00</b>
<b>Total expenditure:</b>	<b>86,427.14</b>	<b>101,752.00</b>	<b>36,687.67</b>	<b>36.1%</b>	<b>49,004.76</b>		<b>107,618.60</b>

Budget Head	2019-20	2020-21	2020-21	2020-21	2020-21	Notes	2021-22
	Actual on 31/03/20	Budget	Actual at 30/09/20	% of budget	Revised estimate		Budget
<b>Income</b>							
Access licence - Mill Road	50.00	50.00	50.00		50.00		50.00
Access licence - Sydenham Terrace	200.00	200.00	200.00	100%	200.00		200.00
Rent - Allotment Association	500.00	500.00	0.00		500.00		500.00
<b>Total income:</b>	<b>750.00</b>	<b>750.00</b>	<b>250.00</b>	<b>33.33%</b>	<b>750.00</b>		<b>750.00</b>
<b>General reserve + earmarked reserve estimate</b>							
<b>Precept = total expenditure - total income:</b>		<b>£101,002.00</b>	<b>£36,437.67</b>		<b>£48,254.76</b>		<b>£106,868.60</b>
Less CDC grant		£0.00			£1,324.91		£0.00
Final precept figure		£101,002.00	£36,437.67		£46,929.85		£106,868.60
<b>Final precept figure rounded-up =</b>		<b>£101,002</b>	<b>£36,438</b>		<b>£46,930</b>		<b>£106,869</b>

1. Precept required for 2020/21	£101.00
2. Precept required 2021/22	£106,869
3. Taxbase 2020/21	£961.60
4. Taxbase 2021/22	£942.20
5. Charge per band D property 2020/21	£106.07
6. Charge per band D property 2021/22	£113.42
7. % increase in Precept (cash terms)	5.8%
8. % increase in Precept per band D property	6.9%

divide precept by Taxbase

**Westbourne Parish Council, 14 January 2021****Agenda item 16: Payments for approval**

(DD: payment made by Direct Debit, IB: payment made by Internet Banking, C: cheque payment including number, PC: payment made by petty cash, \*movement of an earmarked reserve, \*\* paid from No 2 account)

<b>Payments for approval</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
EE&T Mobile Parish Council and				
DD	Westbourne Help lines	49.82	41.52	8.30
IB	Confidential payments Dec 20	1,367.93	1,367.93	0.00
IB	WSCC LGPS Nov 20	452.37	452.37	0.00
IB	SSE streetlight electricity	86.51	82.40	4.11
IB	Microshade cloud document storage	103.80	86.50	17.50
IB	Longmeadows quarter 3	3,062.50	3,062.50	0.00
Monster Creative newsletter, posters				
IB	and FB graphics	487.20	410.20	77.00
		<b>5,610.13</b>	<b>5,503.42</b>	<b>106.91</b>

**Payments for retrospective approval**

IB	Horizon laptop and 8 tablet computers	2,571.60	2,143.00	428.00
	S Cormack play grounds inspection			
IB	December	140.00	0.00	0.00
IB	SLCC 2021 subscription	185.00	0.00	0.00
		<b>2,896.60</b>	<b>2,143.00</b>	<b>428.00</b>

**1. Treasurers account number 1**

<b>Balance per statement 31/12/20</b>	<b>163,983.12</b>
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
<b>Revised bank</b>	<b>163,983.12</b>

**Cashbook control**

<b>Balance forward 01/04/20</b>	<b>133,972.03</b>
Add total receipts to date	118,521.25
Less total payments to date	88,510.16
<b>Cashbook at 31/12/20</b>	<b>163,983.12</b>

**14 January 2021 Westbourne Parish Council**  
**Agenda item 17: Correspondence list**

Councillors are invited to bring forward any items of correspondence for further discussion at the meeting.

- Letter from the agent for Southcott Homes regarding land on the north east side of Long Copse Lane, as below:

Dear Richard,

We are the acting agents for Southcott Homes who, as I am sure you know, were involved in the development of 17 new homes off North Street in Westbourne. We have recently submitted an outline application to Chichester District Council for a further 8 dwellings at the same location. You will of course be consulted on this initial application, and we look forward to receiving your comments.

I would note that at this time we have submitted an outline application for clarification on the principle of development at the site. That said, we do believe the site offers a viable and deliverable solution towards Westbourne's housing numbers. Our next step will be a full reserved matter application. To do this we would very much like to consult with Westbourne Parish Council and engage with the community to hopefully incorporate your views into a sympathetically designed extension to the neighbourhood.

I appreciate this email is in advance even of a decision to our outline application, however as we are now under our third (and hopefully last) national lockdown I thought it would be beneficial to make contact now.

Please feel to contact me any time either via email or on my mobile, which is 07564 501 348.

Kind regards,  
Tom  
Tom Lill  
Land Manager

- Resident email about a horse being grazed at Mill Road recreation ground and children's play area. Incident reported to PCSO Reed.
- Consultation on the model code of conduct for District and Parishes from Nick Bennett, Monitoring Officer at CDC.
- Updates from CDC and WSCC regarding the Covid-19 outbreak and the delivery of services.