

## Minutes



**Westbourne**

Parish Council

PO Box 143  
Emsworth  
PO10 9DX

07775654483

clerk@westbourne-pc.gov.uk

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### **Minutes of Westbourne Parish Council's Public Services Committee which took place on Thursday 18 November at 7.00pm at The Meeting Place, North Street, Westbourne.**

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Richard Hitchcock, Cllr David Mack and Clare Kennett, Clerk to the Council.

Meeting chaired by Cllr Mack. No members of the public were present.

1. Declarations of interest in the items on the agenda: None.

2. Apologies for absence: None.

3. Minutes of the meeting on 17 June 2021: The minutes were agreed to be a true copy and were signed as such by the Chair.

4. Issues and updates from the minutes of 17 June 2021:

Item 7: It was noted that the Clerk had written to all businesses following the decision not to proceed with the project to install CCTV in The Square and had also included details of a possible business association. The Clerk had not received any replies to the email. Members discussed whether there was the appetite to form such a group at this time. The Clerk said that the Council had agreed to buy aerial maps for the website and that they could be developed to highlight local business with links to their website.

5. Public art funding: Members considered ideas for an item of public art using S106 funding from CDC of £5,263.38 following development at The Shire in Westbourne. It was agreed that Cllr Mack would research options for a steel arch which could be welded to the southern gate to Monk's Hill recreation ground. Cllr Hitchcock said he had contacted the local history group to find out their ideas for a design. CDC had sent the Parish Council a list of ideas from other parishes as examples, which included decorative benches.

6. Update on projects around the Parish: Members discussed the following updates:

**Village gateways:** WSCC had agreed that gateways could be installed in Aldsworth and Cllr Hitchcock said he would follow this up.

**SIDS:** Cllr Mack said the SID in Aldsworth was not working properly and it was possibly to do with the height of the pole and the angle of the road. He said he and Mr Marshall were looking into a solution. It was noted that the license granted by WSCC outlined where and when the SID could be in operation.

**Community Speedwatch Group:** Cllr Mack said that Kevan Pegley was now coordinating the group which had been out frequently recently. New statistics has

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been provided for the newsletter and the Clerk said she would update the information on the website.

**Highways issues and parking in The Square:** It was agreed to send the petition about reducing the speed limit on Monk's Hill outside the recreation ground to Cllr Andrew Kerry-Bedell at WSCC. This could be taken forward by Cllr Kerry-Bedell as one of the top priorities for the Parish, as agreed at the last Parish Council meeting. It was discussed that markets used to be held in The Square and that it would be nice to be able to do this again in the future.

**Trees and tree wardens:** The Clerk had still not heard back from Wade Fazackarley at Michael Reed and would chase him about carrying out the required tree surgery at the two recreation grounds.

**Defibrillators:** It was noted that the two defibrillators are in good working order, with pads that are in date. They are inspected weekly by Stewart Cormack as part of the playground inspections.

**Westbourne's buses:** It was noted that Cllr Ricketts had volunteered to represent the Parish Council on the group that is organising the new community minibus.

**Noticeboards:** It was agreed to recommend to Full Council that a wooden noticeboard is bought for Woodmancote to be placed on the grass triangle outside the pub. Cllr Briscoe agreed to look at quotes for consideration.

**Fingerposts and street lights:** It was noted that Tim Ralph was working again locally and the Clerk agreed to contact him again about continued renovations to the fingerpost signs. The Clerk had been in contact with Adam Porter at Enerveo (part of SSE) about upgrading the Parish Council's 30 street lights to LED bulbs. Adam had agreed to send a quote so that it could be considered as part of the budget setting process for the Precept.

**Flooding:** No further update.

**Grit bins:** It was agreed that the bins did not need topping up this winter.

**Benches:** It was noted that the two new benches and picnic table would be installed at Monk's Hill recreation ground the following day, 19 November.

8. Announcements and items for the next meeting: None.

9. Date of next meeting: The next meeting of the Committee is scheduled to be held on Thursday 17 March 2022 at 7pm.

Meeting closed at 8pm.

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### **Minutes of Westbourne Parish Council's Recreation Leisure and Amenities Committee which took place on Thursday 18 November 2021 at 8.00pm at The Meeting Place, North Street, Westbourne.**

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Richard Hitchcock and Clare Kennett, Clerk to the Council.

Meeting chaired by Cllr Hitchcock. No members of the public were present.

1. Declarations of interest in the items on the agenda: None.

2. Apologies for absence: None.

3. Minutes of the meeting on 17 June 2021: The minutes were agreed to be a true record and were signed as such by the Chair.

4. Issues and updates from the minutes of 17 June 2021:

- Item 7: It was discussed that a handyman had not yet been found to carry out some of the basic repairs at Monk's Hill recreation ground who could help to keep the equipment in good working order. It was agreed to continue to research this.

5. Monk's Hill recreation ground charity: Westbourne Parish Allotment for Exercise and Recreation (Charity Commission number 265105):

- Members noted the Kompan inspection report which was carried out in October 2021 and the report from the playground inspector. There were no issues of concern.
- The Clerk informed members that Longmeadows would be installing the interpretation board, picnic table and two benches on Friday 19 November.
- It was agreed to get quotes for a drainage survey at the playground as the safety surface for the large climbing frame was stopping water from draining off the site and causing boggy conditions. Cllr Hitchcock and the Clerk had spoken to Longmeadows for their thoughts on a solution and they had also recommended that a drainage survey would help find the best solution. Longmeadows, as a separate piece of work, had been instructed by Cllr Hitchcock and the Clerk to clear out the drainage gully running along the boundary fence near the car park as it had been many years since it was last carried out and it would help improve some of the drainage issues.

6. Mill Road recreation ground:

- Members noted the Kompan inspection report which was carried out in October 2021 and the report from the playground inspector. Two items of equipment had

## Minutes

been identified as being a moderate risk (the quarter pipe and fun box at the skate park) as well as the MUGA. Cllr Hitchcock agreed to carry out a site visit to make an assessment. It was discussed that removing the items would likely cause a risk and carrying out repairs would be costly – it was an impossible situation and members agreed that the risk was worth taking based on the fact that the entire playground would be removed within the next 12 months and replaced with new items.

- Cllr Hitchcock informed members that the WCTs planning application was now progressing and it was likely that works for the affordable housing would start in 2022. Cllr Hitchcock agreed to speak to Frank Campbell, Chair of the WCT, to find out when the playground was likely to be removed as it was not clear if this would be at the beginning or the end of the project.

7. Announcements and items for the next meeting: None.

8. Date of next meeting: The next meeting of the Committee is scheduled to be held on Thursday 17 March 2022 at 8.00pm.

Meeting closed at 9pm.

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**Minutes of Westbourne Parish Council's Strategy and Finance Committee which took place on Thursday 21 October 2021 at 7.00pm at The Meeting Place, North Street, Westbourne.**

Cllr Roy Briscoe, Cllr Richard Hitchcock, Cllr Mike Magill, Cllr Ann Pearcey, Cllr Nigel Ricketts and Clare Kennett, Clerk to the Parish Council

Meeting chaired by Cllr Hitchcock. No members of the public were present.

1. Declarations of interest in the items on the agenda: None.

2. Apologies for absence: Cllr Lade Barker, Cllr Jane Gould and Cllr David Mack.

3. Minutes of the meeting on 23 September 2021: The minutes were agreed to be a true record and were signed as such by the Chair.

4. Updates or issues from the minutes of 23 September 2021:

- It was noted that the Council had approved the updates to the Business Plan at its meeting on 14 October. It was agreed that the Clerk would work on the Business Plan over the next six months to reduce and edit the wording so that it became a document that was easier to read and update.
- Members agreed to rename the meeting as a committee, rather than a working group, as meetings were now being held in public.

5. Asset register: Members noted the list of the Council's assets which included the picnic table, two benches and interpretation board for Monk's Hill which had been bought in 2021 with New Homes Bonus Funding. It was agreed to review the items related to the Cemetery as part of the review of the JBC constitution, working with Southbourne Parish Council. It was discussed that the Community Speedwatch Group items could also be listed and Cllr Hitchcock agreed to speak to Cllr Mack about this.

6. Revised budget 2021/22: Members noted the receipts and payments to 30 September 2021 and that the budget of £5k that had been allocated for CCTV (which was no longer going ahead) could be transferred to another project.

7. Budget 2022/23: The Clerk had prepared a draft budget for 2022/23 looking at actual costs in 2020/21, actual costs to date in 2021/22 and estimated costs for 2022/23. Members considered each item of the proposed budget. It was agreed that as some costs were still unknown, a recommended budget would be brought to Full Council for consideration at its meeting in December 2021 and January 2022.

The list below provides an overview of the changes that were made to the existing budget.

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**Subscriptions, S137/S147 payments/donations:** There had been an increase to the WSALC and SLCC subscriptions. Members agreed to leave the Community Chest Grant at £1k, although it was discussed that it could be reduced to £500 if it was considered that the Precept needed to be adjusted.

**Running costs:** The figure for the JBC was still to be confirmed. Members agreed to include £2k for Monk's Hill grounds maintenance to include a new path at the Covington Road entrance as conditions are often muddy. Members also agreed to include an amount of £6k for drainage works at Monk's Hill playground to remedy the boggy conditions around some of the play equipment.

**Capital costs and repair:** Members agreed to defer a decision on the New Initiatives Fund if it was considered that the Precept needed to be adjusted.

**Capital schemes:** Members agreed not to include an earmarked reserve for Mill Road playground as there was already an earmarked reserve of £11,296.42 and the equipment would be completely replaced in the next 12 months as part of the WCT project. Members agreed to include a budget of £10k for the repairs to the churchyard wall. Members agreed to include £200 towards the purchase of a new noticeboard for Woodmancote, £2k for the new community bus and £500 for the Queen's Platinum Jubilee.

**Services:** The cost of upgrading the Parish Council's 30 street lights was still to be confirmed by SSE.

**Communications:** The budget for the email accounts had been increased as the email accounts had been transferred to a new provider.

**General administration and disbursements:** An amount of £4k had been budgeted for remaining expenses relating to the public inquiry on Cemetery Lane that was due to finish in January 2022. The Clerk's salary, pension and employer national insurance were due to be updated following recommendations of the HR Panel on 18 November and would also need to include an additional 2% in case the NALC announced a cost of living rise. Members noted that a new budget for the employer health and social care national insurance contributions would need to be included of 1.25%. The Clerk's allowance for home used as office had been increased to meet the amount as set by HMRC.

**Contingency fund:** A decision on a budget for staff absence was deferred until January when the HR Panel had made a recommendation on the staff sickness policy.

**Income:** Members agreed to make no changes to the rents charged.

**8. Bank account:** It was agreed to open another current account to protect the Council under the Financial Services Compensation Scheme. It was noted that the Council may need to access the funds, rather than just opening a savings account, and that there may be charges associated with this. Members discussed the option of investments, including the possibility of working with an independent financial adviser.

**9. Announcements and items for the next agenda:** None.

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10. Date of next meeting: The next meeting of the Committee is scheduled to be held on Thursday 20 January 2022 at 7pm.

In accordance with the Local Government Act 1972 Schedule 12, the Council may decide by resolution to exclude the press and public from any part of the meeting under a Section Two item.

### **Section Two**

11. Incident on Cemetery Lane: Members agreed to discuss the issue at the next Full Council meeting in November.

Meeting closed at 9pm.

Westbourne Parish Council budget projections 2021-22 and draft budget 2022-23

Budget Head	2020-21	2021-22	2021-22	2021-22	2021-22	Notes	2022-23
	Actual on 31/03/21	Budget	Actual at 30/09/21	% 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	775.99	776.00	712.31	91.8%	712.31	Confirmed	770.00
Local Council Review quarterly magazine	17.00	17.00	17.00		17.00		17.00
Clerk's membership of Society of Local Council Clerks	185.00	185.00	185.00	100.0%	185.00	Confirmed	215.00
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	45.00	0.00	0.0%	45.00	Confirmed for 2022/23	50.00
Community Chest Grants	414.70	1,000.00	433.00	43.3%	1,000.00	No earmarked reserve	1,000.00
<b>Total:</b>	<b>2,257.69</b>	<b>2,888.00</b>	<b>2,212.31</b>	<b>76.6%</b>	<b>2,824.31</b>		<b>2,917.00</b>
<b>Running Costs</b>							
Burial/cemetery grounds	17,126.84	8,197.00	3,783.60	46.2%	7,867.20	TBC	8,200.00
Monk's Hill grounds maintenance	6,720.38	6,500.00	3,529.75	54.3%	6,500.00	Add 5% and £2k for Covington Road path	8,850.00
Monk's Hill drainage	0.00	0.00	0.00		0.00		6,000.00
Mill Road grounds maintenance	6,387.69	7,500.00	3,473.60	46.3%	7,500.00	Add 5%	7,900.00
Playground/defib inspections (weekly/fortnightly)	2,335.00	2,000.00	1,330.00	66.5%	2,000.00		2,300.00
Playground inspections (quarterly)	1,102.50	1,200.00	270.00		1,200.00		1,200.00
Footway lighting maintenance, WSCC	1,480.68	1,250.00	1,233.90	98.7%	1,233.90	Add 5%	1,300.00
Rent to CDC for Mill Road field	100.00	100.00	100.00	100.0%	100.00		100.00
<b>Total:</b>	<b>35,253.09</b>	<b>26,747.00</b>	<b>13,720.85</b>	<b>51.3%</b>	<b>26,401.10</b>		<b>35,850.00</b>
<b>Capital cost and repair (sinking fund)</b>							
New Initiatives Fund (NIF) (earmarked reserve)	20,000.00	17,000.00	0.00	0.0%	0.00	TBC	15,000.00
<b>Total:</b>	<b>20,000.00</b>	<b>17,000.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>		<b>15,000.00</b>



Budget Head	2020-21	2021-22	2021-22	2021-22	2021-22	Notes	2022-23
	Actual on 31/03/21	Budget	Actual at 30/09/21	% of budget	Revised estimate		Budget
<b>Capital schemes</b>							
Play equipment Monk's Hill (earmarked reserve)	0.00	3,000.00	0.00	0%	0.00		3,000.00
Play equipment Mill Road (earmarked reserve)	0.00	3,000.00	0.00	0%	0.00		0.00
Churchyard Wall (earmarked reserve)	0.00	3,000.00	1,811.15		15,000.00		10,000.00
Village Gateways (earmarked reserve)	0.00	0.00	0.00	0%	0.00		0.00
Fingerpost signs (earmarked reserve)	0.00	0.00	0.00	#DIV/0!	0.00		0.00
Office equipment (earmarked reserve)	2,444.53	2,000.00	0.00	0%	0.00		0.00
Tree survey/surgery (earmarked reserve)	1,027.20	2,000.00	350.00	0%	2,000.00		500.00
Speed Indictor Devices/CSW (earmarked reserve)	25.00	0.00	484.10	0%	0.00		0.00
Debrillators	148.90	200.00	0.00		0.00		200.00
Noticeboards	0.00	0.00	0.00		0.00		200.00
CCTV (earmarked reserve)	0.00	0.00	0.00	0%	0.00		0.00
Community taxibus service (earmarked reserve)	120.00	0.00	120.00	0%	2,000.00		2,000.00
Salt/grit supply and bins	0.00	0.00	0.00	0%	0.00		0.00
National commemorations/celebrations (Queen's Platinum Jubilee)	0.00	0.00	0.00	0	0.00		500.00
<b>Total:</b>	<b>3,765.63</b>	<b>13,200.00</b>	<b>2,765.25</b>	<b>#DIV/0!</b>	<b>19,000.00</b>		<b>16,400.00</b>
<b>Services</b>							
Footway lighting energy, SSE	888.80	1,000.00	449.08	44.9%	2,000.00	TBC	4,000.00
Waste bins x 7 and emptying	1,583.08	1,319.24	0.00	0.0%	1,500.00		1,600.00
<b>Total:</b>	<b>2,471.88</b>	<b>2,319.24</b>	<b>449.08</b>	<b>19.4%</b>	<b>3,500.00</b>		<b>5,600.00</b>
<b>Communications</b>							
Community Consultation	0.00	250.00	0.00	0%	0.00		250.00
Newsletter/printed communications	1,101.22	1,500.00	660.28	44.0%	1,500.00		2,000.00
Website hosting and 10 email accounts	528.00	500.00	70.00	14.0%	500.00		1,500.00
<b>Total:</b>	<b>1,629.22</b>	<b>2,250.00</b>	<b>730.28</b>	<b>32.5%</b>	<b>2,000.00</b>		<b>3,750.00</b>

Budget Head	2020-21	2021-22	2021-22	2021-22	2021-22	Notes	2022-23
	Actual on 31/03/21	Budget	Actual at 30/09/21	% of budget	Revised estimate		Budget
<b>General administration and disbursements</b>							
External audit	400.00	430.00	400.00	93.0%	400.00		400.00
Internal auditor	440.00	400.00	0.00	0.0%	400.00	Add 2%	400.00
Insurance	1,226.84	1,500.00	1,244.01	82.9%	1,226.84	Add 5%	1,500.00
Information Commissioner Office (ICO)	35.00	35.00	0.00	0.0%	35.00		35.00
Planning consultant (earmarked reserve)	5,552.08	6,000.00	4,506.20	0.0%	6,000.00		4,000.00
Legal advice/professional fees (earmarked reserve)	980.00	2,000.00	100.00		2,000.00		2,000.00
Hire of hall/Zoom and meeting expenses (£10 front hall, £7 back hall)	119.90	400.00	364.00	91.0%	450.00		500.00
Stationery/printing (admin)	77.24	200.00	82.04	41.0%	200.00		200.00
Postage/Royal Mail PO Box address	310.67	320.00	300.00	93.8%	310.67		320.00
Parish Council mobile phone (Westbourne Help phone)	393.26	500.00	212.14	42.4%	294.24	Add 2%	300.00
Cloud document storage/MS 365	562.40	870.00	206.79		870.00		870.00
Clerks salary, gross	19,905.60	20,357.60	9,952.80	48.9%	19,957.60	Add 2%	22,500.00
Employer national insurance	1,533.60	1,560.00	766.80	49.2%	1,541.88		1,870.00
Employer health and social care national insurance	0.00	0.00	0.00	0.0%	0.00	1.25% of NICS	25.00
Pension	4,020.84	4,420.00	2,010.42	45.5%	4,330.80		4,550.00
Travelling (Clerk)	0.00	75.00	0.00	0.0%	0.00		75.00
Home used as office	312.00	216.00	156.00	72.2%	216.00		320.00
Courses and publications	480.00	500.00	0.00	0.0%	500.00		500.00
Chairman's expenses (earmarked reserve)	0.00	0.00	50.00	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>36,349.43</b>	<b>39,783.60</b>	<b>20,351.20</b>	<b>51.2%</b>	<b>38,733.03</b>		<b>40,365.00</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	24.99	50.0%	50.00		50.00
Vandalism and insurance excess (earmarked reserve)	0.00	100.00	0.00	0.0%	0.00		0.00
IT support	0.00	0.00	0.00	0.0%	0.00		0.00
		0.00	0.00	0.0%	0.00		
<b>Total:</b>	<b>24.99</b>	<b>150.00</b>	<b>24.99</b>	<b>16.7%</b>	<b>50.00</b>		<b>50.00</b>
<b>Total expenditure:</b>	<b>101,751.93</b>	<b>104,337.84</b>	<b>40,253.96</b>	<b>38.6%</b>	<b>92,508.44</b>		<b>119,932.00</b>

Budget Head	2020-21	2021-22	2021-22	2021-22	2021-22	Notes	2022-23
	Actual on 31/03/21	Budget	Actual at 30/09/21	% 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>£103,587.84</b>	<b>£40,003.96</b>		<b>£91,758.44</b>		<b>£119,182.00</b>
Less CDC grant		£0.00			£1,324.91		£0.00
Final precept figure		£103,587.84	£40,003.96		£90,433.53		£119,182.00
<b>Final precept figure rounded-up =</b>		<b>£103,588</b>	<b>£40,004</b>		<b>£90,434</b>		<b>£119,182</b>

1. Precept required for 2022/23	
2. Precept required 2022/23	
3. Taxbase 2021/22	
4. Taxbase 2022/23	
5. Charge per band D property 2021/22	
6. Charge per band D property 2022/23	
7. % increase in Precept (cash terms)	
8. % increase in Precept per band D property	

divide precept by Taxbase



# QUOTE

Westbourne Parish Council  
Attention: Westbourne Parish Council  
53 Skylark Avenue  
Emsworth  
Hampshire  
PO10 7GB

**Date**  
1 Dec 2021

**Expiry**  
31 Dec 2021

**Quote Number**  
QU-0034

**Reference**  
Monks hill path.

Longmeadows  
Landscaping Ltd  
56 Middle Park Way  
Havant  
Hampshire  
PO9 4DB

Description	Quantity	Unit Price	Amount GBP
To install a 18m long x 1.2m wide stone pathway at the bottom gate at Monks Hill for the access of wheel chairs, this will run from the box gate up the incline to the playing field.	1.00	2,200.00	2,200.00
Once the excavation has been completed the excavated area will be filled with a layer of sharp sand then consolidated to give a firm base to lay the plastic reinforcement grid sections. The reinforcement sections will be held in place with pins and the edges will be backed up with a sand and cement mix.			
When the edges have set the reinforcement sections will be filled with 20mm stone.			
Site will be left clean and tidy.			
		Subtotal	2,200.00
		TOTAL NO VAT	0.00
		<b>TOTAL GBP</b>	<b>2,200.00</b>

**Westbourne Parish Council, 9 December 2021****Agenda item 14: 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>
DD EE Mobile phone			
IB Confidential payments Nov 21	1,487.81	1,487.81	0.00
IB WSCC LGPS Nov 21	477.49	477.49	0.00
Microshade cloud storage and email			
IB accounts			
IB MS 365			
DD SSE street light electricity			
Longmeadows install picnic table, bench			
x 2, interpretation board, repairs to play			
IB equipment	1,110.00	1,110.00	0.00
IB Data protection fee ICO	35.00	35.00	0.00
IB SLCC 2022 subscription	215.00	215.00	0.00
IB HMRC quarter 3	1,182.47	1,182.47	0.00
	<b>4,507.77</b>	<b>4,507.77</b>	<b>0.00</b>

**Payments for retrospective approval**

IB GM Support playground inspections	230.00	230.00	0.00
IB A Pearcey reimbursement car tyres	195.00	195.00	0.00
IB Vision ICT website hosting 2022	330.00	275.00	55.00
IB Kompan playground inspection	351.00	292.50	58.50
Westbourne Primary School APA			
IB donation	72.00	72.00	0.00
C Kennett reimbursement batteries for			
IB Lloyds secure access	16.00	13.33	2.67
IB Dor-2-Dor newsletter delivery	330.00	275.00	55.00
	<b>1,524.00</b>	<b>1,352.83</b>	<b>171.17</b>

**1. Lloyds Bank Treasurers Account**

<b>Balance per statement 30/11/21</b>	<b>£117,870.34</b>
Less outstanding payments	£0.00
Outstanding receipts	£0.00
Add petty cash	£0.00
<b>Revised bank</b>	<b>£117,870.34</b>

**Cashbook control**

<b>Balance forward 01/04/21</b>	<b>£148,685.96</b>
Add total receipts to date	£115,711.13
Less total payments to date	£146,526.75
<b>Cashbook at 30/11/21</b>	<b>£117,870.34</b>

**2. Unity Trust Savings Account**

<b>Balance per statement 31/08/21</b>	<b>£85,000.00</b>
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Total cash in both accounts

**£202,870.34**

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**9 December 2021 Westbourne Parish Council**  
**Agenda item 15: Correspondence list**

- Civility and respect newsletter, written in partnership with NALC and SLCC. A working group has been formed to overcome bullying, harassment and intimidation of councillors and staff at local councils. The primary aim is to coordinate a programme of work designed to promote civility and respect in public life, including good governance, positive debate and to support the well-being of councillors, professional officers and staff.
- Report from Cllr Hitchcock following attendance at a focus group on Policing in Sussex.
- Update from Cllr Kerry-Bedell following a meeting on 23 November about the Bourne Community Bus project.
- Email from Emma Bishop at CDC about WSCC's role out of electric vehicle charging points and expression of interests for possible locations  
<https://www.connectedkerb.com/west-sussex-chargepoint-network>, or  
<https://www.westsussex.gov.uk/news/ev-chargepoint-roll-out-in-west-sussex/>
- Email from the Headteacher at Bourne Community Colleague requesting funding towards a Family Support Key Worker who works with 8 of the 35 families coming from Westbourne.