

## Minutes



# Westbourne

Parish Council

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### Minutes of Westbourne Parish Council's HR Committee which took place on Thursday 19 January 2023 at 7.30pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Kim Franks, Cllr Jane Gould, Cllr Richard Hitchcock and Cllr Nigel Ricketts.

In attendance: Clare Kennett, Clerk to the Parish Council

The meeting was chaired by Cllr Gould. No members of the public were present.

1. Election of the Chairman: Cllr Gould was proposed by Cllr Franks and seconded by Cllr Hitchcock. A vote was carried out and all were in favour. Cllr Gould was **ELECTED** as Chairman.

2. Apologies for absence: There were no apologies.

3. Election of the Vice-Chairman: Cllr Hitchcock was proposed by Cllr Ricketts and seconded by Cllr Gould. A vote was carried out and all were in favour. Cllr Hitchcock was **ELECTED** as Vice-Chairman.

4. Declarations of interest in the items on the agenda: There were no declarations of interest.

5. Minutes of the meeting on held on 7 March 2022: Members **AGREED** to **APPROVE** the minutes as a true record and they were signed as such by the Chairman.

6. Issues and updates from the minutes of 7 March 2022:

**Item 4.5:** It was **NOTED** that the Clerk's job description and employment contract had not yet been updated. The Clerk said she would do this and circulate it to members for comment.

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

7. Personal and Professional Development Review (PPDR): Members **RECEIVED** the completed interim PPDR which took place on Thursday 4 October 2022 with no further comments. Members identified four new targets for the Clerk to undertake in 2023 and **AGREED to RECOMMEND** them to Full Council for consideration at its next meeting on 9 February 2023.

8. Civility and Respect Project: Members considered the pledge and **AGREED to RECOMMEND** that Full Council signs up to it (more details at

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<https://www.nalc.gov.uk/our-work/civility-and-respect-project#take-the-pledge>). In brief, the Council would pledge to:

- Treat other councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles
- Commit to training councillors and staff
- Sign up to the code of conduct for councillors
- Have good governance arrangements in place
- Commit to seeking professional help at early stages should civility and respect issues arise
- Call out bullying and harassment if and when it happens
- Continue to learn from best practice in the sector and aspire to being a role model/champion council
- Support the continued lobbying for the change in legislation to support the civility and respect pledge including sanctions for elected members where appropriate

9. Announcements and items for the next agenda: There were no announcements.

10. Date of next meeting: It was **AGREED** to hold the next meeting on 21 September 2023.

Meeting closed at 8.40pm.

## **CEMETERY CO-ORDINATOR REPORT TO 16.1.23**

### **Key Co-ordinator Achievements since last meeting:**

- All issues progressed as noted below.
- In addition, 1 funeral has been attended, 1 memorial headstone has been facilitated and a unique service was delivered to enable the reuniting of body parts with a partial burial which took place in July 2022 – further details to be provided verbally, to include agreement re whether any fees should be levied regarding this provision; and to link with discussions regarding future possibilities for JBC service provision.
- LN has taken no leave (working from home for the 3.2 hours owed during Christmas week when the office was closed).
- LN has had her three-month review with her line manager (Southbourne's Clerk) to formalise the end of her probation period. Her next appraisal will be due January 2024.

## UPDATE RE CO-ORDINATOR ACTIONS NOTED AT MEETING ON 21.11.22

- Mrs Maltravers offer to fund the purchase of a tree for the cremation area in the new cemetery section. UPDATE: I have corresponded with Mrs Maltravers and liaised with Cllr Tait. Matter is currently with Longmeadows who are trying to source the 13 plants that we have requested (1 tulip tree, to be funded by Mrs Maltravers, 4 golden yews, 4 judas trees and 4 sarcococca plants) and, provided their quote remains within the JBC funding allocation, planting will progress as soon as possible.
- Family of Tracy Morgan - interest in purchasing a bench – UPDATE: The family haven't made further contact at this stage (more likely when a memorial becomes possible). In the interim, as previously discussed, I have obtained some guidance from neighbouring cemeteries re their bench policies – please see attached at Appendix A. **REQUEST: I would be grateful for Councillors thoughts at the meeting regarding next steps to developing a JBC Policy regarding benches.**
- Memorandum of Understanding needs to receive its annual review – UPDATE: The latest Memorandum is attached, along with the Terms of Reference, at Appendix B. This is included on tonight's agenda so **REQUEST: please review.**
- Co-ordinator to arrange onsite valuation of cemetery (including the chapel, cottage and the flint wall) early in the new calendar year – Matter to be brought back to the March JBC Meeting.
- Co-ordinator liaising with Castle Water re "inline meter" – discussions are ongoing
- Wild-flower planting – As advised by email exchange since last meeting, reluctantly the wild flower planting will be delayed to the Spring due to the weather. The laying of the pathway matting is however to commence as soon as possible.
- Cemetery Lodge £50 monthly rent renewal increase – now actioned and being received.
- Cemetery Lodge Front Door – following research, it seems that Wizard Windows required a request for this work via Leaders before progressing the works. This is now progressing via Leaders.
- Repurposing of Troughs and removal of taps around Chapel. The Co-ordinator is liaising with the contractor regarding the taps works. They are lined up to action as soon as possible, but have been inundated with water leak work etc due to the extreme cold recently and therefore work has been on hold. Planting of troughs will be actioned in the spring as soon as is practicable.
- Repair work on the chapel doorway – Longmeadows have confirmed this work has been completed. They are also currently in possession of the chapel keys in order that they can carry out the cleaning in the next couple of weeks.

## ADDITIONAL POINTS TO NOTE:

- Co-ordinator Pension set up is almost resolved with WSCC and back payments will be progressed within the next month.
- As noted above, agreement is sought re fees for recent 'reuniting' of body parts service. The family have already paid fully for the original burial of the coffin, plus a further £388 for the grave digging and additional cremation box for the subsequent ceremony. Matter to be updated verbally on Monday and **REQUEST: Councillors to then agree whether any further charges should be levied by JBC regarding this matter.**
- Co-ordinator to update verbally regarding JBC Business Case matters and potential future opportunities for encouraging the use of the chapel – to include possible Celebrant Training for the Co-ordinator.
- Councillor Updates required regarding the following matters:
  - Cllr Thorne re locating Cemetery Deed information via the Records Office at Chichester
  - Cllr Tait re progressing retrospective planning permission for the cemetery extension.

## **APPENDIX A –**

### **MEMORIAL BENCH AND TREE PLANTING GUIDANCE FROM NEIGHBOURING AUTHORITIES:**

#### **Maybush Copse Policy Information: Memorial Trees, Benches and the Scattering of Ashes**

Maybush Copse was acquired in order to safeguard and enhance the landscape and wildlife habitats of the locality and to provide an area for public recreation and enjoyment.

However, it is appreciated that a place of natural tranquillity close to the heart of the local community may be identified as an appropriate site for memorials, either in the form of seats, dedicated trees or through the scattering of ashes.

In order to accommodate the wishes of local people who wish to make use of the Copse in this way, and yet retain the unspoilt nature of the woodland and the character of the site as a place for enjoyment rather than solemnity, the Maybush Copse Friends, together with the Chichester Harbour Conservancy and Chichester Harbour Trust, have issued the following guidelines:

#### **Memorial Trees**

Memorial trees can be planted by arrangement with the Chichester Harbour Conservancy through the Maybush Copse Friends' Committee. In order to maintain the layout and mixed nature of the wood, the position and species will be at the discretion of the Conservancy in consultation with the donor. The Conservancy will advise on size and suppliers.

A temporary plaque may be placed adjacent to the tree for one year after planting but in order to retain the natural beauty of the woodland, individual trees are not to be permanently marked in any way. No other permanent or semi-permanent memorials, wreaths or cut flowers are to be deposited.

A permanent record of dedicated trees will be maintained.

The cost of the tree, planting and temporary plaque will be borne by the applicant, who will also be asked to make a voluntary donation to Maybush Copse Friends towards the upkeep of the Copse.

In the event of any theft or damage to the tree or plaque through natural causes or vandalism, neither the Friends, Conservancy nor Trust shall have any responsibility for replacement or repair.

Arranging for the planting of a memorial tree confers no right of ownership. The managers of the Copse may at any time thereafter prune, coppice or in any other way manage the tree for the overall good of the woodland and safety of visitors.

## **Memorial Benches**

Capacity exists for a limited number of benches within Maybush Copse. Should a donor wish to present a bench it can be provided at the donor's expense by the Chichester Harbour Conservancy in the uniform style being used throughout the site. A permanent plaque of discreet size and with appropriate wording may be attached.

The positioning of benches within the site is at the discretion of the Conservancy but donors will be made aware of the options at an early stage.

In the event of any theft or damage to the bench or plaque through natural causes or vandalism, neither the Friends, Conservancy nor Trust shall have any responsibility for replacement or repair.

If the planned number of benches has been reached there may be an opportunity to place a memorial plaque on an existing bench that has been provided by the Conservancy. No additional plaques will be placed on donated benches but more than one plaque may be attached to Conservancy benches.

In all cases, apart from the plaque referred to above, no permanent or semi-permanent memorials, wreaths or cut flowers are to be deposited.

The cost of plaques will be borne by the applicant, who will also be asked to make a voluntary donation to Maybush Copse Friends towards the upkeep of the Copse.

## **Scattering of Ashes**

The scattering of cremated funeral ashes is permitted within the wooded portion of Maybush Copse.

However, no formal ceremonies are to be held in the Copse, the ground is not to be disturbed in any way and no permanent or semi-permanent memorials, wreaths or cut flowers are to be deposited.

Anyone intending to scatter ashes is recommended to consult the Maybush Copse Friends committee in order to avoid any clash with organised events or maintenance work within the site.

## **Memorial policy amendment text - April 2016**

In the immediate aftermath of a bereavement, people grieve and intense emotions are entirely natural.

Maybush Copse is a Community Woodland, a place for nature and recreation, a place for people to walk, children to play and for community events. It is not principally a place of remembrance.

The Committee would not want to compromise the principle purposes of the woodland and equally, should any memorial be placed on the site, would not want the bereaved relatives to feel that any disrespect was being shown to the deceased or their relatives because of these activities. Therefore a balance has to be struck.

It is felt that this balance can be more easily observed if some time elapses before any action is taken to place a memorial on the site. It also gives relatives and friends of the deceased time to decide on the most appropriate action, recognising that Maybush Copse is a permanent and slowly evolving woodland where changes take place over many years.

The Committee feels that allowing one year to elapse will aid this process and allow sufficient time for memorial plans to be decided, recognising that memories may dim but will not be lost.

## **Maybush Copse Friends      Memorial Seats and Memorial Plaques**

Maybush Copse has a limited capacity for Memorial Seats. Requests for a bench as a memorial for someone with close connections to Maybush Copse should be addressed in writing to the Committee of Maybush Copse Friends, explaining the background to the request. Such requests will not be considered, approved, or declined, until 12 months have elapsed from the date of the death of the deceased.

If the request is accepted the following conditions apply:

A donation to the Maybush Copse Friends should be made to cover the costs before the bench will be purchased.

Maybush Copse Friends will choose, supply and install the seats. The Committee will determine the bench location.

The current design of seats is a rustic style, in keeping with the natural environment of Maybush Copse community woodland and made in Sussex from green oak. They are 1.8m long.

The seats remain the property of the Maybush Copse Friends. The dedication will be retained, if possible, for at least 10 years.

**Memorial plaques** should be made of brass and engraved with a dedication. In order to affix the plaque to the bench seat securely, please ensure that 4 screw holes are located at each corner of the plaque.

Please check with your supplier that the plaque is suitable for outdoor use.

The plaques will be securely fixed flush to the back rest.

We ask relatives not to place or plant flowers or other items at the bench site. Stains, varnishes or preservatives must not be applied to the surfaces of the benches.

## **Chichester Cemetery Guidance:**

Please find attached the information taken from the Rules and Guidelines for Chichester Council Cemeteries which covers benches and planting among other things.

1. The planting of trees, shrubs and plants or placement of seats & benches on grave plots or the immediate vicinity is not permitted. Potted or containerised plants are acceptable within the bounds of the grave plot if deemed so after scrutiny by the Cemetery Service Team. Plants and said containers are the responsibility of the EROB owner to keep in a reasonable condition and although Grounds staff will make every effort to avoid damage, CDC will not accept liability in the event that damage is caused through the course of their duties.
2. The Council reserves the right to request the removal of any items that they deem not to be in keeping with the respectability of the grounds.
3. All memorials/memorabilia/plants etc must be kept within the confines of the grave/cremation plot. CDC reserve the right to remove any items placed outside the boundary of the plot. No trees or shrubs to be planted in the grave bed.

**RESPONSE FROM WARBLINGTON/HAVANT CEMETERIES STILL AWAITED**



## **APPENDIX B – JBC Terms of Reference and Memorandum of Understanding – for annual review**

### **Westbourne and Southbourne Joint Burial Committee**

#### **A. Constitution**

The purpose of the Terms of Reference and Scheme of Delegation is to establish the functions delegated to the Joint Burial Committee. The management and maintenance of Westbourne Cemetery will be carried out by the joint arrangement under the direction of the JBC.

The Westbourne and Southbourne Joint Burial Committee (JBC) is established as a Joint Committee of the Westbourne Parish Council (WPC) and Southbourne Parish Council (SPC) under S102 of the Local Government Act 1972.

It has been agreed that SPC will act as 'host council' for the purposes of the JBC's administration (entering into contracts, employing staff and holding land)<sup>1</sup>.

The JBC shall comprise four (4) members of WPC and four (4) members of SPC who shall be appointed annually from each Parish Council. Members who are no longer a member of their respective Parish Council shall no longer be a member of the JBC.

The Chairman and the Vice Chairman of the JBC shall be elected by its members and will rotate annually between WPC and SPC. In any year the Chairman and Vice Chairman shall not be from the same Parish Council.

The quorum for all meetings shall be two (2) members from WPC and two (2) from SPC.

The JBC will meet at least four times per year. Meetings shall rotate each time where practical between venues in Westbourne and Southbourne<sup>2</sup>.

The Terms of Reference and Scheme of Delegation will be initially reviewed after six months of its implementation to ensure it meets the requirements of all parties. It will then be reviewed on an annual basis thereafter.

#### **B. Terms of Reference and Scheme of Delegation to the JBC**

The JBC shall

1. discharge both the WPC and SPC burial authority functions at Westbourne Cemetery, Cemetery Lane, Westbourne within the budget approved by WPC and SPC as set out in:
  - Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970;
  - Local Government Act 1972;
  - the Local Authorities Cemeteries Order 1977 (SI 1977 No 204);
  - any other legislation relevant to burials and cremations;
  - Southbourne Parish Council's Standing Orders and Financial Regulations<sup>3</sup>;
  - Guidance from the ICCM and SLCC<sup>4</sup>.

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<sup>1</sup> It is noted that this is not a leadership role and that overall responsibility and decision-making for Westbourne Cemetery resides jointly with both parent councils, WPC and SPC.

<sup>2</sup> As the parish councils do not meet in August, the committee should meet before the councils' meeting in July in case decisions are required before the summer break.

<sup>3</sup> It is noted that where these policies refer to 'The Council', the JBC will act in this capacity as required.

<sup>4</sup> ICCM – Institute of Cemetery and Crematorium Management; SLCC – Society of Local Council Clerks.

2. a. review and set the Cemetery fees.  
b. recommend the budget necessary to discharge the burial authority. functions at 1 above.  
c. In November each year, advise WPC and SPC of their respective share of the budget requirement in proportion to their respective electorates.
3. devise and keep under review a three-year business plan and budget for capital projects or exceptional maintenance projects (in excess of £2000) and report as necessary to both Parish Councils as part of the budget and make recommendations as to borrowing.
4. agree those authorised to make electronic and cheque payments for the Joint Burial Committee account(s).
5. review and set the Rules and Regulations for the use of the Cemetery.
6. manage and keep in repair the Cemetery, Chapel and Lodge.
7. report at least quarterly to both Parish Councils on its activities, or on request from either Parish Council. The report to include updated accounts.
8. manage the work of the Clerk who shall work under the direction of the JBC and in doing so the JBC shall follow SPC policies and procedures (as host authority for employment) regarding the employment of the Clerk.
9. comment on planning applications to Chichester District Council (as the Local Planning Authority) on any planning applications adjacent to or affecting Westbourne Cemetery.
10. comply with SPC's standing orders, contract standing orders and financial regulations.
11. comply with the Local Government Transparency Code 2015, for the purposes of best practice, and publish all documents, including agendas, minutes, financial accounts, and policies and procedures, on an accessible website.

**C. Matters reserved to Westbourne Parish Council and Southbourne Parish Council**

1. Joint ownership (50:50) of the Westbourne Cemetery, Chapel and Lodge, Cemetery Lane, Westbourne.
2. To consider and approve proposals from the JBC for capital projects or exceptional maintenance projects (in excess of £2000) at the Westbourne Cemetery.
3. To keep under review the need for additional land for burials on the advice of the JBC (whether or not adjacent to the existing Cemetery).
4. To consider and approve the budget recommended by the JBC (and to make provision in their council tax requirements for the forthcoming financial year).
5. To determine the Clerk to the JBC's salary commensurate with the NJC national salary scales on the recommendation of the JBC.

#### **D. Matters delegated to Southbourne Parish Council**

SPC shall:

- act as the host council for the employment of the Clerk to the JBC
- act as the host council for the financial management of the JBC including the letting of contracts and ensuring that the JBC accounts are audited, and shared with WPC.
- be entitled to recover from the JBC its costs of undertaking these functions

#### **E. Matters delegated to the Clerk to the Joint Burial Committee**

1. To undertake the day-to-day administration of the Westbourne Cemetery within approved budgets and subject to specific direction of the JBC and in accordance with:
  - Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970;
  - the Local Government Act 1972;
  - the Local Authorities Cemeteries Order 1977 (SI 1977 No 204)
  - any other legislation relevant to burial and cremations
  - SPC Standing Orders and Financial Regulations
  - Guidance from the ICCM and SLCC.
2. To prepare the Cemetery Fees for approval by the JBC.
3. To prepare the budget for approval by the JBC.
4. To ensure all payments are made by the due date and comply with Southbourne Parish Council's Standing Orders and Financial Regulations.
5. As proper officer, to prepare and sign Committee agendas summonses and notices for the JBC and generally to exercise the functions of the proper officer subject to Part F.
6. To prepare reports to and minutes of meetings of the JBC.
7. To prepare reports for WPC and SPC following recommendations made by the JBC that require a decision.
8. To act as the client officer and to liaise with the Grounds Maintenance and other contractors regarding the maintenance of the Cemetery, Chapel and Lodge.
9. To undertake the management of Cemetery Lodge.
10. To comply with the requirements of the Local Government Transparency Code 2015.
11. To ensure that both parish councils are kept informed about major decisions and development affecting the management of Westbourne Cemetery.

#### **F. Matters delegated to the Clerk and RFO to Southbourne Parish Council**

On the instruction of the JBC:

To make all day-to-day employment arrangements, including the contract of employment for the Clerk to the JBC.

As RFO:

- to ensure that all income and expenditure complies with Southbourne Parish Council's Standing Orders and Financial Regulations
- to let contracts on behalf of the JBC
- to submit the JBC accounts for Internal and External Audit.
- To work with the Clerk and RFO of WPC and the Clerk to the JBC to ensure effective communication between the two councils and the JBC.

#### **G. Matters delegated to the Clerk and RFO to Westbourne Parish Council**

To work with the Clerk and RFO of SPC and the Clerk to the JBC to ensure effective communication between the two councils and the JBC.

To act as the main point of contact for WPC.

To alert the JBC to planning applications relevant to Westbourne Cemetery. To facilitate the JBC's submission of comments to Chichester District Council as required.

## **Memorandum of Understanding**

### **1. Purpose**

- 1.1 The Constitution is a legal document to provide certainty about the scope of delegation for the JBC. It is considered to be undesirable for one or either of the parent councils to become involved in delegated matters as it could cause conflict between the councils.
- 1.2 The Memorandum of Understanding acts as a supplementary and explanatory document to the Constitution to give greater detail on the general administration of the JBC and the role of the two parish councils in overseeing the joint committee.
- 1.3 The purpose of the joint arrangement between Westbourne Parish Council (WPC) and Southbourne Parish Council (SPC) is to discharge the burial authority functions for Westbourne Cemetery under the direction of the JBC. It is noted that these functions are delegated to the JBC and not to other committees of either parish council. Therefore, any JBC decisions or issues requiring ratification and approval from the parish councils should be taken to the Full Council for consideration and not delegated to other committees or subcommittees of that council.

### **2. Background**

- 2.1 The legal advice below was provided by Ian Davison, Surrey Hills Solicitors. (Section 2.1.1-9 has been written by the solicitor).
  - 2.1.1 The administration of burial law was substantially recast by the Local Government Act 1972. The Burial Acts 1852-1906 ceased to apply and burial boards as standalone bodies created under the Burial Acts were abolished. Since 1977, the constitutional framework that is applied generally to local authorities under the Local Government Act 1972 and the day-to-day rules for the management of cemeteries are prescribed in the Local Authorities (Cemeteries) Order 1977.
  - 2.1.2 Under s 214 of the Local Government Act 1972 parish councils are burial authorities.
  - 2.1.3 Under s101 and 102 of the Act, a local authority, including a parish council, may discharge its functions through a committee, sub-committee, a joint committee or a joint sub-committee or an officer.
  - 2.1.4 A committee or joint committee is not a separate body corporate and exists as part of its appointing body or bodies. It cannot therefore enter into contracts, employ staff or hold land. That is not to say that an officer cannot be appointed under the general management of (say) a joint committee or that land cannot be managed through a joint committee. The constitution of a committee and appointments to such a committee are in the hands of the Council.

Similarly, the constitution of a joint committee and appointments to such a joint committee are in the hands of the appointing councils. In the case of a joint committee there should be an agreement between the appointing councils as to membership, terms of reference, the way of and proportions of funding etc. S 103 presupposes that the arrangements especially to finance will be the subject of agreement between the parties. However, s 103 provides for unresolved disagreements over money to be determined by the district council.

- 2.1.5 Non councillors may sit on committees and joint committees if the appointing council, or in the case of joint committee appointing councils so agree (except the finance committee). Non-councillors do not have voting rights: s 13 of the Local Government and Housing Act 1989 except (relevantly) in the case of committee
- 2.1.6 The Local Government Act 1972 envisages that there could be other means of joint working, e.g. through delegated agreements where one or more councils delegate their functions to another: S 101, or through contributions to another authority where both have concurrent functions: s 136.
- 2.1.7 The principal power under which land is to be acquired is s 124 of the Local Government Act 1972. S 8 of the Localism Act 2011 is not a power to acquire land. Land may be acquired solely by a local authority or jointly with another or others.
- 2.1.8 Staff cannot be employed by a joint committee because it does not have legal personality but rather staff must be appointed by one or more authorities acting jointly. Clearly, it is not desirable for a person to have two or more employers. The clerk must be placed on a proper contract of employment – it is not open to the joint committee to determine the remuneration from year to year, and the terms and conditions of employment must reflect those in the host authority.
- 2.1.9 The procedures of a joint committee effectively form a sub-set of the standing orders of each of the consistent authorities and any rules should form part of the parent councils own standing orders under a heading of 'joint committees' or the like. Normal local government rules on reporting, finance and financial regulations, audit and access to information and meetings apply. Remember, a joint committee is not a body separate from its parents, although until recently the finances of a joint committee were subject to a separate audit.
- 2.2 The jointly-owned assets include the Chapel, Cemetery Lodge and Cemetery and should be included on the asset register of both councils, including any other additional items. Ian Davison, Surrey Hills Solicitors, has advised that the Land Registration can be in the name of both councils.
- 2.3 Expenditure is calculated on the size of the electorate of each council using the figures provided by Chichester District Council. New housing development, particularly in Southbourne, may require a review of the existing agreed percentages. However, the JBC needs to be mindful of the impact on the external audit if there is a change in the figures each year and so a level of stability is recommended. Southbourne, as a larger parish, buries more people at the Cemetery and consequently pays more towards additional expenditure costs. For example, between 2014-2019, the number of burials and interment of ashes for Southbourne residents was 33, and for Westbourne it was 10. During this period, there were burials and interment of ashes for 39 individuals who were resident outside either parish for over one year at time of death.

### **3. Host council**

- 3.1 As a legal document, the Constitution should name the parish council agreed to act as the host council. For the purposes of clarification, the role of host council is outlined below:
- 3.1.1 The JBC is a joint committee, and not a separate legal entity, and one of the two parish councils must act as host council for administrative purposes relating to the employment of staff, entering into contracts and holding of land.

**Employment of staff:** Recruitment of staff is a decision and it should be delegated to the JBC with the decision ratified by both councils. (For example, job adverts would be placed by the Cemetery Coordinator, or the Clerk to the host council if there was a vacancy. The Chairman and Vice-Chairman of the JBC and the Clerk of the host council would carry out the interviews with the decision made by the JBC and recommended to both councils for ratification.) The host council should be the appointing body and the employment contract should be in the name of the host authority, with the terms and conditions of employment reflecting those of the host authority.

The Clerk of the host council should act as line manager to the Cemetery Coordinator as the host council provides stability and a continuous employer, whereas the JBC's membership may change more frequently. The Clerk of the host authority should work closely with the Chairman and Vice-Chairman of the JBC to oversee the Cemetery Coordinator, whose day-to-day work should be agreed under the direction of the JBC. Performance appraisals and setting of objectives for the Cemetery Coordinator should be undertaken by the Clerk of the host council and the Chairman and Vice-Chairman of the JBC. The host council's HR policies and procedures set out the terms and conditions for the post, along with health and safety/lone working/duty of care guidelines. It is noted that the host council's staffing committee is not responsible for the line management of the Cemetery Coordinator as this falls to the Clerk of the host council.

**Entering into contracts:** Decisions relating to contracts is delegated to the JBC, agreed by both councils, as required, and the host council should act as the signatory on the contract to implement that decision. This includes holding of a bank account which should be in the host councils name but used by the JBC for all monies and transactions.

**Holding land:** The assets of the JBC are owned jointly (50:50) by WPC and SPC. Ian Davison, Surrey Hills Solicitors, has advised that name of both councils can be included on the Land Registration documents.

- 3.1.2 The procedures of a joint committee form a sub-set of the standing orders and financial regulations. As such, the JBC should comply with host council's Standing Orders and Financial Regulations (as it cannot follow those of both councils). It is noted that where these policies refer to 'the council', 'the chairman/vice-chairman' or 'the clerk', the JBC shall act in this capacity accordingly. Although all financial matters are delegated to the JBC, the Cemetery Coordinator cannot act as the RFO, as this role is carried out by the Clerk (and RFO) of the host council. The Clerk and RFO should oversee the Cemetery Coordinator in carrying out the delegated financial functions. Any amendments to the Standing Orders or Financial Regulations are set out in the Constitution.

It is noted that WPC and SPC work to the latest NALC model policies and receive advice from WSALC and Mulberry & Co and so both councils should follow the same or similar guidance.

- 3.1.3 The host is not a lead role and gives no greater advantage in the running of the JBC over the other parish council. All decisions should be made jointly and the host council should not take control of any matters delegated to the JBC.

- 3.1.4 The host council is entitled to reclaim any costs in undertaking this role from the JBC. This includes contributions towards the Parish Clerk's salary who acts as line manager to the Cemetery Coordinator.
- 3.1.5 If a member of the JBC brings a motion (in exceptional circumstances) to change the host council, the JBC will debate and vote on the motion. If the motion is successful, it would then go as a recommendation to the parent Councils.

#### **4. Meetings and membership**

- 4.1 It is agreed that three members from each council are required to sit on the committee. This number has been chosen to support WPC who, as a smaller council, has less councillor resource available and should not be disadvantaged as a result of this.

Appointments to the JBC should normally be made at the parish councils annual meetings. There may be occasions when a council decides to remove, replace or make a new appointment in-year.

- 4.2 It is agreed that the Chairman and Vice-Chairman should be elected for a two-year period to offer a degree of continuity to the JBC.
- 4.3 A quorum of three members in total with a minimum of one from each council has been chosen to allow meetings to continue or take place in case of absences.
- 4.4 As the parish councils do not meet in August, the summer committee should meet before the council meetings in July in case decisions are required before the summer.
- 4.5 While the constitution, governing documents and policies should be reviewed annually, the host council should not change on a regular basis. The host council needs to provide stability to its employee and the changing of names on contracts and deeds would create additional workload. The two councils should work together to resolve any issues, including those relating to the host council, and if necessary, follow an agreed complaints process.
- 4.6 Non-councillor members may not sit on the committee as membership should be taken equally from WPC and SPC.

#### **5. Matters delegated to the JBC**

- 5.1 The financial regulations (3.1) require a three-year financial forecast and WSALC recommends this being included as part of a Business Plan.
- 5.2 The JBC should follow the Financial Regulations of the host council for the administration of its finances. This work should be carried out by the Cemetery Coordinator under the supervision of the Clerk of the host council. The JBC should ensure that all the Cemetery records are properly kept.
- 5.3 A regular update report, including financial accounts and a budget report, should be prepared for inclusion on the agendas of WPC and SPC full council meetings in January, April, July and October of each year. The JBC should write reports for both councils to consider for any decisions that have not been delegated to the committee or for any expenditure which has not previously been agreed or included in the annual budget.



- 5.4 The decisions of the JBC direct the day-to-day work of the Cemetery Coordinator, and the Chairman and Vice-Chairman should work closely with the Parish Clerk of the host council who acts as line manager.
- 5.5 The Cemetery is located in Westbourne and in a sensitive part of the Parish. In recent years, there have been a number of planning applications and enforcement issues close to the Cemetery and, although it is not a separate legal entity, the JBC, acting on behalf of both councils, is able to submit comments to Chichester District Council to protect the interests of the Cemetery. The Cemetery is referred to in the Westbourne Neighbourhood Plan.
- 5.6 For the purposes of best practice, all documents including agendas, minutes, financial accounts, policies and procedures, should be published on an accessible website.
- 5.7 Section 5.133 of the JPAG Practitioners Guide March 2021 sets out how a joint committee should be audited, as follows:

Authorities that operate joint committees, boards or other joint arrangements should make sure that the appropriate shares of income, expenditure, assets and liabilities (including any year-end balances) are included within their own accounts. Merely accounting for net contributions to joint arrangements is not acceptable. Such contributions need to be 'grossed up' to reflect the actual share of income and expenditure (or receipts and payments if applicable) of the joint arrangements operations. Additionally, the authority's share of any separately identifiable bank/cast balances at the year-end should be included with Line 8, matched (with the necessary reconciliation for specific Debtors, Stock and Creditors) by a share of earmarked reserves in Line 7.

Separate, published accounting statements for joint arrangements are no longer required under legislation and so the proper practices, supporting information and examples contained in this guide do not apply to joint arrangements.

Authorities should, however, understand the risks associated with how their share of the assets and liabilities is used by any joint arrangement in which they participate, as well as their share of income and expenditure (or receipts and payments) employed in delivering the service managed by a joint arrangement.

Joint arrangements are not bodies corporate and may not own assets, hold bank accounts in their own name, have employees or enter into any form of contract.

All authorities in a joint arrangement need to communicate with one another. If an original formation document cannot be found, the constituent bodies need to make and record proper decisions about how the arrangement is set up and how the income, expenditure, assets and liabilities are owned and accounted for in each participating body's Annual Governance and Accountability Return.

Where one authority is officially the accountable authority for the joint arrangement, balances held on behalf of other participants should be accounted for as liabilities at the year end, having been appropriately eliminated from the accountable authority's reserves.

## **6. Matters delegated to the Clerk of the host council**

- 6.1 Act as line manager to the Cemetery Coordinator working closely with the Chairman and Vice-Chairman of the JBC. Approve annual leave and arrange appropriate cover, carry out an annual performance appraisal/objective setting in conjunction of the JBC Chair and Vice-Chair, including recommendations for remuneration and other benefits, and review training needs. Ensure the host's HR policies and procedures are suitable for the JBC and the Cemetery Coordinator. As RFO to the host council, ensure the JBC is carrying out all delegated financial functions correctly.
- 6.2 Act as the signatory, where applicable, on contracts relevant to the JBC.
- 6.7 Ensure land is held under the name of both councils.

REPORT AUTHOR: Lindy Nash

REPORT DATE: 12<sup>th</sup> January 2023

**APPENDIX C****NOVEMBER/DECEMBER 2022 BANK RECONCILIATION**

**Closing Bank Stmt Balance at 31.10.22 = £71,812.55 (as per last Co-ordinator Report)**

**Closing Bank Stmt Balance at 21.12.22 = £63,482.73 (as shown in copy stmt below)**

**DIFFERENCE = £-8,329.82 (-9087.02+757.20)**

**November Transactions:**

<b>Supplier</b>	<b>Amount</b>	<b>Inv. No.</b>	<b>Description</b>
Sarah Rowland	1132.50	134	37.8 hours @ £30 ph
Sarah Rowland	116.48	134	Expenses
Longmeadows	60.00	664	Eradicate 2 wasps nests
Longmeadows	6099.00	657	Grounds control, hedge cutting and weed control – July, Aug and Sept 2022
Longmeadows	140.00	658	Cremation Grave digging re Plot 47
Longmeadows	1475.00	659	Tree and Bramble maintenance
ICCM	162.00	15374	Cemetery Mngt course for L Nash
Paul Burdick	60.00	87	Removal of JBC cashbook from SPC accounts ready for new JBC seperate accounts
CDC	67.60	DDR	Empty of waste bin and weekly rental
Southbourne PC	1000.00	SPC0009/2022	Office Rental 1.4.22 to 31.3.23
Southbourne PC	24.00	SPC0010/2022	Recharge for Interview Rm 14.9.22
Business Stream	19.00	DDR	Sewage Charge
Castle Water	12.95	DDR	Water Charge
Bank Fees	18.29		
<b>TOTAL OUT</b>	<b>10,386.82</b>		
Leaders	824.80		Net Tenancy Income
Moore's	475.00		Funeral Fees re Plot 47 (Barnes)
<b>TOTAL IN</b>	<b>1,299.80</b>		
<b>DIFFERENCE</b>	<b>-9,087.02</b>		

**December Transactions:**

<b>PAYMENTS – Supplier</b>	<b>Amount</b>	<b>Inv. No/DDR</b>	<b>Description</b>
CDC	67.60	DDR	Bin charge
<b>TOTAL OUT</b>	<b>67.60</b>		
Leaders	824.80		Net Tenancy Income
<b>TOTAL IN</b>	<b>824.80</b>		
<b>DIFFERENCE</b>	<b>+ 757.20</b>		

# WESTBOURNE AND SOUTHBOURNE JOINT BURIAL COMMITTEE

## Minutes for Westbourne and Southbourne Joint Burial Committee Meeting held at 7pm on 16 January 2023 at The Meeting Place, Westbourne.

**Present:** Southbourne Parish Councillors: Lyn Hicks (Chair), Amanda Tait & Phillippa Thorne

Westbourne Parish Councillor: Richard Hitchcock

**In attendance:** Lindy Nash – Joint Burial Committee Coordinator

### AGENDA

**22.46 Welcome** – Cllr Hicks opened the meeting, welcoming all

**22.47 Apologies for Absence**

Cllr Magill (Vice Chair) and Cllr Ricketts had both sent apologies due to ill health. Their apologies were duly accepted.

**22.48 Declaration of Personal and Pecuniary Interests** – No declarations were made

**22.49 Minutes of Meetings**

The draft Minutes of 21<sup>st</sup> November 2022 were considered and unanimously approved.

**22.50 Updates & Issues**

It was agreed that all updates/issues were covered in the Cemetery Co-ordinator's report – see below.

**22.51 Cemetery Co-ordinator's Report**

Lindy Nash presented her report and the following outcomes were noted:

- Regarding the recent service which 'reunited' the deceased's brain with the rest of the body (which had been buried in July 2022), discussion took place regarding whether JBC would wish to levy any additional fees for this second service. In light of the family having recently paid for the full burial, and them having to pay an additional £300 to the gravedigger and £88 for the urn for the second service, it was agreed that JBC would not make any further charges. **ACTION: Co-ordinator to advise the family of this decision.**
- The bench and tree planting information received from other authorities was discussed. Councillors concluded that the Maybush Copse approach is broadly in line with what would work for the JBC. **ACTION: Co-ordinator to draft a JBC Policy (to be reviewed at the March JBC meeting) using this as a template but noting the following differences:**
  - o No 10 year limit needed on plaques
  - o JBC to agree their plaque size and location – possibly with a standardised design
  - o Charges to be agreed (no 'donation' to be requested)
  - o Trees need to be staked in the ground

- Regarding benches, rather than having a set style as in the Copse policy, JBC will assess individual proposed bench styles - to be considered and agreed/rejected at full committee
- Benches not to have a set 10 year life, but maintenance to be the responsibility of the donor
- Benches must be cemented at the cemetery for security reasons
- **ACTION: Cllr Hitchcock to contact Dennis Wingham of Westbourne re possible options/costs etc as a potential 'recommended supplier' for benches – issue to be reported back to next JBC meeting in March**
- Benches to also be made available in the cremation area for commemorative plaques to be affixed to.
- Cllr Tait is continuing to progress obtaining retrospective planning permission via CDC. She is to forward them relevant photos, links to maps and a heritage statement.  
**ACTION: Co-ordinator to investigate re proof of ownership of the land and to update Cllr Tait as soon as she is able.**
- Councillors considered an option from the Commonwealth War Graves Commission for installing a sign noting that Westbourne cemetery has some war graves (this is a zero-cost offer that has been raised with the Co-ordinator since she circulated her report). Councillors agreed that, provided there are no costs involved, including maintenance going forward, that they are unanimously in favour. **ACTION: Co-ordinator to progress.**
- Regarding informing the cemetery neighbour re expected timing for wild flower planting etc, Cllr Hitchcock offered to do this alongside reminding of the need to move the fence along the boundary of the cemetery approach road. **ACTION: Co-ordinator to draft a letter, incorporating that previously sent regarding the fence, and then forward to Cllr Hitchcock for progressing with the neighbour.**
- To conclude, the Co-ordinator noted that the following matters remain 'work-in-progress':
  - **ACTION: Co-ordinator to arrange onsite valuation of cemetery (including the chapel, cottage and the flint wall)**
  - **ACTION: Clarification regarding water meter situation – liaison with Castle Water is ongoing**
  - **ACTION: Tree planting quote from Longmeadows is expected imminently**
  - **ACTION: Cllr Thorne is still progressing locating Cemetery Deed information via the Records Office at Chichester**

## 22.52 Review of Terms of Reference and Memorandum of Understanding

Discussion noted that the annual review of these constitutional papers should take place each year at the meeting following the AGM. Consequently, it was agreed to postpone this review until the June meeting when the new JBC Committee membership will have been decided.

## 22.53 Development of JBC Business Plan

A brainstorming discussion took place regarding matters for potential inclusion in the JBC Business Plan and the following issues were noted:

- Independent JBC Website to be developed
- Progress to be made in digitisation of cemetery records
- Cemetery Deeds to be obtained
- Planning permission to be authorised for the new cemetery area
- Progress to be made in establishing a consecrated area in the new cemetery area
- New cemetery area to continue to bed in with it's environment (with wild flowers, additional planting and improved pathways)
- JBC financial records to be moved from spreadsheet to the Rialtas system

- Consideration to be given to developing and marketing greater use of the chapel, to potentially include expansion of the services offered by the JBC – this may then link with a need for celebrant training for the Co-ordinator and possibly also for any interested Councillors.
- A full review of memorial stability to be independently carried out, with any follow up maintenance works and training requirements to be actioned.
- Refurbishment of toilet to be progressed, to include consideration of accessibility
- Accessibility of the cemetery via pathways to also be considered (with possible accessible links via the new road, through to the chapel and toilet, and possibly also down through the cherry tree pathway in the old cemetery section).
- Consideration to be given to whether a separate garden of remembrance should be established
- Thought required as to whether additional cremation plots should be planned for (with plots currently designated for burials but near the cremation area to be left unused at present to enable this change if required)

**ACTION: The Cemetery Co-ordinator to use the above to develop a draft Business Plan for consideration and further refinement at the March JBC meeting.**

## **22.54 Date of Next Meeting and Agenda Items**

- i) Next meeting date was agreed to be Monday 6<sup>th</sup> March 2023, to be held in Southbourne. It was further agreed that future meetings would be scheduled quarterly in June, September, December and March, with an additional specific budget setting meeting to take place in November. Exact dates for these would be agreed at the June meeting in order to take account of any revised committee membership following the May elections.
- ii) Items for the March Agenda include:
  - Draft JBC Business Plan
  - Draft Tree Planting and Memorial Bench Policy
  - Bank Update – to hopefully include confirmation of removal of Chris Bulbeck and Tracie Bangert as signatories, addition of Cllr Thorne and inclusion of the Cemetery Co-ordinator as an administrator on the bank account (this will leave Cllrs Hicks and Ricketts as signatories as well, though with Cllr Hicks to be removed once she stands down in May).
  - Update re keeping both Parish Councils informed on JBC matters – **ACTION: Co-ordinator to liaise with both Parish Clerks to formalise JBC reporting processes to ensure compliance with those noted in the Constitution** (which note quarterly updates should be shared each June, Sept, Dec and March). This work may result in further discussion regarding possible changes to the JBC host authority.
  - Review of Terms of Reference and Memorandum of Understanding to be considered at the June meeting.

## **Part II**

**Staffing Matters** – No matters discussed.

Meeting Closed at 20.23

**WESTBOURNE CCORONATION BIG LUNCH STREET PARTY**  
**SUNDAY 7 May 2023**

Category	Activities	To do	Actioned	Status	Deadline date
Timings	XX.XX Road closure signs to be put up				
	XX.XX Bunting to go up	Westbourne Weekenders to be asked to do this			
	XX.XX Tables and Chairs to be delivered and set up	To do			
	XX.XX Clear up	Event to finish at 2pm but people may stay longer, so clear up once everyone has gone Litter pick afterwards Remove buntin			
Road Closure	Road closure	<ul style="list-style-type: none"> <li>- Apply for road closure to CDC</li> <li>- Have 2 road closure correx signs printed and displayed before the event</li> <li>- Arrange alternative parking</li> <li>- Display road closed signs at each end of the road at the event</li> </ul>			
Consultation	Draft a letter for Church Road residents to be delivered. To also speak to residents near Church Road so they are aware and involved.	<ul style="list-style-type: none"> <li>- Send a letter to residents to consult on event and road closure</li> <li>- Inform local community groups and organisations to involve them</li> </ul>			
Parking	For Church Road residents only	<ul style="list-style-type: none"> <li>- Ask the WOW Clinic and Mill Meadows Farm if residents could use their car parks.</li> </ul>			
Tables/chairs	<ul style="list-style-type: none"> <li>- Parish Hall have offered 17 large and 4 small tables and 120 chairs.</li> <li>- We can use all from the Meeting Place</li> </ul>	<ul style="list-style-type: none"> <li>- Ask if these can be borrowed</li> <li>- Arrange how the tables and chairs will be delivered to site and returned to their owners.</li> <li>- Ask Lade Barker if we could use their vehicle to move the tables before and after the</li> </ul>			

**WESTBOURNE CCORONATION BIG LUNCH STREET PARTY**  
**SUNDAY 7 May 2023**

		event			
Decorations	Flags/bunting/table fabric required	<ul style="list-style-type: none"> <li>- Buy new bunting if needed and email Westbourne Weekend re putting up</li> <li>- Find out if the school would like to contribute any decorations</li> <li>- Buy balloons</li> <li>-</li> </ul>			
Local Businesses	Contact local pub/cafes in case they want to offer take away food	<ul style="list-style-type: none"> <li>- Promote this option to attendees</li> </ul>			
Entertainment	Music	<ul style="list-style-type: none"> <li>- Ask the Church if we could use their system again</li> </ul>			
Photographer	Aerial photography	<ul style="list-style-type: none"> <li>- Ask Brian Bracher if he would take aerial photos again</li> <li>-</li> </ul>			
Marketing	Website article, Westbourne Magazine articles, Facebook posts with boosted post shared to groups, newsletter, Corex signs, poster, banner for The Square.				
Councillor attendance	To confirm who will be available at the event to help	To allocate roles to councillors			



**Westbourne Parish Council, 9 February 2023****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>
DD	EE Mobile phone			
BACS	Confidential payments Feb 23			
BACS	WSCC LGPS Jan 23			
	Microshade cloud storage and email			
BACS	accounts			
BACS	MS 365	9.48	7.90	1.58
	Monster Creative printing 100 copies of			
BACS	highways consultation letter	15.00	15.00	0.00
	Monster Creative design of spring			
BACS	newsletter			
	Monster Creative councillor recruitment			
BACS	campaign design and materials	180.95	153.29	27.66
	Monster Creative two new signs design			
BACS	and print for Monk's Hill	122.11	101.76	20.35
		<b>327.54</b>	<b>277.95</b>	<b>49.59</b>
<b>Payments for retrospective approval</b>				
	GM Support playground/defib			
BACS	inspections	130.00	130.00	0.00
BACS				
		<b>130.00</b>	<b>130.00</b>	<b>0.00</b>

## **Westbourne Parish Council, 9 February 2023**

### **Agenda item 17: Correspondence list**

- Planning appeal decision APP/L3815/C/18/3203215, Old Army Camp, PO10 8RR: To note the Planning Inspectorate's decision to refuse the appeal with no costs awarded to the Parish Council.
- Planning appeal decision APP/L3815/C/21/3280877, land south of Raction View, Marlpit Lane, Westbourne: To note the Planning Inspectorate's decision to dismiss the appeals and to uphold the enforcement notices.
- Email about the Resilience and Emergency Plan template produced by WSCC at a cost of £120 and Dee Thornton has offered support in competing it at a cost of £50 per hour. It is recommended that the Public Services Committee consider this at its next meeting on 16 March and to find out from the Bourne's Forum if any neighbouring parish has taken up the offer.
- Email from a resident about dog fouling at the Common. The Clerk has put up new posters at the entrance and has posted on the Facebook page to raise awareness and encourage people to pick up.
- Chichester Local Plan consultation until 17 March  
[www.chichester.gov.uk/localplan](http://www.chichester.gov.uk/localplan)
- Email to introduce Sara Osman, CDC's new Specialist Environment Officer who will support the Council in delivering its district-wide carbon emission reductions.
- Notes and slides from the Bourne's Forum from Cllr Hitchcock who attended the meeting on 23 January.

**Bank Reconciliation Statement as at 31/01/2023  
for Cashbook 1 - Lloyds Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank A/c	31/01/2023	1	111,537.46
			<u>111,537.46</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			111,537.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			111,537.46
		<b>Balance per Cash Book is :-</b>	<b>111,537.46</b>
		<b>Difference is :-</b>	<b>0.00</b>

Time: 10:31

**Bank Reconciliation up to 31/01/2023 for Cashbook No 1 - Lloyds Bank A/c**

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
05/01/2023	144	126.00		126.00		R <input type="checkbox"/>	MULBERRY & CO
05/01/2023	145	91.00		91.00		R <input type="checkbox"/>	THE MEETING PLACE
05/01/2023	12		4,908.17	4,908.17		R <input type="checkbox"/>	Receipt(s) Banked
12/01/2023	146	0.23		0.23		R <input type="checkbox"/>	EE
13/01/2023	147	1,584.61		1,584.61		R <input type="checkbox"/>	CONFIDENTIAL PAYMENTS
13/01/2023	148	509.70		509.70		R <input type="checkbox"/>	WEST SUSSEX COUNTY COUNCIL
13/01/2023	149	128.57		128.57		R <input type="checkbox"/>	MICROSHADE
13/01/2023	150	9.48		9.48		R <input type="checkbox"/>	MICROSOFT
13/01/2023	151	3,307.90		3,307.90		R <input type="checkbox"/>	LONGMEADOWS
13/01/2023	152	566.49		566.49		R <input type="checkbox"/>	Guy Schofield
19/01/2023	153	130.00		130.00		R <input type="checkbox"/>	GM SUPPORT
		<u>6,453.98</u>	<u>4,908.17</u>				

Westbourne Parish Council  
53 SKYLARK AVENUE  
EMSWORTH  
HAMPSHIRE  
PO10 7GB

## Your Account

**Sort Code** 30-91-97  
**Account Number** 00168407

## TREASURERS ACCOUNT

01 January 2023 to 31 January 2023

<b>Money In</b>	£4,923.17	<b>Balance on 01 January 2023</b>	£113,083.27
<b>Money Out</b>	£6,468.98	<b>Balance on 31 January 2023</b>	£111,537.46

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
04 Jan 23	SUSSEX COUNTY PLAY	SO		15.00	113,068.27
04 Jan 23	SUSSEX COUNTY PLAY WESTBOURNE PARISH	FPI	15.00		113,083.27
05 Jan 23	HMRC VTR XWV126000103738	BGC	4,908.17		117,991.44
05 Jan 23	MULBERRY & CO 200000001055786809 20507	FPO		126.00	117,865.44
05 Jan 23	THE MEETING PLACE 200000001055786815 149, 150.	FPO		91.00	117,774.44
12 Jan 23	EE LIMITED Q74144313386985539	DD		0.23	117,774.21
13 Jan 23	GUY SCHOFIELD 100000001060473400	FPO		566.49	117,207.72
13 Jan 23	LONGMEADOWS 300000001067047040 0671 0672	FPO		3,307.90	113,899.82
13 Jan 23	MICROSOFT 600000001063453034	FPO		9.48	113,890.34
13 Jan 23	MICROSHADE 100000001060473456 17201	FPO		128.57	113,761.77
13 Jan 23	WSCC LGPS 500000001063718924 CLARE	FPO		509.70	113,252.07
13 Jan 23	CLARE KENNETT 200000001059774120 SALARY	FPO		1,584.61	111,667.46
19 Jan 23 (Continued on next page)	STEWART CORMACK 200000001062740868 INV NO	FPO		130.00	111,537.46

## Transaction types

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<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

10:32

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1076 Precept	115,437	115,437	0			100.0%	
1080 Bank Interest	478	0	(478)			0.0%	
1090 Misc Income	240	0	(240)			0.0%	
1100 Access licence - Mill Road	0	50	50			0.0%	
1110 Access licence - Sydenham Terr	200	200	0			100.0%	
1120 Rent - Allotment Association	500	500	0			100.0%	
1200 Grants Received	512	0	(512)			0.0%	
<b>Income :- Receipts</b>	<b>117,367</b>	<b>116,187</b>	<b>(1,180)</b>			<b>101.0%</b>	<b>0</b>
<b>Net Receipts</b>	<b>117,367</b>	<b>116,187</b>	<b>(1,180)</b>				
<b>110 General Admin &amp; Disbursements</b>							
4000 Clerk's Salary - Gross	19,330	22,500	3,170		3,170	85.9%	
4010 Employers National Insurance	1,591	1,895	304		304	84.0%	
4030 Employers Pension	4,010	4,550	540		540	88.1%	
4060 Travelling (Clerk)	11	75	64		64	14.4%	
4065 Home Used as Office	260	320	60		60	81.3%	
4070 Chairman's Expenses	38	0	(38)		(38)	0.0%	9
4075 Councillor's Expenses	7	0	(7)		(7)	0.0%	
4080 Courses & Publications	731	500	(231)		(231)	146.1%	
4085 External Audit	400	400	0		0	100.0%	
4090 Internal Audit	353	400	47		47	88.3%	
4095 Legal Advice & Professional	105	2,000	1,895		1,895	5.3%	
4100 Planning Consultant	1,099	4,000	2,901		2,901	27.5%	
4105 Information Commissioner Offic	35	35	0		0	100.0%	
4110 Insurance	0	1,500	1,500		1,500	0.0%	
4115 Rialtas Financial Software	649	1,000	351		351	64.9%	
4120 Cloud Doc Storage/MS 365	1,152	870	(282)		(282)	132.5%	
4125 Hall Hire /Zoom Meeting Expens	412	500	88		88	82.4%	
4130 Stationery / Printing	378	200	(178)		(178)	189.1%	
4135 Postage / Po Box Address	323	320	(3)		(3)	101.0%	
4140 Mobile Phone	285	300	15		15	95.0%	
<b>General Admin &amp; Disbursements :- Indirect Payments</b>	<b>31,170</b>	<b>41,365</b>	<b>10,195</b>	<b>0</b>	<b>10,195</b>	<b>75.4%</b>	<b>9</b>
<b>Net Payments</b>	<b>(31,170)</b>	<b>(41,365)</b>	<b>(10,195)</b>				
6000 plus Transfer from EMR	9						
<b>Movement to/(from) Gen Reserve</b>	<b>(31,161)</b>						

10:32

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>120 Running Costs</b>							
4200 Westbourne Cemetery	11,155	11,155	0		0	100.0%	
4205 Ground Maintenance - Monks Hil	6,057	6,850	793		793	88.4%	
4210 Drainage Work - Monks Hill	8,210	3,000	(5,210)		(5,210)	273.7%	
4215 Ground Maintenance - Mill Road	7,169	7,900	731		731	90.7%	
4220 Playground Defib Inspections	1,415	2,300	885		885	61.5%	
4225 Playground Inspections	625	1,200	575		575	52.1%	
4230 Footway Lighting Maintenance	1,254	1,300	46		46	96.4%	
4235 Rent to CDC - Mill Road Field	0	100	100		100	0.0%	
4705 Plant /Soil Flower Troughs	102	50	(52)		(52)	204.4%	
Running Costs :- Indirect Payments	<b>35,987</b>	<b>33,855</b>	<b>(2,132)</b>	<b>0</b>	<b>(2,132)</b>	<b>106.3%</b>	<b>0</b>
<b>Net Payments</b>	<b>(35,987)</b>	<b>(33,855)</b>	<b>2,132</b>				
<b>130 Subscriptions, S137 / S147</b>							
4300 Membership WSALC / NALC	0	770	770		770	0.0%	
4305 Local Council Review Qtr Mag	0	17	17		17	0.0%	
4310 Clerk's Membership SLCC	222	215	(7)		(7)	103.3%	
4315 British Legion Poppy Appeal	65	65	0		0	100.0%	
4320 Westbourne Allotment Associat	50	50	0		0	100.0%	
4325 Closed Churchyard	200	200	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	50	(25)		(25)	150.0%	25
4345 Community Chest Grants	500	500	0		0	100.0%	
Subscriptions, S137 / S147 :- Indirect Payments	<b>1,662</b>	<b>2,417</b>	<b>755</b>	<b>0</b>	<b>755</b>	<b>68.8%</b>	<b>25</b>
<b>Net Payments</b>	<b>(1,662)</b>	<b>(2,417)</b>	<b>(755)</b>				
6000 plus Transfer from EMR	25						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,637)</b>						
<b>140 Capital Schemes</b>							
4400 Play Equipment - Monks Hill	0	3,000	3,000		3,000	0.0%	
4410 Churchyard Wall	5,138	10,000	4,862		4,862	51.4%	
4425 Office Equipment	79	0	(79)		(79)	0.0%	
4430 Tree Survey/Surgery	566	500	(66)		(66)	113.3%	
4440 Defibrillators	589	200	(389)		(389)	294.5%	
4455 Community Bus Service	2,000	2,000	0		0	100.0%	
4465 National Commemorations /Celeb	2,271	500	(1,771)		(1,771)	454.2%	1,771
Capital Schemes :- Indirect Payments	<b>10,644</b>	<b>16,200</b>	<b>5,556</b>	<b>0</b>	<b>5,556</b>	<b>65.7%</b>	<b>1,771</b>
<b>Net Payments</b>	<b>(10,644)</b>	<b>(16,200)</b>	<b>(5,556)</b>				
6000 plus Transfer from EMR	1,771						
<b>Movement to/(from) Gen Reserve</b>	<b>(8,873)</b>						

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<u>150 Services</u>							
4500 Footway Lighting Energy SSE	2,464	2,000	(464)		(464)	123.2%	
4505 Waste Bins & Emptying	1,336	1,600	264		264	83.5%	
Services :- Indirect Payments	<b>3,800</b>	<b>3,600</b>	<b>(200)</b>	<b>0</b>	<b>(200)</b>	<b>105.5%</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,800)</b>	<b>(3,600)</b>	<b>200</b>				
<u>160 Communications</u>							
4445 Noticeboards	5,263	0	(5,263)		(5,263)	0.0%	5,263
4600 Community Consultation	0	250	250		250	0.0%	
4605 Newsletter /Printing Communica	1,975	2,000	25		25	98.7%	
4610 Website Hosting & Email Acc	361	1,500	1,139		1,139	24.0%	
Communications :- Indirect Payments	<b>7,599</b>	<b>3,750</b>	<b>(3,849)</b>	<b>0</b>	<b>(3,849)</b>	<b>202.6%</b>	<b>5,263</b>
<b>Net Payments</b>	<b>(7,599)</b>	<b>(3,750)</b>	<b>3,849</b>				
6000 plus Transfer from EMR	5,263						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,336)</b>						
<u>170 Contingency Fund</u>							
4790 New Initiatives Fund	9,576	15,000	5,424		5,424	63.8%	
Contingency Fund :- Indirect Payments	<b>9,576</b>	<b>15,000</b>	<b>5,424</b>	<b>0</b>	<b>5,424</b>	<b>63.8%</b>	<b>0</b>
<b>Net Payments</b>	<b>(9,576)</b>	<b>(15,000)</b>	<b>(5,424)</b>				
<u>999 VAT Data</u>							
115 VAT on Receipts	5,564	0	(5,564)			0.0%	
VAT Data :- Receipts	<b>5,564</b>	<b>0</b>	<b>(5,564)</b>				<b>0</b>
515 VAT on Payments	379	0	(379)		(379)	0.0%	
VAT Data :- Indirect Payments	<b>379</b>	<b>0</b>	<b>(379)</b>	<b>0</b>	<b>(379)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>5,185</b>	<b>0</b>	<b>(5,185)</b>				
Grand Totals:- Receipts	<b>122,931</b>	<b>116,187</b>	<b>(6,744)</b>			<b>105.8%</b>	
Payments	<b>100,816</b>	<b>116,187</b>	<b>15,371</b>	<b>0</b>	<b>15,371</b>	<b>86.8%</b>	
<b>Net Receipts over Payments</b>	<b>22,116</b>	<b>0</b>	<b>(22,116)</b>				
plus Transfer from EMR	<b>7,068</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>29,184</b>						