

Westbourne Parish Council, 13 April 2023
Agenda item 10: Westbourne Community Hall grant

The Parish Council agreed in principle to give a grant to Westbourne Community Hall, at its meeting on 12 January 2023, on the condition that three quotes were provided for the works to be carried out.

The three quotes have now been submitted as below.

- Quote 1: Portsmouth Flooring, £2,877.60. This is their preferred contractor.
- Quote 2: Flooring Innovations Southern Ltd, £3,360
- Quote 3: Dan Dan the Carpet Man, £4,465

Recommendation:

That the Parish Council agrees to give a grant of up to £3k to Westbourne Community Hall to support the continued renovation of the building.

Clare Kennett
Clerk to Westbourne Parish Council

PORTSMOUTH FLOORING

Decorative Flooring Contractors to the Building Industry
Unit 9 Spring Park, Stanbridge Road, Havant, PO9 2GJ
Email: Admin@portsmouthflooring.co.uk
Tel: 02393 878250

Quotation; Westbourne Community Hall

Valid for 31 days from 08/03/2023

Uplift & Dispose of current floor coverings, provide new self levelling compound to replacement floor covering areas, supply and install new vinyl sheet to replacement floor covering areas with welded joints. New Matt to Front Entrance to be included.	Cost per Unit (m2)	Subtotal
Front Foyer & Corridor area (22.4m2)	£55	£1232
Back Bar Area to Backdoor (21.2m2)	£55	£1166
	<i>Subtotal</i>	£2398
	<i>Vat;</i>	£479.60
	<i>Total</i>	£2877.60

Carpets 4 Less Southern Ltd
CO No: 6813121
VAT No: 989957611
T/A: Portsmouth Flooring
Reg Office: 12-14 Carlton Place, Southampton, SO15 2EA

Westbourne Community Hall
River Street
Westbourne
Emsworth
PO10 8TG



Flooring Innovations Southern Limited
72 Victoria Road
Emsworth
Hampshire
PO10 7NJ
01243 850962
sales@flooringinnovations.co.uk
www.flooringinnovations.co.uk

Estimate

Number E1200
Date 6 Mar 2023

Description	Amount
Uplift/Dispose of the existing flooring.	2,800.00
Supply and lay a latex screed.	
Supply and fit Polysafe Safety Flooring with welded joints. Renew door bars as required.	

	VAT	Total
2,800.00	560.00	3,360.00
Total (GBP)		£3,360.00

PAYMENT TERMS

Estimate valid for 14 days from the date of estimate.

Please note our standard terms of trading apply to all contracts and that we cannot order your flooring until your signed confirmation has been received. Orders once made cannot be cancelled and changes may result in additional charges. Payment required on completion.

Payment should be made by bank transfer to the following account or card payments can be taken on completion.

Starling Bank,

Flooring Innovations Southern Limited.

Sort Code: 60-83-71, Account: 10819579



Quote

DAN DAN THE CARPET MAN

26 Kew Gardens
Bognor Regis
West Sussex
PO21 5RD

MOB: 07854494031

DATE: TUESDAY 7TH MARCH 2023

To:

JOB ADDRESS:

***Westbourne Community
Hall
River Street
Westbourne***

	DESCRIPTION OF WORKS/INVOICE	PRICE
		<u>Total</u>
	To uplift and dispose of existing flooring to main hallway, outer bar area and little hall way off of bar. To supply LVT stick down vinyl tiles (colour to be selected) to latex sub floor, to supply new coya matt to entrance and fitting.	£4,465.00

Minutes



Westbourne

Parish Council

PO Box 143
Emsworth
PO10 9DX

07775654483

clerk@westbourne-pc.gov.uk

Minutes of Westbourne Parish Council's Public Services and Natural Environment Committee which took place on Thursday 16 March 2023 at 7.00pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Kim Franks and Cllr Jane Gould.

In attendance: Clare Kennett, Clerk to the Council

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

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

24. Apologies for absence: Cllr Richard Hitchcock and Cllr Nigel Ricketts.

25. Minutes of the meeting on 17 November 2022: Members **AGREED** to **APPROVE** the minutes as a true record and they were signed as such by the Chairman of the Committee.

26. Issues and updates from the minutes of 17 November 2022:

Item 15.7: It had been agreed by Full Council on 9 March to take on responsibility for the defibrillator in Woodmancote.

Item 19: The Clerk was waiting to hear from Tim Ralph with a proposal for continued renovation of the fingerposts.

Item 19: The heritage-style street lights were due to be installed imminently on Whitechimney Row.

Item 19: It had been agreed by Full Council in January not to buy another SID due to budgetary pressures and that the existing two would be moved between locations.

Item 19: Cllr Gould had volunteered to varnish the noticeboards in The Square.

27. Highways issues in Aldsworth: Members considered the list of highways issues that had been prepared at the last committee meeting. This had been submitted to WSCC Highways who had recommended that the Parish Council apply for a Community Highway Scheme <https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/apply-for-a-community-highways-scheme/>. It was discussed that more help from the local community, ideally from Aldsworth, was needed to support the application to build an evidence base, including resident consultation. It was **AGREED** to defer this project until after the election in May when hopefully there would be more people on the Council to support the project.

28. Emergency Plan: Members considered the Resilience and Emergency Plan template which had been produced by WSCC and would cost £120 (with an additional cost of £50 per hour if it was completed by Dee Thornton). It was **AGREED** that as the Parish Council did not own any premises, the existing

Minutes

emergency plan prepared by the Clerk was sufficient as it was more about signposting to the correct agency or organisation.

29. Update on public services: Members discussed the following:

- Highways issues: It was **AGREED** that the Clerk would submit the TRO for the speed reduction proposals on Monk's Hill.
- Village gateways: It was discussed that cleaning the gateways could be a volunteering opportunity at the Big Help Out on Monday 8 May as part of the King's Coronation celebrations. Otherwise, they could be cleaned by a window cleaning company as discussed previously.

30. Natural Environment Liaison Group: It was **NOTED** that three residents had agreed to join the group and that a meeting would soon be organised by Cllr Hitchcock.

31. Announcements and items for the next meeting: There were no announcements.

32. Date of next meeting: The next meeting of the Committee was scheduled to be held on Thursday 15 June 2023 at 7.00pm.

Meeting closed at 8pm.

Minutes



Westbourne

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Minutes of Westbourne Parish Council's Recreation Leisure and Amenities Committee which took place on Thursday 16 March 2023 at 8.00pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Kim Franks and Cllr Jane Gould.

In attendance: Clare Kennet, Clerk to the Council

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

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

20. Apologies for absence: Cllr Richard Hitchcock and Cllr Nigel Ricketts.

21. Minutes of the meeting on 17 November 2022: Members **AGREED** to **APPROVE** the minutes as a true record and there were signed as such by the Chairmam.

22. Issues and updates from the minutes of 17 November 2022:

Item 15: It was NOTED that the Clerk had arranged for Longmeadows to spread new play bark at Monk's Hill and secure the rubber mats, who had also looked at the roundabout and they thought it was in good working order. The Clerk had contacted Ralph Restorations about painting the swing frames and was waiting for a quote. The Clerk was still to contact Sovereign about the missing bar. The swing chain links, bushes and shackles still needed to be replaced and it was **AGREED** to find a handyman who could help with this.

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

Members **NOTED** the latest Kompan inspection report which had been circulated by the Clerk with no further comments.

24. Mill Road recreation ground:

Members **NOTED** the latest Kompan inspection report which had been circulated by the Clerk. It was discussed that the Westbourne Community Trust's planning application had been given planning permission by the District Council and the land had been transferred to their ownership. Building work on the 12 new affordable homes was expected to start as early as April 2023. It was not clear yet when the playground would be replaced, but this is likely to be towards the end of the building programme. Members asked the Clerk to send Frank Campbell, Chair of the WCT, the playground inspection reports for Monk's Hill as it showed the wear and tear of wooden equipment which was being planned for the new playground. It was also

Minutes

noted that the Parish Council had not been involved in any decisions about the new equipment, although Cllr Franks and Cllr Hitchcock were trustees of the WCT.

25. Announcements and items for the next meeting: There were no announcements.

26. Date of next meeting: The next meeting of the Committee was scheduled to be held on Thursday 15 June 2023 at 8.00pm.

Meeting closed at 9pm.

Notes of the meeting



Westbourne

Parish Council

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07775 654483
clerk@westbourne-pc.gov.uk

Notes of the Events Committee which took place on Thursday 23 March at 7pm at The Meeting Place, North Street, Westbourne.

Present:

- Cllr Roy Briscoe, Westbourne Parish Council
- Cllr Jane Gould, Westbourne Parish Council
- Cllr Kim Franks, Westbourne Parish Council
- Cllr Nigel Ricketts, Westbourne Parish Council
- Laura Sibley, Headteacher, Westbourne Primary School
- Kate Derham, Westbourne Primary School PTA
- Sally Redman, Westbourne Primary School PTA
- Angela Leggett, Church Warden at St John the Baptist Church
- Becky Greenhalgh, Resident
- Stuart and Anita Webb, The Stags Head pub
- Clare Kennett, Clerk to Westbourne Parish Council

Meeting chaired by Nigel Ricketts, Vice-Chairman of the Parish Council.

1. Welcome and introductions: Nigel Ricketts opened the meeting and welcomed attendees.

2. Coronation Big Lunch Street Party: It was agreed that a street party would take place on Sunday 7 May 2023 between 12pm and 3pm at Church Road and Church View in Westbourne to celebrate the King's Coronation. The following was discussed

- Clare Kennett had submitted a temporary road closure application for Church Road and Church View to Chichester District Council between 11am and 4pm on Sunday 7 May. The District Council had sent this out for consultation to other organisations/agencies with responses to be received by 11 April. It was discussed that the application was likely to be approved as the District Council wanted to support Coronation events.
- Clare Kennett had prepared a letter to be hand delivered to residents on Church Road and Church View to inform them of the outline plans and to seek their support. Kim Franks agreed to deliver them over that weekend and to speak to residents.
- It was agreed that the tables and chairs from the Church Hall and The Meeting Place would be used again (Clare Kennett would arrange this). The Primary School agreed to theirs also being used as it was discussed that the event might be well attended given the success of last year's Jubilee street party. Clare Kennett would also Mill Meadow's Farm if their trailer could be used again to help with transporting the tables to Church Road.
- It was agreed to contact Westbourne Weekend to find out if the bunting that they put up and took down last year had been saved. If so, it was hoped it could be used again and Clare Kennett would buy some more so that there were lots of

Notes of the meeting

decorations. Clare Kennett would ask Westbourne Weekend if they would be able to put the bunting up again. The Primary School said they would be able to donate their decorations as well. It was noted that this was a lovely contribution at the last event and it was nice to have some of the children's artwork available.

- Clare Kennett said she still had some of the table cloths from last year's event but would need to buy some more. Clare would also buy more ribbon and balloons.
- It was agreed that the Stags Head would support the event by supplying an outdoor bar selling drinks, snacks and German sausage hotdogs. They also had a big screen which could show a recording of the Coronation ceremony from the day before and they were looking for live singers. It was agreed that their support would really make the event a special occasion and encourage more people to attend. Attendees thanked Stuart and Anita for their contribution. Clare Kennett would find out if any of the residents on Church would be able to offer power to help The Stags.
- Clare Kennett said that the Parish Council would produce a newsletter with all the details about the street party and it would be sent to all properties in the Parish. There would also be information on the Parish Council website and Facebook page (possibly promoted with paid advertising), posters, signs and a banner which would be put around the village. It was agreed to print an A2 poster for the A-frame at the Stags Head. The street party had been mentioned in the Rector's Ramblings article of the April edition of the Westbourne Magazine and an article would be included in the May edition (hopefully it distributed before the bank holiday weekend). The Primary School offered to include an article in their newsletter which could also be shared via WhatsApp to parents.
- It was discussed that attendees would be encouraged to wear red, white and blue and that children in fancy dress (kings and queens) would receive a chocolate (Cadbury's cream egg) or sweet gift. It was agreed to ask local businesses if they could donate these.

3. The Big Help Out: It was discussed that the Parish Council would offer volunteering opportunities to residents to take part in on Monday 8 May. A key theme of the Coronation celebrations was about volunteering and getting involved in the local community. Activities that would be promoted, for residents to do at their own leisure, included:

- Litter picking – kits could be left at The Meeting Place for people to collect and use.
- Cleaning the gateways and fingerpost signs – there were five gateways at each entrance to the village and 12 fingerposts. The locations would be published and residents asked to take a bucket of water and a sponge to give them a good clean.
- Varnishing the noticeboards – the noticeboards in The Square needed to be varnished.
- Changing the code on the three Parish defibrillators. The Clerk had instructions and the Council were looking for someone with some technical capabilities to help with this.
- Removing graffiti on some of the play equipment at Monk's Hill.
- The Primary School said they would ask children to come up with other volunteering suggestions. Please send any other ideas to clerk@westbourne-pc.gov.uk

Notes of the meeting

4. Coronation Champions: Revd Andrew Doye had recommended that the Parish Council nominated local volunteers who could be given a special mention at the service at 9.30am on Sunday 7 May at St John the Baptist Church. It was agreed that Clare Kennett would send a list of people that could be put forward.

The national Coronations Champions scheme was also noted

https://www.royalvoluntaryservice.org.uk/volunteering/coronation-champions-awards/?utm_source=google&utm_medium=ppc&utm_campaign=Coronation&gclid=EAlalQobChMI1OP5pJfg_QIVc2HmCh1HEwS3EAAAYASAAEglz4_D_BwE

5. To note other Parish events: The events below were noted and attendees were asked to spread the word.

- Westbourne Spring Clean Day on Sunday 2 April, meeting in The Square at 2pm.
- The Annual Parish Assembly on Wednesday 24 May at 7pm at The Meeting Place, North Street, Westbourne. The event will celebrate the work of Parish volunteers, community groups and organisations. Sir Andrew Ross is the guest speaker giving a presentation on His Majesty's Bodyguard of the Honourable Corps of Gentlemen at Arms and the role played in the Lying in State and Funeral of the Late Queen <https://www.royal.uk/gentlemen-arms>.

6. Any other business: There was no other items to discuss.

7. Date of next meeting: It was agreed that Clare Kennett would arrange another meeting if required.

Meeting closed at 8.10pm.

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Westbourne Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

13/04/2023

and recorded as minute reference:

12

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.westbourne-pc.gov.uk

**Bank Reconciliation Statement as at 31/03/2023
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	31/03/2023	1	96,212.56
			<hr/> 96,212.56
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			96,212.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			96,212.56
		Balance per Cash Book is :-	96,212.56
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/03/2023 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>
02/03/2023	163	130.00		130.00		R <input type="checkbox"/>	GM SUPPORT
02/03/2023	164	100.22		100.22		R <input type="checkbox"/>	MONSTER CREATIVE
02/03/2023	165	313.00		313.00		R <input type="checkbox"/>	PDC PRINT
02/03/2023	166	1,925.00		1,925.00		R <input type="checkbox"/>	LONGMEADOWS
02/03/2023	166	464.00		464.00		R <input type="checkbox"/>	THE WOODHORN GROUP
10/03/2023	168	1,584.61		1,584.61		R <input type="checkbox"/>	CONFIDENTIAL PAYMENTS
10/03/2023	169	509.70		509.70		R <input type="checkbox"/>	WSCC LGPS
10/03/2023	170	1,362.06		1,362.06		R <input type="checkbox"/>	HMRC
10/03/2023	171	128.57		128.57		R <input type="checkbox"/>	MICROSHADE
10/03/2023	172	9.48		9.48		R <input type="checkbox"/>	MICROSOFT
10/03/2023	173	12.77		12.77		R <input type="checkbox"/>	META FOR BUSINESS
10/03/2023	174	22.00		22.00		R <input type="checkbox"/>	TIMPSON
10/03/2023	175	143.88		143.88		R <input type="checkbox"/>	ZOOM
13/03/2023	167	18.62		18.62		R <input type="checkbox"/>	EE
20/03/2023	176	50.00		50.00		R <input type="checkbox"/>	THE MEETING PLACE
20/03/2023	177	130.00		130.00		R <input type="checkbox"/>	GM SUPPORT
20/03/2023	178	1,055.99		1,055.99		R <input type="checkbox"/>	BHIB COUNCILS INSURANCE
20/03/2023	179	1,722.23		1,722.23		R <input type="checkbox"/>	CHICHESTER DISTRICT COUNCIL
27/03/2023	180	14.00		14.00		R <input type="checkbox"/>	THE MEETING PLACE
29/03/2023	181	330.00		330.00		R <input type="checkbox"/>	DOR-2-DOR
		<u>10,026.13</u>	<u>0.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Detailed Receipts & Payments by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	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%	
Income :- Receipts	117,367	116,187	(1,180)			101.0%	0
Net Receipts	117,367	116,187	(1,180)				
110 General Admin & Disbursements							
4000 Clerk's Salary - Gross	23,539	22,500	(1,039)		(1,039)	104.6%	
4010 Employers National Insurance	2,089	1,895	(194)		(194)	110.2%	
4030 Employers Pension	4,802	4,550	(252)		(252)	105.5%	
4060 Travelling (Clerk)	11	75	64		64	14.4%	
4065 Home Used as Office	312	320	8		8	97.5%	
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	1,056	1,500	444		444	70.4%	
4115 Rialtas Financial Software	649	1,000	351		351	64.9%	
4120 Cloud Doc Storage/MS 365	1,382	870	(512)		(512)	158.9%	
4125 Hall Hire /Zoom Meeting Expens	596	500	(96)		(96)	119.2%	
4130 Stationery / Printing	378	200	(178)		(178)	189.1%	
4135 Postage / Po Box Address	323	320	(3)		(3)	101.0%	
4140 Mobile Phone	316	300	(16)		(16)	105.2%	
General Admin & Disbursements :- Indirect Payments	38,221	41,365	3,144	0	3,144	92.4%	9
Net Payments	(38,221)	(41,365)	(3,144)				
6000 plus Transfer from EMR	9						
Movement to/(from) Gen Reserve	(38,212)						

Detailed Receipts & Payments by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Running Costs							
4200 Westbourne Cemetery	11,155	11,155	0		0	100.0%	
4205 Ground Maintenance - Monks Hil	10,615	6,850	(3,765)		(3,765)	155.0%	
4210 Drainage Work - Monks Hill	8,210	3,000	(5,210)		(5,210)	273.7%	
4215 Ground Maintenance - Mill Road	7,187	7,900	713		713	91.0%	
4220 Playground Defib Inspections	1,545	2,300	755		755	67.2%	
4225 Playground Inspections	755	1,200	445		445	62.9%	
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	40,823	33,855	(6,968)	0	(6,968)	120.6%	0
Net Payments	(40,823)	(33,855)	6,968				
130 Subscriptions, S137 / S147							
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	1,662	2,417	755	0	755	68.8%	25
Net Payments	(1,662)	(2,417)	(755)				
6000 plus Transfer from EMR	25						
Movement to/(from) Gen Reserve	(1,637)						
140 Capital Schemes							
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	10,644	16,200	5,556	0	5,556	65.7%	1,771
Net Payments	(10,644)	(16,200)	(5,556)				
6000 plus Transfer from EMR	1,771						
Movement to/(from) Gen Reserve	(8,873)						

Detailed Receipts & Payments by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
150 Services							
4500 Footway Lighting Energy SSE	2,464	2,000	(464)		(464)	123.2%	
4505 Waste Bins & Emptying	2,771	1,600	(1,171)		(1,171)	173.2%	
Services :- Indirect Payments	5,235	3,600	(1,635)	0	(1,635)	145.4%	0
Net Payments	(5,235)	(3,600)	1,635				
160 Communications							
4445 Noticeboards	5,263	0	(5,263)		(5,263)	0.0%	5,263
4600 Community Consultation	43	250	207		207	17.1%	
4605 Newsletter /Printing Communica	3,078	2,000	(1,078)		(1,078)	153.9%	
4610 Website Hosting & Email Acc	361	1,500	1,139		1,139	24.0%	
Communications :- Indirect Payments	8,744	3,750	(4,994)	0	(4,994)	233.2%	5,263
Net Payments	(8,744)	(3,750)	4,994				
6000 plus Transfer from EMR	5,263						
Movement to/(from) Gen Reserve	(3,481)						
170 Contingency Fund							
4790 New Initiatives Fund	9,576	15,000	5,424		5,424	63.8%	
Contingency Fund :- Indirect Payments	9,576	15,000	5,424	0	5,424	63.8%	0
Net Payments	(9,576)	(15,000)	(5,424)				
999 VAT Data							
115 VAT on Receipts	5,564	0	(5,564)			0.0%	
VAT Data :- Receipts	5,564	0	(5,564)				0
515 VAT on Payments	1,236	0	(1,236)		(1,236)	0.0%	
VAT Data :- Indirect Payments	1,236	0	(1,236)	0	(1,236)		0
Net Receipts over Payments	4,329	0	(4,329)				
Grand Totals:- Receipts	122,931	116,187	(6,744)			105.8%	
Payments	116,141	116,187	47	0	47	100.0%	
Net Receipts over Payments	6,791	0	(6,791)				
plus Transfer from EMR	7,068						
Movement to/(from) Gen Reserve	13,859						

Westbourne Parish Council
53 SKYLARK AVENUE
EMSWORTH
HAMPSHIRE
PO10 7GB

Your Account

Sort Code 30-91-97
Account Number 00168407

TREASURERS ACCOUNT

01 March 2023 to 31 March 2023

Money In	£0.00	Balance on 01 March 2023	£106,238.69
Money Out	£10,026.13	Balance on 31 March 2023	£96,212.56

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Mar 23	STEWART CORMACK 500000001090418077 INV NO	FPO		130.00	106,108.69
02 Mar 23	MONSTER CREATIVE 600000001090146072 008061	FPO		100.22	106,008.47
02 Mar 23	PDC PRINT 200000001086473804 8142	FPO		313.00	105,695.47
02 Mar 23	LONGMEADOWS 400000001095211777 0677, 78,	FPO		2,389.00	103,306.47
10 Mar 23	CLARE KENNETT 100000001091600281 SALARY	FPO		1,606.61	101,699.86
10 Mar 23	WSCC LGPS 200000001090846468 CLARE	FPO		509.70	101,190.16
10 Mar 23	HMRC - ACCOUNTS OF 400000001099584532	FPO		1,362.06	99,828.10
10 Mar 23	MICROSHADE 100000001091600307 17464	FPO		128.57	99,699.53
10 Mar 23	MICROSOFT 500000001094824997	FPO		9.48	99,690.05
10 Mar 23	CLARE KENNETT 600000001094521987	FPO		12.77	99,677.28
13 Mar 23	EE LIMITED Q74144313403004320	DD		18.62	99,658.66
20 Mar 23	CDC 300000001103489110 602892269 600524 10	FPO		1,722.23	97,936.43
20 Mar 23	CLARE KENNETT 300000001103489379 ZOOM	FPO		143.88	97,792.55
20 Mar 23	THE MEETING PLACE 200000001096196611 2023-028,	FPO		50.00	97,742.55
20 Mar 23	STEWART CORMACK 200000001096196623 INV NO	FPO		130.00	97,612.55
20 Mar 23	BHIB LTD 400000001104936118 LCO02826 560060 10	FPO		1,055.99	96,556.56

(Continued on next page)

TREASURERS ACCOUNT

Sort Code 30-91-97
Account Number 00168407

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
27 Mar 23	THE MEETING PLACE 200000001099864400 2023-036	FPO		14.00	96,542.56
29 Mar 23	DOR-2-DOR 400000001109906459 INV-1787	FPO		330.00	96,212.56

Transaction types

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

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 2 - Unity Trust Saving A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Savings A/c	28/02/2023		85,529.80
			0.00
			<hr/> 85,529.80
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,529.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,529.80
		Balance per Cash Book is :-	85,529.80
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Westbourne Parish Council, 13 April 2023**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)

Payments for approval		Total	Net	VAT
DD	EE Mobile phone	18.62	15.52	3.10
BACS	Confidential payments April 23	1,584.61	1,584.61	0.00
BACS	WSCC LGPS March 23	509.70	509.70	0.00
	Microshade cloud storage and email			
BACS	accounts	128.57	107.14	21.43
BACS	MS 365	9.48	7.90	1.58
BACS	Mulberry & Co payroll service, quarter 4	126.00	105.00	21.00
	PDC Print newsletter and Coronation			
BACS	event materials	179.00	179.00	0.00
BACS	WSALC and NALC subscription 2023/24	799.75	799.75	0.00
BACS	Royal Mail PO Box renewal	396.00	330.00	66.00
		3,751.73	3,638.62	113.11

Payments for retrospective approval

BACS	Dor-2-Dor Newsletter May delivery	330.00	275.00	55.00
	The Meeting Place, Spring Clean Day			
BACS	booking	14.00	14.00	0.00
	Chichester District Council dog/litter			
BACS	bins emptying 2022/23	1,722.23	1,435.20	287.03
BACS	BHIB Insurance 2023/24	1,055.99	1,055.99	0.00
BACS	GM Support playground inspections	130.00	130.00	0.00
	The Meeting Place, committee meetings			
BACS	bookings	50.00	50.00	0.00
		3,302.22	2,960.19	342.03

Westbourne Parish Council, 13 April 2023

Agenda item 15: Correspondence list

- Notice of uncontested election from Chichester District Council
- Coronation celebration grant from Chichester District Council towards new flower troughs in The Square as a lasting tribute to the King.
- Report from Cllr Hitchcock following attendance at the Police meeting on Teams on 30 March 2023.
- Planning appeal decision APP/L3815/W/22/3301748. Land south of Foxbury Lane, Westbourne. To note that the Planning Inspectorate dismissed the appeal. The inspector found that although the proposal was of exceptional quality and met the requirements of paragraph 80e) of the Framework, it was outweighed by the conflict with the development and the Habitats Regulations.