

Minutes



Westbourne

Parish Council

PO Box 143
Emsworth
PO10 9DX

07775654483

clerk@westbourne-pc.gov.uk

Minutes of Westbourne Parish Council's Recreation Leisure and Amenities Committee which took place on Thursday 25 January 2024 at 7.00pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Roy Briscoe, Cllr Kim Franks and Cllr Nigel Ricketts.

In attendance: Clare Kennett, Clerk to the Parish Council

Meeting chaired by Cllr Ricketts. One member of the public and no members of the press were present.

11. Apologies for absence: Cllr Neil Attewell, Cllr Jane Gould and Cllr Richard Hitchcock.

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

13. Minutes of the meeting on 15 June 2023: Members **AGREED** to **APPROVE** the minutes as a true record and they were signed as such by the Chairman of the Committee.

14. Issues and updates from the minutes of 15 June 2023: There were no updates.

*On permission of the Chairman, and with agreement by all members, it was **AGREED** to discuss agenda item 6, Mill Road recreation ground, as the next item.*

15. Mill Road recreation ground: Members considered the latest Kompan inspection report and **NOTED** the findings for each item of play equipment. Members also discussed the possible imminent start of the Westbourne Community Trust's works at the site which would see the possible closure of the recreation ground. Members **AGREED** that repairing equipment at this stage would be wasteful in the longer-term given that most of it would be removed. The following was discussed:

- **Signs, seating area, toadstools, bench, play panel, spring see-saw, swings, multi-play areas, swing barrier, cantilever swing, see saw, fitness equipment, gates and fencing, picnic bench:** No further action as items were low risk and would be removed with the WCT project. Some could be retained for either the new scheme or Monk's Hill.
- **Litter bin:** No further action as the bin would be moved with the WCT project. The Clerk was to inform CDC not to service the bin in 2024/25 if the recreation ground was temporarily closed.
- **Skate park:** Members had inspected the site and considered the Kompan report to be over cautious. They did not agree that the timber had rotted to an extent that it posed a serious risk. It was therefore **AGREED** to take no further action at this time, given the WCT project could be starting soon.

Minutes

- **MUGA:** Members **AGREED** that some areas had rusted and need to be repaired but to take no further action if the WCT project started in the short-term.

As there was still no guarantee that the WCT project would start, it was discussed that these decisions would be kept under review.

It was discussed that a new lease agreement would be needed with the WCT once the new playground was ready. The Clerk said she would inform the insurance company of the change of ownership of the land and inform them of the WCT's work once it was underway.

16. Monk's Hill recreation ground charity: Westbourne Parish Allotment for Exercise and Recreation (Charity Commission number 265105): Members consider the latest Kompan inspection report. It was **AGREED**:

- To ask Longmeadows to repaint the areas that needed attention on the multi-play unit, chest press, handle boat, tai chi wheels, cross trainer and pull-down challenger, along with securing the bars on the step-up station and fit point. To also ask them to secure the bench and repair the gate.
- Nigel said he would paint the two swing frames and replace the worn bushes and seats.

It was **AGREED** that the Clerk should look find quotes from other playground inspection companies when the Kompan contract expired in March.

17. Village event: Members expressed an interest in holding an event at Monk's Hill recreation ground in the early summer but they all agreed that they did not have capacity to lead on organising the event. Cllr Franks said she would contact Westbourne Weekend to find out if they were interested in supporting the event and the Clerk said she would contact a resident who lived on Monk's Hill to see if they were interested in helping.

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

19. Date of next meeting: The next meeting of the Committee was scheduled to be held on Thursday 21 March 2024 at 8.00pm.

Meeting closed at 8.35pm.

Gale Tree Consultancy

Tel: 01798 875731 | Email: office@galetreeconsultancy.co.uk | Web: galetreeconsultancy.co.uk
34 Carpenters Meadow, Pulborough, West Sussex RH20 2HQ

Clare Kennett
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Westbourne Parish Council
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29th January 2024

Quote reference 8584 – Tree condition report required at the below sites

Dear Clare

Further to your email this week, please find below details of the walk over survey required on behalf of Westbourne Parish Council:

1. Undertake a ground level inspection of the trees originally plotted within TCR/130/19 tree inventory and growing within the grounds of:
 - Mill Road recreation ground
 - Mill Road allotments
 - Monks Hill recreation ground

All trees originally plotted will have their external features assessed in line with the Visual Tree Assessment (VTA) method described by Mattheck & Breloer (Body Language of Trees, Department of the Environment Research for Amenity Trees publication No. 4 1994)

However, only those trees that should the whole tree or its parts fail, and would subsequently go on to cause harm to persons or property, will be commented on

Where thick ivy/bramble and/or thick sucker growth impedes the visual assessment, a statement in the Comment column will be made to that effect and an appropriate recommendation made in the Action Required column

Does not include the use of invasive decay detection equipment or any form of climbed assessment; if these are necessary, they will be stated as such in the Comments column

The information supplied will be the tree number, tag number (see point 2 below), species (common name), physiological condition, comments, recommendations and priority – see point 3 overleaf

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2. Make recommendations with priorities for management

The following priority ratings will be used to define the period in which works need to be undertaken:

URGENT	Immediate attention required (will be reported verbally to the client/management on day of inspection)
HS1	Within 2 months of the reports date
HS2	Within 6 months of the reports date
HS3	Within 12 months of reports date
HS4	Before the next survey date
GM	Works recommended for general maintenance reasons or in the interests of good arboricultural management
N/A	Not applicable / no work recommended at this time

3. Produce a PDF report, including a site plan, detailing trees location linked to their recommendations

Sub-total:	£458.33
Vat @ 20%	£ 91.67
Total:	£550.00

I hope that this fee quotation is acceptable and look forward to receiving your written instructions by letter or email shortly. If, in the meantime, you require any further information please do not hesitate to contact me.

Yours sincerely



Andrew Gale *Dip Arb L6 (ABC) M.Arbor.A*



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11th July 2023

Ref 8520 – Quotation for decay evaluation required at St John the Baptist, Westbourne, PO10 8UL

Dear Clare

Further to tree survey TCR/449/23 please see below for the details of the recommended decay evaluations.

I have split the cost into one price for all three trees in one visit or for a single decay evaluation at a time, on a tree of your choice. This may enable you to budget better for the investigations, if you stagger the timing of the extra work, but is the more expensive option in the long run

Detailed Decay Evaluation – all three trees on the same visit:

- Undertake a ground level decay evaluation on T1 Yew, T3 Yew and T8 Yew on the avenue of trees leading to the church
- The following decay evaluation equipment will be available for the assessment:
 - PiCUS 3 Sonic Tomography Unit
 - PiCUS 2 Electrical Impedance Tomography Unit
 - IML Resi PD400 Microdrill
- The production of a report detailing the assessments findings including any recommendations for work
- Unless specified above, this detailed decay evaluation will not address any tree root related issues
- The base of the tree will need to be cleared by the client of debris and any ornaments before the survey

Sub-total: £737.50
Vat @ 20% £147.50
Total: £885.00

Gale Tree Consultancy

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34 Carpenters Meadow, Pulborough, West Sussex RH20 2HQ

Detailed Decay Evaluation – single tree:

- Undertake a single ground level decay evaluation on Yew tree on the avenue of trees leading to the church
- The following decay evaluation equipment will be available for the assessment:
 - PiCUS 3 Sonic Tomography Unit
 - PiCUS 2 Electrical Impedance Tomography Unit
 - IML Resi PD400 Microdrill
- The production of a report detailing the assessments findings including any recommendations for work
- Unless specified above, this detailed decay evaluation will not address any tree root related issues
- The base of the tree will need to be cleared by the client of debris and any ornaments before the survey

Sub-total: £387.50
Vat @ 20% £ 77.50
Total: **£465.00**

I trust that this quotation is acceptable and look forward to receiving your instructions shortly to proceed with the survey work. If, in the meantime, you require any further information please do not hesitate to contact me.

Yours sincerely



Andrew Gale Dip Arb L6 (ABC) M.Arbor.A



To:
Clare Kennett
Westbourne Parish Council
clerk@westbourne-pc.gov

25/01/2024

Our Ref **AJQ14789**

Dear Clare,

Thank you for your valued enquiry.

I have pleasure in submitting our quotation as below.

To Supply:

- ◆ **Portable Speed Indicator Device (SID) with Thank You / Slow Down Legend beneath, battery-powered complete with spare Lead Acid battery, 'intelligent' charger, sign weatherproof cover, and bracket set for a cost of £3,607.00 each excluding VAT.**



Weight: 13kg
Weight with Lead Acid: 25kg

- **Optional dual colour speed display for the above sign for an additional cost of £270.00 excluding VAT.**



OPTIONAL PORTABLE SOLAR POWER SYSTEM:

If you require your sign to be solar-powered (portable) please add the below cost per sign.

- ◆ **10W Portable Solar Panel with bracket set for a cost of £650.00 per sign excluding VAT.**



Solar Panel Dimensions:
H 355mm x W255 x D34mm
Solar Panel Weight: 3.3kg

t: 01362 853124

e: sales@westcotec.co.uk

w: www.westcotec.co.uk

Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260



OPTIONAL DATA COLLECTION:

- ◆ Data Collection (Download via Bluetooth to your existing Android Device, running on 7.0 or newer version. App download required from Google Play Store) for a cost of £379.00 per sign excluding VAT.
- ◆ Remote Data Collection/ mapping with 2-year SIM for a cost of £1,675.00 per sign excluding VAT. Available on single-colour signs only. £365 +VAT per sign annually in year 3 onwards.

OPTIONAL EXTRA:

- ◆ Combination Padlocks (pack of 2) for a cost of £21.00 per pack excluding VAT.
- ◆ Additional bracket sets for a cost of £52.00 per set excluding VAT.
- ◆ Additional Lead Acid Battery 12V – 33Ah for a cost of £84.00 each excluding VAT.
 - All of our portable signs come complete with our comprehensive **THREE-YEAR WARRANTY** which covers everything except vandalism, impact damage, theft and batteries*.
 - * Batteries include the manufacturer's **ONE-year warranty**

IMPORTANT INFORMATION REGARDING PORTABLE SOLAR SYSTEM

We suggest four weeks in one location before changing batteries and moving the device. Even if the unit is still operational, swap the battery to ensure a regular charging cycle for both.

At present, we could deliver the above products within approximately 6 - 8 weeks from receipt of the written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms & Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best Regards,

Agnes

Business Administrator

Agnieszka Markowska-Jarzynska



t: 01362 853124

e: sales@westcotec.co.uk

w: www.westcotec.co.uk

Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260

Westbourne Parish Council Grant Scheme Application Form

Please fill in all sections.

Please complete this application form with details of your proposal if you would like to be considered for a grant from Westbourne Parish Council.

It is appreciated that not every proposal will fit into the structure of the form, but please complete the form as far as possible and provide any additional relevant information on an attached sheet.

When completed, please return this application form by email to clerk@westbourne-pc.gov.uk or in writing to Clerk to Westbourne Parish Council, PO Box 143, Emsworth, PO10 9DX.

1. Your organisation	
Name of organisation and address	Greening Westbourne
Contact name	Colin Carre
Position/role in organisation	Chair – Community Orchard
Contact address	15 Manor Close Havant PO9 1BD
Telephone number	07464 606225
Email address	cazcarre@hotmail.com
2. Details of organisation	
Brief description of your organisation's activities/aims.	<p>Greening Westbourne is a local environmental community campaign set up in response to growing concerns about climate change and environmental sustainability.</p> <p>It was formed as part of a nationwide network of Greening campaigns.</p> <p>Our aim is to empower local people to respond to their concerns and take action, individually and as a community. We give a voice to the environmental concerns of the community and bring people together through community events and projects.</p>

	We also aim to help people understand the environmental challenges we face, see how they might lessen their impact, and learn how they might adapt to them.
Does your organisation have members and, if so, how many?	The group has an active local membership of over 12 people and a supporting following of over 40 people.
Are meeting and events open to members of the public?	All events and activities are open to the local community.
What percentage of the members/people who attend your events are from the village of Westbourne?	Estimated 90%.
Is your organisation run by a committee?	The group is fully constituted and have a formal committee with key position which are annually appointed at a formal AGM
Is your organisation a registered charity?	No – it is defined under its formal constitution as a 'Unincorporated Association'
3. Purpose of organisation	
Please describe how the local community benefits from your organisation.	<p>Greening Westbourne have been actively leading the local community's environmental agenda since 2009. The group have several programmes which support environmental and ecologic initiatives. These include:</p> <ul style="list-style-type: none"> • Community Orchard • Tree Champions • Friends of the Ems • Wildlife Group • Plastic Free Communities • Retro Fitting initiative • Schools and youth group outreach <p>The group also run and attend community events, our programme starts each year with the annual Christmas Tree Recycling event which after 10 years is now an established part of the community calendar.</p>

4. About the project	
<p>Please provide details of the proposed activity, event, equipment or project for which you are applying for a grant.</p>	<p>Greening Westbourne's Community Orchards was established on Hampshire Farm Meadows in 2015. It now has over 66 fruit trees covering the 1-acre site.</p> <p>Local people have sponsored or adopted trees, often in memory of loved ones. Westbourne's Beavers, Cubs and Scouts have helped plant them. Local tree surgeon Mike Reed has also lent his expertise. Havant Borough Council, Westbourne Parish Council, Postcode Publications and the Tree Council have supported the project.</p> <p>Regular maintenance, including grass cutting, pruning, weeding and watering, usually takes place on the first Saturday of every month from 10am to 12pm. The maintenance sessions are regularly attend by representatives from the local community.</p> <p>We have had various donations of used tools to support this activity but need to purchase additional tools to support the activity. The tools we required are mainly needed to prune the trees which are now maturing and require additional equipment to maintain.</p>
<p>In what way will the local community benefit?</p>	<p>The community benefit directly from the aesthetic addition of the Orchard on Hampshire Farm Meadow. In addition, we welcome anyone in the local community to pick the fruit for personal use. The aim is to reconnect people to the landscape and the source of the foot we eat in a seasonal context.</p> <p>In addition, the orchard brings people together, taking ownership and responsibility for our own local environment.</p> <p>The maintenance group welcomes casual assistance in which people often drop by. This provides a community activity with opportunity to meet and socialise.</p>

What is the total cost?	£150
How much is the grant application for?	£126,23
How will the rest of the cost be financed?	Greening Westbourne funded. Additional hand tools will also be sought by donations
Have you received or applied for funding from any other source?	No.
If you have received a grant from Westbourne Parish Council in the last three years, please provide details.	£64.70 in April 2020 towards a joint project with Greening Westbourne and Mill Meadows Farm to protect water voles along the mill stream on Mill Lane. £200 to Greening Westbourne in December 2018 to promote Westbourne Wildlife Watch for residents to report sightings to help protect species and green spaces.
Will the project still be able to go ahead without financial support from the Parish Council?	Yes.

Supporting information

Please provide as much supporting information as possible to allow the Parish Council to determine priorities. The following is required:

- A completed application form.
- Any relevant supporting information required as per the application form.
- Full details of the project or activity.
- A copy of their last year end accounts and demonstration of a clear need for funding.
- Evidence that the organisation has sought funding from elsewhere and is not asking the Parish Council to be the full donor.
- A business or project plan.
- A copy of their constitution or details of their aim or purpose.
- The number, or percentage, of members that belong to the organisation and that live within Westbourne Parish.
- Details of any restrictions placed on who can use/access their service.
- Evidence that the project actively promotes equal access for all.
- Details about the impact of your project.
- Three quotes, if applicable, to show best value for money.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

Where additional information is required in order to consider the grant application, applicants may be invited to meet with members of the Parish Council to further discuss the application, prior to the grant being determined by Full Council.

Application deadlines

Community Chest grants (small grants) will be considered by the Parish Council during the financial year. Applications for funding that is greater than is available through the Community Chest scheme will be considered by the Parish Council on a case by case basis. Applications should be received by **1 November in the year preceding the funding requirement**. The grant will be planned into the budget of the next financial year and awarded in the April.

Please complete the following declaration

I declare that the information given is correct, and agree to adhere to the conditions laid out in Westbourne Parish Council's Community Chest Grant Policy.

On behalf of

Greening Westbourne

..... |
accept the conditions in Westbourne Parish Council's Community Chest Grant Policy.

Signed:

 Colin Carré

Date: 23/1/2024

Position in organisation:

Chair of Greening Community Orchard

If the person signing this form is under 18, it must be countersigned by an adult member of the organisation

Signed: Date:

.....

Please note, completion of this form does not necessarily mean that a grant application will be successful in part or in whole.

Date of meeting at which the application was discussed:
Grant agreed/refused
Amount:
Chairman:

Detailed Receipts & Payments by Budget Heading 31/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	126,509	126,509	0			100.0%	
1080 Bank Interest	1,674	1	(1,673)			167389.	
1090 Misc Income	265	1	(264)			26489.0	
1110 Access licence - Sydenham Terr	200	200	0			100.0%	
1120 Rent - Allotment Association	500	500	0			100.0%	
1200 Grants Received	500	0	(500)			0.0%	
Income :- Receipts	129,648	127,211	(2,437)			101.9%	0
Net Receipts	129,648	127,211	(2,437)				
<u>110 General Admin & Disbursements</u>							
4000 Clerk's Salary - Gross	20,170	25,000	4,830		4,830	80.7%	
4010 Employers National Insurance	1,601	2,200	599		599	72.8%	
4030 Employers Pension	3,933	5,000	1,067		1,067	78.7%	
4060 Travelling (Clerk)	37	75	38		38	49.0%	
4065 Home Used as Office	260	320	60		60	81.3%	
4070 Chairman's Expenses	192	200	8		8	96.0%	
4075 Councillor's Expenses	0	200	200		200	0.0%	
4080 Courses & Publications	120	500	380		380	24.0%	
4085 External Audit	420	440	20		20	95.5%	
4090 Internal Audit	671	440	(231)		(231)	152.6%	
4095 Legal Advice & Professional	496	2,000	1,504		1,504	24.8%	
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	557	500	(57)		(57)	111.4%	
4120 Cloud Doc Storage/MS 365	1,295	1,000	(295)		(295)	129.5%	
4125 Hall Hire /Zoom Meeting Expens	543	550	7		7	98.7%	
4130 Stationery / Printing	204	220	16		16	92.8%	
4135 Postage / Po Box Address	358	350	(8)		(8)	102.2%	
4140 Mobile Phone	201	330	129		129	60.9%	
General Admin & Disbursements :- Indirect Payments	31,093	40,860	9,767	0	9,767	76.1%	0
Net Payments	(31,093)	(40,860)	(9,767)				
<u>120 Running Costs</u>							
4200 Westbourne Cemetery	12,137	12,137	0		0	100.0%	
4205 Ground Maintenance - Monks Hil	6,995	9,000	2,005		2,005	77.7%	
4215 Ground Maintenance - Mill Road	7,166	8,700	1,534		1,534	82.4%	
4220 Playground Defib Inspections	2,095	2,500	405		405	83.8%	

Detailed Receipts & Payments by Budget Heading 31/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4225 Playground Inspections	979	1,320	341		341	74.2%	
4230 Footway Lighting Maintenance	1,354	1,300	(54)		(54)	104.1%	
4235 Rent to CDC - Mill Road Field	100	100	0		0	100.0%	
4705 Plant /Soil Flower Troughs	49	100	51		51	49.0%	
Running Costs :- Indirect Payments	30,875	35,157	4,282	0	4,282	87.8%	0
Net Payments	(30,875)	(35,157)	(4,282)				
<u>130 Subscriptions, S137 / S147</u>							
4300 Membership WSALC / NALC	800	799	(1)		(1)	100.1%	
4305 Local Council Review Qtr Mag	0	17	17		17	0.0%	
4310 Clerk's Membership SLCC	229	230	1		1	99.6%	
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	80	5		5	93.8%	
4345 Community Chest Grants	416	500	84		84	83.1%	
4350 Grants	2,878	3,000	122		122	95.9%	
Subscriptions, S137 / S147 :- Indirect Payments	5,262	5,491	229	0	229	95.8%	0
Net Payments	(5,262)	(5,491)	(229)				
<u>140 Capital Schemes</u>							
4400 Play Equipment - Monks Hill	0	3,000	3,000		3,000	0.0%	
4410 Churchyard Wall	126	0	(126)		(126)	0.0%	
4425 Office Equipment	8	200	192		192	3.8%	
4430 Tree Survey/Surgery	333	1,000	667		667	33.3%	
4440 Defibrillators	0	1,000	1,000		1,000	0.0%	
4445 Noticeboards	0	100	100		100	0.0%	
4455 Community Bus Service	1,500	2,000	500		500	75.0%	
4465 National Commemorations /Celeb	984	1,000	16		16	98.4%	
4470 TRO Highways	0	6,000	6,000		6,000	0.0%	
4475 Bourne Heritage Trail	1,500	1,500	0		0	100.0%	
Capital Schemes :- Indirect Payments	4,451	15,800	11,349	0	11,349	28.2%	0
Net Payments	(4,451)	(15,800)	(11,349)				
<u>150 Services</u>							
4500 Footway Lighting Energy SSE	455	2,000	1,545		1,545	22.7%	

Detailed Receipts & Payments by Budget Heading 31/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4505 Waste Bins & Emptying	0	1,600	1,600		1,600	0.0%	
Services :- Indirect Payments	<u>455</u>	<u>3,600</u>	<u>3,145</u>	<u>0</u>	<u>3,145</u>	<u>12.6%</u>	<u>0</u>
Net Payments	<u>(455)</u>	<u>(3,600)</u>	<u>(3,145)</u>				
<u>160 Communications</u>							
4600 Community Consultation	0	250	250		250	0.0%	
4605 Newsletter /Printing Communica	1,060	3,000	1,940		1,940	35.3%	
4610 Website Hosting & Email Acc	296	500	204		204	59.1%	
Communications :- Indirect Payments	<u>1,355</u>	<u>3,750</u>	<u>2,395</u>	<u>0</u>	<u>2,395</u>	<u>36.1%</u>	<u>0</u>
Net Payments	<u>(1,355)</u>	<u>(3,750)</u>	<u>(2,395)</u>				
<u>170 Contingency Fund</u>							
4715 IT Support	0	50	50		50	0.0%	
4720 Increase general reserve	0	7,500	7,500		7,500	0.0%	
4790 New Initiatives Fund	5,753	15,000	9,247		9,247	38.4%	
Contingency Fund :- Indirect Payments	<u>5,753</u>	<u>22,550</u>	<u>16,797</u>	<u>0</u>	<u>16,797</u>	<u>25.5%</u>	<u>0</u>
Net Payments	<u>(5,753)</u>	<u>(22,550)</u>	<u>(16,797)</u>				
<u>999 VAT Data</u>							
515 VAT on Payments	(476)	0	476		476	0.0%	
VAT Data :- Indirect Payments	<u>(476)</u>	<u>0</u>	<u>476</u>	<u>0</u>	<u>476</u>		<u>0</u>
Net Payments	<u>476</u>	<u>0</u>	<u>(476)</u>				
Grand Totals:- Receipts	<u>129,648</u>	<u>127,211</u>	<u>(2,437)</u>			<u>101.9%</u>	
Payments	<u>78,768</u>	<u>127,208</u>	<u>48,440</u>	<u>0</u>	<u>48,440</u>	<u>61.9%</u>	
Net Receipts over Payments	<u>50,880</u>	<u>3</u>	<u>(50,877)</u>				
Movement to/(from) Gen Reserve	<u>50,880</u>						

**Bank Reconciliation Statement as at 31/01/2024
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	31/01/2024		145,418.74
			<u>145,418.74</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			145,418.74
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			145,418.74
		Balance per Cash Book is :-	145,418.74
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/01/2024 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>
11/01/2024	145	1,658.43		1,658.43		R <input type="checkbox"/>	CONFIDENTIAL PAYMENTS
11/01/2024	146	511.77		511.77		R <input type="checkbox"/>	WEST SUSSEX COUNTY COUNCIL
11/01/2024	147	1,719.90		1,719.90		R <input type="checkbox"/>	HMRC
11/01/2024	148	141.69		141.69		R <input type="checkbox"/>	MICROSHADE
11/01/2024	149	9.48		9.48		R <input type="checkbox"/>	MICROSOFT
11/01/2024	150	177.49		177.49		R <input type="checkbox"/>	SCREWFIX
11/01/2024	150	-0.03		-0.03		R <input type="checkbox"/>	SCREWFIX
11/01/2024	151	3,227.10		3,227.10		R <input type="checkbox"/>	LONGMEADOWS
11/01/2024	152	356.16		356.16		R <input type="checkbox"/>	KOMPAN
11/01/2024	153	126.00		126.00		R <input type="checkbox"/>	MULBERRY & CO
11/01/2024	154	185.00		185.00		R <input type="checkbox"/>	GM SUPPORT
11/01/2024	155	8.00		8.00		R <input type="checkbox"/>	Amazon EU
17/01/2024	13		3.00	3.00		R <input type="checkbox"/>	Receipt(s) Banked
17/01/2024	14		3.00	3.00		R <input type="checkbox"/>	Receipt(s) Banked
19/01/2024	155	1.55		1.55		R <input type="checkbox"/>	POST OFFICE
19/01/2024	155	7.64		7.64		R <input type="checkbox"/>	GREEKSEEN ITD
19/01/2024	156	480.00		480.00		R <input type="checkbox"/>	PHILIP GOACHER ASSOCIATES
22/01/2024	157	24.00		24.00		R <input type="checkbox"/>	O2
31/01/2024	158	17.98		17.98		R <input type="checkbox"/>	DOBBIES
		<u>8,652.16</u>	<u>6.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Westbourne Parish Council
53 SKYLARK AVENUE
EMSWORTH
HAMPSHIRE
PO10 7GB

Your Account

Sort Code 30-91-97
Account Number 00168407

TREASURERS ACCOUNT

01 January 2024 to 31 January 2024

Money In	£21.00	Balance on 01 January 2024	£154,064.90
Money Out	£8,667.16	Balance on 31 January 2024	£145,418.74

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
04 Jan 24	SUSSEX COUNTY PLAY	SO		15.00	154,049.90
04 Jan 24	SUSSEX COUNTY PLAY WESTBOURNE PARISH	FPI	15.00		154,064.90
11 Jan 24	KOMPAN 200000001269508434 251210 404878 10 11JAN24	FPO		356.16	153,708.74
11 Jan 24	LONGMEADOWS 400000001278332797 0725/	FPO		3,227.10	150,481.64
11 Jan 24	NIGEL RICKETTS 600000001273261564	FPO		177.46	150,304.18
11 Jan 24	MICROSOFT 500000001273561074	FPO		9.48	150,294.70
11 Jan 24	MICROSHADE 400000001278332848 18845	FPO		141.69	150,153.01
11 Jan 24	HMRC - ACCOUNTS OF 500000001273561104	FPO		1,719.90	148,433.11
11 Jan 24	WSCC LGPS 200000001269508507 CLARE	FPO		511.77	147,921.34
11 Jan 24	CLARE KENNETT 200000001269508513 SALARY	FPO		1,658.43	146,262.91
16 Jan 24	MULBERRY & CO 500000001276106308 22552	FPO		126.00	146,136.91
16 Jan 24	STEWART CORMACK 300000001279436275 INV 1485	FPO		185.00	145,951.91
17 Jan 24	AERIAL DIRECT LTD DIS2749233	BGC	3.00		145,954.91
17 Jan 24	AERIAL DIRECT LTD GWG2746610	BGC	3.00		145,957.91
19 Jan 24	CLARE KENNETT 100000001274300296	FPO		17.19	145,940.72
19 Jan 24	PHILIP GOACHER ASS 500000001277676505 22118	FPO		480.00	145,460.72

(Continued on next page)

TREASURERS ACCOUNT

Sort Code 30-91-97
Account Number 00168407

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
22 Jan 24	O2 06053315/001	DD		24.00	145,436.72
31 Jan 24	LYNDA MORTIMER 400000001289710773 BULBS	FPO		17.98	145,418.74

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			

Westbourne Parish Council, 8 February 2024**Agenda item 17: Payments for approval**

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

Payments for approval		Total	Net	VAT
DD	O2 mobile phone Feb 24	18.24	15.20	3.04
BACS	Confidential payments Feb 2023	1,658.43	1,658.43	0.00
BACS	WSCC LGPS Jan 2024	511.77	511.77	0.00
	Microshade cloud storage and email			
BACS	accounts	141.69	118.07	23.62
BACS	MS 365	9.48	7.90	1.58
BACS	GM Support playground inspections	130.00	130.00	0.00
		2,469.61	2,441.37	28.24

Payments for retrospective approval

	Reimbursement Lynda Mortimer spring			
BACS	bulbs for the troughs	17.98	14.98	3.00
	Philip Goacher Associates war memorial			
BACS	structural survey	480.00	400.00	80.00
	Reimbursement C Kennett postage,			
BACS	mobile phone plug and extension lead	17.19	15.86	1.33
	Mulberry & Co payroll services quarter 3			
BACS	2023/24	126.00	108.00	21.00
		641.17	538.84	105.33

Westbourne Parish Council, 8 February 2024

Agenda item 18: Correspondence list

- Local Nature Recovery Strategies – parish council briefing on Zoom on 26 February at 6pm from Sussex Nature Partnership.
- Summary from WSALC following a meeting held between CDC and CDALC on 29 January.
- A request from a resident to remove the silhouette from East Street outside his property.
- Emails from the Environment Agency regarding flooding on River Street and that a mitigation scheme would not be progressed at this time.
- An email from a resident regarding a TRO application at Kings Street and request for support from the Parish Council.
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