

## 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 21 March 2024 at 7.00pm at The Meeting Place, North Street, Westbourne.**

Present: Cllr Neil Attewell, Cllr Lade Barker, Cllr Roy Briscoe, Cllr Kim Franks, Cllr Jane Gould and Cllr Nigel Ricketts.

In attendance: Clare Kennett, Clerk to the Council

Meeting chaired by Cllr Briscoe. No members of the public or press were present.

21. Apologies for absence: Cllr Richard Hitchcock.

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

23. Minutes of the meeting on 16 November 2023: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chairman.

24. Issues and updates from the minutes of 16 November 2023:

**Item 3.** It was **AGREED** to defer a decision on the election of the Vice-Chairman until the next meeting as it would be the beginning of the new Council year when seats for the forthcoming year would be agreed.

**Item 3.** There was no further update on a handyman. Members discussed that the noticeboards could still do with being varnished.

**Item 17.** There was no further update on cleaning the gateways and the Clerk said she would research quotes.

25. Highways issues: Members **RECEIVED** updates on the following:

- HGV restriction in Westbourne: Members **NOTED** that this was being progressed by County Cllr Andrew Kerry-Bedell who had been collating photographs that residents had sent him as evidence to support the application for HGV restriction signs at the five main entrances to the village.
- Emsworth Common Road in Aldsworth: Members **NOTED** that a meeting had been organised for 12 April with members of the Parish Council and officers from WSCC Highways.
- Any other Traffic Regulation Order applications: The Clerk reported that she had submitted the applications to WSCC for speed reductions on Foxbury Lane, Monk's Hill and Whitechimney Row.

26. Update on projects around the Parish: Members **RECEIVED** updates on the following:

## Minutes

- Bourne Heritage Trail sign locations: It was discussed that members were still working on putting the signs up in the various locations.
- Village gateways: As discussed earlier in the meeting, the Clerk said she would look at quotes for them to be cleaned.
- Fingerpost signs: Cllr Hitchcock said he would take photographs of each fingerpost and write a report on their condition so that the Clerk could find quotes for the programme of renovation.
- Speed Indicator Devices: The Clerk reported that she had ordered a new SID for lamppost 2 on Monk's Hill
- Street lights: The Clerk said she would contact WSCC about upgrading the posts on the junction of East Street and Whitechimney Row to heritage-style.

27. Natural Environment Liaison Group: There was no further update.

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

29. Date of next meeting: The next meeting of the Committee was scheduled to be held on Thursday 20 June 2024 at 7.00pm.

Meeting closed at 7.35pm.

## Minutes



**Westbourne**

Parish Council

PO Box 143  
Emsworth  
PO10 9DX

07775654483

clerk@westbourne-pc.gov.uk

---

### **Minutes of Westbourne Parish Council's HR Committee which took place on Thursday 21 March at 8pm at The Meeting Place, North Street, Westbourne.**

Present: Cllr Roy Briscoe, Cllr Kim Franks, Cllr Jane Gould, Cllr Nigel Ricketts.

In attendance: Clare Kennett, Clerk to the Parish Council

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

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

2. Apologies for absence: Cllr Richard Hitchcock.

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

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

5. Confidential business: Members **RESOLVED** to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted – Public Bodies (Admission to Meetings) Act 1960.

6. Minutes of the meeting held on 19 January 2023: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chairman.

7. Updates and issues from the minutes of 19 January 2023: There were no updates.

8. Personal and Professional Development Review (PPDR): The Clerk's PPDR for 2023/24 was carried out and the document was updated.

9. Contract of Employment: Members considered the circulated draft of the Clerk's contract of Employment which included updates as recommended by NALC. Members **AGREED** unanimously to recommend the contract for ratification by Full Council at its next meeting on 11 April 2024.

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

11. Date of next meeting: It was **AGREED** to hold the next meeting on 16 January 2025.

Meeting closed at 8.20pm.

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2024

## 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	391	1	(390)			39089.0	
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	<b>129,774</b>	<b>127,211</b>	<b>(2,563)</b>			<b>102.0%</b>	<b>0</b>
<b>Net Receipts</b>	<b>129,774</b>	<b>127,211</b>	<b>(2,563)</b>				
<u>110 General Admin &amp; Disbursements</u>							
4000 Clerk's Salary - Gross	24,560	25,000	440		440	98.2%	
4010 Employers National Insurance	2,135	2,200	65		65	97.0%	
4030 Employers Pension	4,719	5,000	281		281	94.4%	
4060 Travelling (Clerk)	37	75	38		38	49.0%	
4065 Home Used as Office	312	320	8		8	97.5%	
4070 Chairman's Expenses	183	200	17		17	91.5%	
4075 Councillor's Expenses	0	200	200		200	0.0%	
4080 Courses & Publications	220	500	280		280	44.0%	
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	1,311	1,500	189		189	87.4%	
4115 Rialtas Financial Software	557	500	(57)		(57)	111.4%	
4120 Cloud Doc Storage/MS 365	1,554	1,000	(554)		(554)	155.4%	
4125 Hall Hire /Zoom Meeting Expens	688	550	(138)		(138)	125.1%	
4130 Stationery / Printing	204	220	16		16	92.8%	
4135 Postage / Po Box Address	358	350	(8)		(8)	102.2%	
4140 Mobile Phone	234	330	96		96	70.9%	
General Admin & Disbursements :- Indirect Payments	<b>38,694</b>	<b>40,860</b>	<b>2,166</b>	<b>0</b>	<b>2,166</b>	<b>94.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(38,694)</b>	<b>(40,860)</b>	<b>(2,166)</b>				
<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	7,931	8,700	769		769	91.2%	
4220 Playground Defib Inspections	2,355	2,500	145		145	94.2%	

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2024

## 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%	
<b>Running Costs :- Indirect Payments</b>	<b>31,900</b>	<b>35,157</b>	<b>3,257</b>	<b>0</b>	<b>3,257</b>	<b>90.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(31,900)</b>	<b>(35,157)</b>	<b>(3,257)</b>				
<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	500	500	0		0	99.9%	
4350 Grants	2,878	3,000	122		122	95.9%	
<b>Subscriptions, S137 / S147 :- Indirect Payments</b>	<b>5,346</b>	<b>5,491</b>	<b>145</b>	<b>0</b>	<b>145</b>	<b>97.4%</b>	<b>0</b>
<b>Net Payments</b>	<b>(5,346)</b>	<b>(5,491)</b>	<b>(145)</b>				
<u>140 Capital Schemes</u>							
4400 Play Equipment - Monks Hill	3,000	3,000	0		0	100.0%	
4410 Churchyard Wall	126	0	(126)		(126)	0.0%	
4425 Office Equipment	200	200	0		0	99.8%	
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%	
<b>Capital Schemes :- Indirect Payments</b>	<b>7,643</b>	<b>15,800</b>	<b>8,157</b>	<b>0</b>	<b>8,157</b>	<b>48.4%</b>	<b>0</b>
<b>Net Payments</b>	<b>(7,643)</b>	<b>(15,800)</b>	<b>(8,157)</b>				
<u>150 Services</u>							
4500 Footway Lighting Energy SSE	455	2,000	1,545		1,545	22.7%	

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2024

## 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	1,637	1,600	(37)		(37)	102.3%	
Services :- Indirect Payments	<u>2,092</u>	<u>3,600</u>	<u>1,508</u>	<u>0</u>	<u>1,508</u>	<u>58.1%</u>	<u>0</u>
<b>Net Payments</b>	<b><u>(2,092)</u></b>	<b><u>(3,600)</u></b>	<b><u>(1,508)</u></b>				
<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>
<b>Net Payments</b>	<b><u>(1,355)</u></b>	<b><u>(3,750)</u></b>	<b><u>(2,395)</u></b>				
<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	15,000	15,000	(0)		(0)	100.0%	
Contingency Fund :- Indirect Payments	<u>15,000</u>	<u>22,550</u>	<u>7,550</u>	<u>0</u>	<u>7,550</u>	<u>66.5%</u>	<u>0</u>
<b>Net Payments</b>	<b><u>(15,000)</u></b>	<b><u>(22,550)</u></b>	<b><u>(7,550)</u></b>				
<u>999 VAT Data</u>							
515 VAT on Payments	767	0	(767)		(767)	0.0%	
VAT Data :- Indirect Payments	<u>767</u>	<u>0</u>	<u>(767)</u>	<u>0</u>	<u>(767)</u>		<u>0</u>
<b>Net Payments</b>	<b><u>(767)</u></b>	<b><u>0</u></b>	<b><u>767</u></b>				
Grand Totals:- Receipts	<u>129,774</u>	<u>127,211</u>	<u>(2,563)</u>			<u>102.0%</u>	
Payments	<u>102,797</u>	<u>127,208</u>	<u>24,411</u>	<u>0</u>	<u>24,411</u>	<u>80.8%</u>	
<b>Net Receipts over Payments</b>	<b><u>26,977</u></b>	<b><u>3</u></b>	<b><u>(26,974)</u></b>				
<b>Movement to/(from) Gen Reserve</b>	<b><u>26,977</u></b>						

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 EMR - New Initiatives Fund	88,342.95	9,247.00	97,589.95
322 EMR-Play Equipment Monk's Hill	2,230.00	3,000.00	5,230.00
323 EMR - Play Equipment Mill Road	11,296.42		11,296.42
324 EMR - SIDS/CSW	1,515.90	-421.86	1,094.04
325 EMR - Community Bus	1,380.00		1,380.00
326 EMR - Chairman's Expenses	8.98	-8.98	0.00
327 EMR - Staff Absence	2,000.00		2,000.00
328 EMR - Vandalism/Insurance Exce	500.00		500.00
329 EMR - Monk's Hill Car Park	5,000.00		5,000.00
330 EMR - Churchyard Wall	3,618.85		3,618.85
331 EMR - Finger Post Signs	1,076.00		1,076.00
332 EMR - Election Costs	4,000.00		4,000.00
333 EMR - Village Gateways	150.00		150.00
334 EMR - Neighbourhood Plan	2,008.62		2,008.62
336 EMR - Legal advice	5,542.00		5,542.00
337 EMR - CDC NHB 2014 Gateways	1,161.92		1,161.92
338 EMR - CDC CIL 2021	1,563.12	-1,563.12	0.00
339 EMR - SDNPA CIL 2019	2,074.02	-2,074.02	0.00
353 EMR - Office Equipment	0.00	192.00	192.00
399 EMR - % JBC Reserves	12,935.00		12,935.00
	<b>146,403.78</b>	<b>8,371.02</b>	<b>154,774.80</b>

**Bank Reconciliation Statement as at 31/03/2024  
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	31/03/2024		129,886.45
			<u>129,886.45</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			129,886.45
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			129,886.45
		<b>Balance per Cash Book is :-</b>	<b>129,886.45</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



**Bank Reconciliation up to 31/03/2024 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>
04/03/2024	16		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
07/03/2024	177	60.00		60.00		R <input type="checkbox"/>	MULBERRY & CO
07/03/2024	178	84.00		84.00		R <input type="checkbox"/>	GREENING WESTBOURNE
14/03/2024	179	1,658.83		1,658.83		R <input type="checkbox"/>	CONFIDENTIAL PAYMENTS
14/03/2024	180	511.77		511.77		R <input type="checkbox"/>	WEST SUSSEX COUNTY COUNCIL
14/03/2024	181	1,415.60		1,415.60		R <input type="checkbox"/>	HMRC
14/03/2024	182	10.32		10.32		R <input type="checkbox"/>	MICROSOFT
14/03/2024	183	148.75		148.75		R <input type="checkbox"/>	MICROSHADE
14/03/2024	184	130.00		130.00		R <input type="checkbox"/>	GM SUPPORT
14/03/2024	185	21.00		21.00		R <input type="checkbox"/>	O2
14/03/2024	186	4,845.60		4,845.60		R <input type="checkbox"/>	WESTCOTEC
14/03/2024	186	25.20		25.20		R <input type="checkbox"/>	WESTCOTEC
18/03/2024	187	155.88		155.88		R <input type="checkbox"/>	ZOOM
18/03/2024	188	1,964.35		1,964.35		R <input type="checkbox"/>	CHICHESTER DISTRICT COUNCIL
18/03/2024	189	1,311.14		1,311.14		R <input type="checkbox"/>	CLEAR COUNCILS
18/03/2024	17		3.00	3.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>12,342.44</u>	<u>123.00</u>				

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Westbourne Parish Council  
53 SKYLARK AVENUE  
EMSWORTH  
HAMPSHIRE  
PO10 7GB

Your Account

Sort Code 30-91-97  
Account Number 00168407

TREASURERS ACCOUNT

01 March 2024 to 31 March 2024

<b>Money In</b>	£123.00	<b>Balance on 01 March 2024</b>	£142,105.89
<b>Money Out</b>	£12,342.44	<b>Balance on 31 March 2024</b>	£129,886.45

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
04 Mar 24	DAVIES AG A DAVIES MATTING 35215952020783000N 557034	FPI	120.00		142,225.89
07 Mar 24	GREENING WESTBOURN 600000001306625572	FPO		84.00	142,141.89
07 Mar 24	MULBERRY & CO 300000001310316811 51483	FPO		60.00	142,081.89
14 Mar 24	HMRC - ACCOUNTS OF 600000001310840522	FPO		1,415.60	140,666.29
14 Mar 24	CLARE KENNETT 300000001314532636 SALARY	FPO		1,658.83	139,007.46
14 Mar 24	WSCC LGPS 200000001307091027 CLARE	FPO		511.77	138,495.69
14 Mar 24	MICROSOFT 300000001314532645	FPO		10.32	138,485.37
14 Mar 24	MICROSHADE 200000001307091052 19098	FPO		148.75	138,336.62
14 Mar 24	STEWART CORMACK 300000001314532660 INV 1507	FPO		130.00	138,206.62
18 Mar 24	AERIAL DIRECT LTD DIS2801329	BGC	3.00		138,209.62
18 Mar 24	WESTCOTEC 100000001309816854	FPO		4,870.80	133,338.82
18 Mar 24	CLARE KENNETT 100000001309816863	FPO		155.88	133,182.94
18 Mar 24	CDC 600000001312823658 603122271 600524 10	FPO		1,964.35	131,218.59
18 Mar 24	CLEAR INSURANCE MA 500000001313186559	FPO		1,311.14	129,907.45
20 Mar 24 (Continued on next page)	O2 06053315/001	DD		21.00	129,886.45

## Transaction types

---

<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			

**Bank Reconciliation Statement as at 31/03/2024  
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 Saving A/C	31/03/2024		88,205.72
			<u>88,205.72</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88,205.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,205.72
		<b>Balance per Cash Book is :-</b>	<b>88,205.72</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Mrs Clare Kennett  
Westbourne Parish Council  
Po Box 143  
Emsworth  
PO10 9DX

**Date:** 31/03/2024

**Account Name:** Westbourne Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20442871

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at [www.unity.co.uk](http://www.unity.co.uk)

The credit interest rate is 2.75% AER as of your statement date.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](http://FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

## Contact Us



Call us: **0345 140 1000**



Email us: [us@unity.co.uk](mailto:us@unity.co.uk)



Visit us: [unity.co.uk](http://unity.co.uk)

## Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
29/02/2024		Balance brought forward	£0.00	£0.00	£87,605.09
31/03/2024	Credit Interest	Credit Interest	£0.00	£600.63	£88,205.72

Page number 1 of 2

Statement number 035

**For Businesses.  
For Communities.  
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



## Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

## Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

## What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

## Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

### Additional information

A copy of our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

A copy of our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

This information is also available by calling **0345 140 1000**.

**To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.**

**Westbourne Parish Council, 11 April 2024****Agenda item 12: 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).

<b>Payments for approval</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
DD	O2 mobile phone April 2024	21.00	17.50	3.50
BACS	Confidential payments April 2024	1,658.43	1,658.43	0.00
BACS	WSCC LGPS March 2024	511.77	511.77	0.00
BACS	Microshade cloud storage and email accounts	141.69	118.07	23.62
BACS	MS 365	10.32	8.60	1.72
BACS	GM Support playground inspections	130.00	130.00	0.00
BACS	Rialtas subscription 2024/25	230.40	192.00	38.40
BACS	Royal Mail PO Box address renewal 2024/25	424.20	353.50	70.70
BACS	The Meeting Place, room hire in 2024/25	589.50	589.50	0.00
BACS	Bourne Bus contribution 2024/25	1,000.00	1,000.00	0.00
BACS	Closed churchyard grass cutting contribution	300.00	300.00	0.00
BACS	Westbourne Allotment Association 2024/25 flower show donation	50.00	50.00	0.00
BACS	Homestart S137 donation, 2024/25	250.00	250.00	0.00
BACS	Citizens Advice Bureau S137 donation, 2024/25	300.00	300.00	0.00
		<b>5,617.31</b>	<b>5,479.37</b>	<b>137.94</b>
<b>Payments for retrospective approval</b>				
BACS	WSALC/NALC subscription 2024/25	794.74	794.74	0.00
BACS	Mulberry & Co payroll services, quarter 4 2023/24	126.00	105.00	21.00
BACS	Longmeadows installation of rubber mat under memorial bench Monk's Hill (cost covered by resident)	124.80	124.80	0.00
BACS	CDC dog/litter bin emptying 2023/24	1,964.35	1,636.96	327.39
BACS	Clear Council's insurance renewal 2024/25	1,311.14	1,311.14	0.00
		<b>4,321.03</b>	<b>3,972.64</b>	<b>348.39</b>

**Westbourne Parish Council, 11 April 2024**  
**Agenda item 13: Correspondence list**

- Email from Chichester District Council with information about a multi-agency joint operation on 18 March which stopped vehicles carrying waste, checked compliance and interviewed drivers.
- Email from WSCC Highways to inform parishes about their work to repair potholes which have increased with wet weather conditions.
-