

## **Westbourne Parish Council, 11 September 2025**

### **Item 47: Clerk's report**

The purpose of this report is to provide the Council with an overview of activities undertaken and to record the work completed from 19 June to 11 September 2025.

#### **1. Actions from the last meeting not otherwise on the agenda**

- Held an induction meeting with Cllr Scott
- Contacted Longmeadows about cutting back the brambles at the rear of a property at Mill Road from the recreation ground.
- Arrangement payment of the agreed £3k to Westbourne Community Trust for the multi-use games court.
- Attended a briefing event organised by WSALC on local government devolution and reorganisation in West Sussex. Key speakers were Cllr Paul Marshall, Leader of WSCC, Diane Shepherd, CDC CEO, and Cllr Adrian Moss, CDC Leader.
- Attended training on minutes and agendas run by the Society of Local Council Clerks. Thank you to the Council for supporting my recent training. I've now also attended training on Assets and Transfers, Understanding Quotes, Social Media, Agendas and Minutes, and along with some reading and attendance at other WSALC events. This means I've earned enough CPD points to become a Principal member of the Society of Local Council Clerk and I'd like to thank the Council for their support.
- There is some other training I'd like to go on: a NALC Beyond the Precept – exploring alternative income sources on 24 September at a cost of £35.
- The SLCC has funded a place for me on the Basics Bootcamp on 19 November at the Portsmouth Marriot Hotel, Cosham at a cost of £85.
- Written agendas, supporting papers and minutes for Full Council, Planning Committee in July and Recreation, Leisure and Amenities Committee.
- Submitted planning responses following the last Planning Committee meeting.
- Circulated correspondence to councillors.
- Entered all invoices to the Rialtas software and reconciled the income and expenditure against the bank statements each month to be signed at meetings.
- Set up all payments on Lloyds Bank for payment.
- Recorded paper copies for all expenditure and invoices in a file to be kept for seven years.

#### **2. Update on current projects**

- Responded to Moore, the external auditor, on the questions asked on the 2024/25 annual governance and accountability return in relation to expenditure on playground equipment at Mill Road.
- Supported the submission of the Council's response to the Havant Borough Council draft Local Plan.
- I'll be preparing the budget for 2026/27 in October and please could councillors let me know if there are any new projects or initiatives that will need to be considered.
- Please can we agree a date for the next HR Committee.

## 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 26 June 2025 at 7.00pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe and Cllr Nigel Ricketts.

In attendance: Clare Kennett, Clerk to the Parish Council.

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

1. Election of the Chairman of the Committee: Cllr Ricketts was proposed by Cllr Briscoe and seconded by Cllr Barker. Cllr Ricketts was **ELECTED** as Chairman of the Committee.

2. Apologies for absence: Cllr Jane Gould sent her apologies. It was **NOTED** that Cllr Veltom had resigned from the Parish Council. Members thanked Cllr Barker for attending the meeting so that there was a quorum of members to allow the meeting to take place.

3. Election of the Vice-Chairman of the Committee: It was **AGREED** to defer a decision until the next meeting.

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

5. Minutes of the meeting on 22 February 2024: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chairman.

6. Issues and updates from the minutes of 22 February 2024: There were no updates.

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

It was discussed that the roundabout needed to be greased as it was difficult to push and making a noise when moving. Cllr Ricketts said he would find the keys to open the panel on the base. There were no outstanding works required to be completed by Longmeadows.

8. Chichester District Council grant scheme: Members discussed applying for a grant from Chichester District Council for playground improvements <https://www.chichester.gov.uk/grants> It had previously been discussed that a track could be installed around the perimeter of the recreation ground for running but it was agreed that this would be costly and possibly not used by runners, although it would be used by dog walkers as it often got muddy and boggy in the winter. It was

## Minutes

discussed that distance marker posts could be put in various locations for runners but then they would make it difficult for the grass to be cut with a mower. Other ideas included a permanent large beacon to help celebrate national occasions, a flag pole, replacement equipment for the wooden fitness equipment that had been damaged, a basket ball hoop and small court. It was **AGREED** to arrange for Eibe to give a quote along with others as three would be needed for any application. Members said they would also give further consideration as to what could be achieved.

Members discussed installing hanging basket frames lampposts in The Square and the Clerk said she would contact Enerveo for a quote.

### 9. Mill Road recreation ground:

Members **AGREED** to ask Longmeadows to regularly cut the grass as before to ensure it did not become overgrown again. It was discussed that Longmeadows still needed to cut the brambles back from the boundary with the properties on Mill Road. There were no further updates from Westbourne Community Trust. Members discussed that they would need to consider any by-laws or rules regarding the future use of the recreation ground, along with new signage.

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

11. Date of next meeting: It was **AGREED** to hold the next meeting on 20 November 2025.

Meeting closed at 8.10pm.

## 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](mailto:clerk@westbourne-pc.gov.uk) or in writing to Clerk to Westbourne Parish Council, PO Box 143, Emsworth, PO10 9DX.

<b>1. Your organisation</b>	
Name of organisation and address	St Wilfrid's Hospice (South Coast) Limited Walton Lane Bosham Chichester West Sussex, PO18 8QB
Contact name	Christine Gillott
Position/role in organisation	Philanthropy Manager
Contact address	St Wilfrid's Hospice (South Coast) Limited Walton Lane Bosham Chichester West Sussex, PO18 8QB
Telephone number	01243 755184
Email address	<a href="mailto:christine.gillott@stwh.co.uk">christine.gillott@stwh.co.uk</a>
<b>2. Details of organisation</b>	
Brief description of your organisation's activities/aims.	<p>St Wilfrid's Hospice are an independent charity that has been supporting and advocating for those living with terminal illnesses since 1987. Our aim is to provide compassionate, tailored and specialist end of life care for patients - alongside help and advice for their families.</p> <p>As the only end of life care specialists in our region, we are committed to ensuring that our patients are comfortable and managing their pain. We want people to live each day as best they can with their final wishes made possible, and for the memories their loved ones carry of this time to be filled with joy and peace.</p> <p>Since first opening, St Wilfrid's has cared for over 22,000 local people and their loved ones, with 340 patients being looked after at any one time - either on the ward or out in the community. The Hospice</p>

	covers a broad catchment area, supporting a population of 190,000 in West Sussex. Along from Emsworth in Hampshire to Arundel and South of the Downs to the Selsey Coast, we receive around 1,010 referrals from this area each year.
Does your organisation have members and, if so, how many?	N/A
Are meeting and events open to members of the public?	Yes
What percentage of the members/people who attend your events are from the village of Westbourne?	This varies depending on need of your parishioners and their families
Is your organisation run by a committee?	Run by SMT & Trustees <a href="https://stwh.co.uk/about-us/meet-the-team/senior-management-team/">https://stwh.co.uk/about-us/meet-the-team/senior-management-team/</a> <a href="https://stwh.co.uk/about-us/meet-the-team/our-trustees/">https://stwh.co.uk/about-us/meet-the-team/our-trustees/</a>
Is your organisation a registered charity?	Yes No. 281963
<b>3. Purpose of organisation</b>	
Please describe how the local community benefits from your organisation.	Over 90% of the care we provide takes place out in the community, including Westbourne. Patients that are approaching the last few weeks of their lives often choose to stay at home rather than come in to the Hospice - our team are able to provide specialist nursing care and support wherever the patient chooses. The support we offer our patients includes; symptom management, respite care and emotional support - providing help and advice for patient's families and loved ones too. Our teams create bespoke medical care plans and give clinical advice, assisting patients and their families with any concerns. They make sure that people have access to all the services, equipment and medical care they need - including family bereavement support.

<b>4. About the project</b>																									
Please provide details of the proposed activity, event, equipment or project for which you are applying for a grant.	<p>St Wilfrid's Hospice Community Team</p> <p><a href="https://stwh.co.uk/our-services/care-in-the-hospice/care-at-home/">https://stwh.co.uk/our-services/care-in-the-hospice/care-at-home/</a></p>																								
In what way will the local community benefit?	<p>Our teams work collaboratively both internally and with external healthcare providers to ensure that our patients receive the wrap-around care they need, helping to minimise the stress that's felt when having to arrange all the elements of palliative care.</p>																								
What is the total cost?	<table border="1"> <thead> <tr> <th colspan="2">Annual Expenditure Budget 2024/25</th> </tr> <tr> <th>Hospice Community Team</th> <th>Annual Budget</th> </tr> </thead> <tbody> <tr> <td>Salaries</td> <td>£987,832.00</td> </tr> <tr> <td>Bank Staff</td> <td>£43,719.00</td> </tr> <tr> <td>Travel and Expenses</td> <td>£29,000.00</td> </tr> <tr> <td>Equipment Purchase</td> <td>£2,200.00</td> </tr> <tr> <td>Equipment Maintenance/Service</td> <td>£2,600.00</td> </tr> <tr> <td>Clinical Waste</td> <td>£800.00</td> </tr> <tr> <td>Staff Uniforms/H&amp;S Clothing</td> <td>£600.00</td> </tr> <tr> <td>Nursing and Therapy Consumables</td> <td>£4,000.00</td> </tr> <tr> <td>Sundry Expenses</td> <td>£500.00</td> </tr> <tr> <td><b>Total Expenditure</b></td> <td><b>£1,071,251.00</b></td> </tr> </tbody> </table>	Annual Expenditure Budget 2024/25		Hospice Community Team	Annual Budget	Salaries	£987,832.00	Bank Staff	£43,719.00	Travel and Expenses	£29,000.00	Equipment Purchase	£2,200.00	Equipment Maintenance/Service	£2,600.00	Clinical Waste	£800.00	Staff Uniforms/H&S Clothing	£600.00	Nursing and Therapy Consumables	£4,000.00	Sundry Expenses	£500.00	<b>Total Expenditure</b>	<b>£1,071,251.00</b>
Annual Expenditure Budget 2024/25																									
Hospice Community Team	Annual Budget																								
Salaries	£987,832.00																								
Bank Staff	£43,719.00																								
Travel and Expenses	£29,000.00																								
Equipment Purchase	£2,200.00																								
Equipment Maintenance/Service	£2,600.00																								
Clinical Waste	£800.00																								
Staff Uniforms/H&S Clothing	£600.00																								
Nursing and Therapy Consumables	£4,000.00																								
Sundry Expenses	£500.00																								
<b>Total Expenditure</b>	<b>£1,071,251.00</b>																								
How much is the grant application for?	£500																								
How will the rest of the cost be financed?	<p>We have held events, including our flagship event the Moonlight Walk, Bake a Difference, Woof for Wilf.</p> <p>Trust &amp; Grant applications</p> <p>Community fundraising</p> <p>Corporate fundraising</p> <p>Legacy pledgers</p> <p>The Hospice Lottery</p>																								
Have you received or applied for funding from any other source?	<p>Restricted funding received for Hospice Community Team funding:</p> <p>Felpham PC £1,000</p> <p>Zurich Charitable Trust £10,000</p> <p>Helen Robinson Charitable Trust £1,000</p> <p>The Truemark Trust £4,000</p> <p>The Bassil Shippam &amp; Alsford Trust £5,000</p> <p>Harapan Trust £300</p> <p>The Basil Death Trust £1,000</p> <p>Total £22,500</p>																								

If you have received a grant from Westbourne Parish Council in the last three years, please provide details.	No
Will the project still be able to go ahead without financial support from the Parish Council?	Hospices are in crisis, and to continue to offer free care and support for local people we need to be able to fully fund each of the services we offer. A donation from Westbourne Parish Council would be greatly appreciated to help provide the vital Hospice at Home services.

### **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

St Wilfrid's Hospice (South Coast) Ltd I accept the conditions in Westbourne Parish Council's Community Chest Grant Policy.

Signed: ...*C Gillott*..... Date: 29/11/2024

Position in organisation: Philanthropy Manager.....

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

Signed: .....N/A..... 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: .....



## 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](mailto:clerk@westbourne-pc.gov.uk) or in writing to Clerk to Westbourne Parish Council, PO Box 143, Emsworth, PO10 9DX.

<b>1. Your organisation</b>	
Name of organisation and address	Tyler's Trust c/o 74 Orchard Way Barnham PO22 0HY
Contact name	Jan Ellis
Position/role in organisation	Chief Executive Officer
Contact address	74 Orchard Way Barnham PO22 0H
Telephone number	07928 224 835
Email address	<a href="mailto:tylerstrust@gmail.com">tylerstrust@gmail.com</a>
<b>2. Details of organisation</b>	
Brief description of your organisation's activities/aims.	Please see attached Main Purpose of Organisation document.
Does your organisation have members and, if so, how many?	We currently have around 250 families who are members.
Are meeting and events open to members of the public?	Our small charity shop in Barnham is open to the public and our Summer Fair is also open to the public.
What percentage of the members/people who attend	Around 10% are members.

your events are from the village of Westbourne?	We do not record where members of the public live who attend our events.
Is your organisation run by a committee?	Yes
Is your organisation a registered charity?	Yes, registered charity number 1162827
<b>3. Purpose of organisation</b>	
Please describe how the local community benefits from your organisation.	Please see attached How Will the Project Benefit Residents of the Parish document.
<b>4. About the project</b>	
Please provide details of the proposed activity, event, equipment or project for which you are applying for a grant.	Please see attached Purpose for Grant document.
In what way will the local community benefit?	Please see attached How Will the Project Benefit Residents of the Parish document.
What is the total cost?	This is an ongoing project, please see attached Account Information document.
How much is the grant application for?	£100.00
How will the rest of the cost be financed?	Tyler's Trust will finance any additional costs. We also run a 500 club where people are able to donate on a monthly basis, and have collection boxes in local shops, pubs etc.
Have you received or applied for funding from any other source?	Tyler's Trust applies for funding from Parish Councils where we receive nominations for families.
If you have received a grant from Westbourne Parish Council in the last three years, please provide details.	No

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**

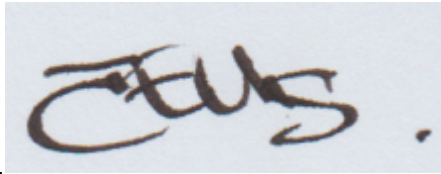
Community Chest grants (small grants) will be considered by the Parish Council during the financial year. Applications for funding that is greater than is available through the Community Chest scheme will be considered by the Parish Council on a case by case basis. Applications should be received by **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 ...Tyler's Trust.....

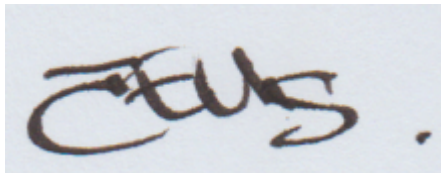
I accept the conditions in Westbourne Parish Council's Community Chest Grant Policy.



Signed: ... Date: ...15<sup>th</sup> August 2025.....

Position in organisation: .....Chief Executive Officer.....

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



Signed: ... Date: ...15<sup>th</sup> August 2025.....

---

**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: .....



*Address for correspondence:*  
PO Box 143  
Emsworth  
Hampshire, PO10 9DX

07775654483  
clerk@westbourne-pc.gov.uk

The Partners  
Emsworth Medical Practice  
North Street  
Emsworth  
PO10 7DD

11 September 2025

To the Partners

### **Concerns regarding the closure of Westbourne Surgery and the public consultation process**

I write on behalf of Westbourne Parish Council to express its deep concern regarding the closure of Westbourne Surgery and the associated public consultation process that preceded this decision.

It has come to the Council's attention that the premises were sold in October 2024 to South Downs PHC Property Company Ltd for £360,000, well before the consultation was announced and subsequent closure. This sequence of events raises significant questions about the transparency and integrity of the consultation process, which was presented to the public as an open forum for feedback and consideration. We note that the company that bought the property is owned by two of your doctors, which further raises questions on the transparency and integrity of sale.

A public consultation should serve as a genuine opportunity for patients and residents to voice their views, with the expectation that those views will be given due weight in any final decision. However, the fact that the premises were already sold suggests that a definitive course of action had been taken in advance, rendering the consultation largely symbolic and undermining public trust.

The Parish Council carried out a public petition and collected over 700 signatures, as well as invited Dr Chinwala and his colleagues to a public meeting in Westbourne on 23 April 2025 where there were nearly 50 residents in attendance who showed their dismay at the proposal. It seems that a decision to close the surgery had already been made.

Westbourne Surgery has long been a valued part of our community, particularly for elderly residents and those with limited mobility. Its closure without what appears to be a fair and transparent process has understandably caused disappointment, confusion, and frustration among patients.

The Council urges Emsworth Medical Practice to provide a formal explanation of:

1. The timeline of events leading up to the closure, including the decision to sell the premises.
2. The rationale behind conducting a public consultation after a key decision had already been enacted.
3. How patient feedback was considered, and what role it played in the final outcome.

Clear communication and accountability are vital in maintaining trust between medical providers and the communities they serve. The Council trusts that you will address these concerns promptly and take steps to ensure that future engagement with patients is conducted with openness and good faith.

I look forward to your response.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N. J. Ricketts', with a stylized flourish at the end.

Nigel Ricketts  
Chair of Westbourne Parish Council

C.c

Hampshire and IOW Integrated Care Board: [hiowicb-his.westbourneproposal@nhs.net](mailto:hiowicb-his.westbourneproposal@nhs.net)  
Jess Brown-Fuller MP Chichester: [jess.brownfuller.mp@parliament.uk](mailto:jess.brownfuller.mp@parliament.uk)

## Section 3 - External Auditor Report and Certificate 2024/25

In respect of **Westbourne Parish Council**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

### 2 External auditor limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There are no other matters affecting our opinion which we draw to the attention of the authority.

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name



External Auditor Signature

Moore

Date

18/08/2025

## Detailed Receipts &amp; Payments by Budget Heading 30/09/2025

## 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	70,737	141,473	70,737			50.0%	
1080 Bank Interest	666	0	(666)			0.0%	
1090 Misc Income	2,671	0	(2,671)			0.0%	
1110 Access licence - Sydenham Terr	200	200	0			100.0%	
1120 Rent - Allotment Association	0	500	500			0.0%	
1130 CIL Received	35,342	0	(35,342)			0.0%	32,773
Income :- Receipts	<b>109,616</b>	<b>142,173</b>	<b>32,557</b>			<b>77.1%</b>	<b>32,773</b>
<b>Net Receipts</b>	<b>109,616</b>	<b>142,173</b>	<b>32,557</b>				
6001 less Transfer to EMR	32,773	0	(32,773)				
<b>Movement to/(from) Gen Reserve</b>	<b>76,842</b>	<b>142,173</b>	<b>65,331</b>				
<b>110 General Admin &amp; Disbursements</b>							
4000 Clerk's Salary - Gross	10,514	27,000	16,486		16,486	38.9%	
4010 Employer National Insurance	800	4,000	3,200		3,200	20.0%	
4030 Employers Pension	2,387	5,500	3,113		3,113	43.4%	
4060 Travelling (Clerk)	78	75	(3)		(3)	103.7%	
4065 Home Used as Office	130	320	190		190	40.6%	
4070 Chairman's Expenses	143	200	57		57	71.5%	
4075 Councillor's Expenses	41	200	159		159	20.3%	
4080 Courses & Publications	245	500	255		255	49.0%	
4085 External Audit	0	450	450		450	0.0%	
4090 Internal Audit	158	500	342		342	31.6%	
4095 Legal Advice & Professional	21	1,500	1,479		1,479	1.4%	
4105 Information Commissioner Offic	0	35	35		35	0.0%	
4110 Insurance	2,034	1,500	(534)		(534)	135.6%	
4115 Rialtas Financial Software	768	1,000	232		232	76.8%	
4120 Cloud Doc Storage/MS 365	500	1,700	1,200		1,200	29.4%	
4125 Hall Hire /Zoom Meeting Expens	185	700	515		515	26.4%	
4130 Stationery / Printing	98	250	152		152	39.4%	
4135 Postage / Po Box Address	372	370	(2)		(2)	100.4%	
4140 Mobile Phone	81	240	159		159	33.6%	
4145 Payroll Services	240	500	260		260	48.0%	
General Admin & Disbursements :- Indirect Payments	<b>18,794</b>	<b>46,540</b>	<b>27,746</b>	<b>0</b>	<b>27,746</b>	<b>40.4%</b>	<b>0</b>
<b>Net Payments</b>	<b>(18,794)</b>	<b>(46,540)</b>	<b>(27,746)</b>				



## Detailed Receipts &amp; Payments by Budget Heading 30/09/2025

## 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	0	12,348	12,348		12,348	0.0%	
4205 Ground Maintenance - Monks Hil	2,152	10,000	7,848		7,848	21.5%	
4210 Closed Churchyard Maintenance	0	1,000	1,000		1,000	0.0%	
4215 Ground Maintenance - Mill Road	1,000	10,000	9,000		9,000	10.0%	
4220 Playground Defib Inspections	1,015	2,500	1,485		1,485	40.6%	
4225 Playground Inspections	314	1,000	686		686	31.4%	
4230 Street Light Maintenance	1,600	1,600	0		0	100.0%	
4705 Plant /Soil Flower Troughs	54	100	46		46	54.1%	
Running Costs :- Indirect Payments	<b>6,136</b>	<b>38,548</b>	<b>32,412</b>	<b>0</b>	<b>32,412</b>	<b>15.9%</b>	<b>0</b>
<b>Net Payments</b>	<b>(6,136)</b>	<b>(38,548)</b>	<b>(32,412)</b>				
<b>130 Subscriptions, S137 / S147</b>							
4300 Membership WSALC / NALC	843	800	(43)		(43)	105.4%	
4310 Clerk's Membership SLCC	28	240	213		213	11.5%	
4315 British Legion Poppy Appeal	0	65	65		65	0.0%	
4320 Westbourne Allotment Associat	50	50	0		0	100.0%	
4325 Closed Churchyard	300	300	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	160	1,000	840		840	16.0%	
4350 Grants	0	12,000	12,000		12,000	0.0%	
4355 Final Straw Foundation	0	100	100		100	0.0%	
Subscriptions, S137 / S147 :- Indirect Payments	<b>2,006</b>	<b>15,185</b>	<b>13,179</b>	<b>0</b>	<b>13,179</b>	<b>13.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(2,006)</b>	<b>(15,185)</b>	<b>(13,179)</b>				
<b>140 Capital Schemes</b>							
4400 Play Equipment - Monks Hill	0	4,000	4,000		4,000	0.0%	
4405 Play Equipment - Mill Road	0	4,000	4,000		4,000	0.0%	
4410 Churchyard Wall	0	500	500		500	0.0%	
4425 Office Equipment	0	100	100		100	0.0%	
4430 Tree Survey/Surgery	90	0	(90)		(90)	0.0%	
4435 Speed Indictor Devices/CSW	981	0	(981)		(981)	0.0%	981
4440 Defibrillators	87	200	113		113	43.4%	
4455 Community Bus Service	1,000	1,000	0		0	100.0%	
Capital Schemes :- Indirect Payments	<b>2,158</b>	<b>9,800</b>	<b>7,642</b>	<b>0</b>	<b>7,642</b>	<b>22.0%</b>	<b>981</b>
<b>Net Payments</b>	<b>(2,158)</b>	<b>(9,800)</b>	<b>(7,642)</b>				
6000 plus Transfer from EMR	981	0	(981)				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,177)</b>	<b>(9,800)</b>	<b>(8,623)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 30/09/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Services</u>							
4500 Street Light Energy	274	600	327		327	45.6%	
4505 Waste Bins & Emptying	392	2,000	1,608		1,608	19.6%	
Services :- Indirect Payments	<b>666</b>	<b>2,600</b>	<b>1,934</b>	<b>0</b>	<b>1,934</b>	<b>25.6%</b>	<b>0</b>
<b>Net Payments</b>	<b>(666)</b>	<b>(2,600)</b>	<b>(1,934)</b>				
<u>160 Communications</u>							
4605 Newsletter /Printing Communica	892	4,000	3,108		3,108	22.3%	
4610 Website Hosting & Email Acc	0	500	500		500	0.0%	
Communications :- Indirect Payments	<b>892</b>	<b>4,500</b>	<b>3,608</b>	<b>0</b>	<b>3,608</b>	<b>19.8%</b>	<b>0</b>
<b>Net Payments</b>	<b>(892)</b>	<b>(4,500)</b>	<b>(3,608)</b>				
<u>170 Contingency Fund</u>							
4720 Increase general reserve	14,808	25,000	10,192		10,192	59.2%	4,808
Contingency Fund :- Indirect Payments	<b>14,808</b>	<b>25,000</b>	<b>10,192</b>	<b>0</b>	<b>10,192</b>	<b>59.2%</b>	<b>4,808</b>
<b>Net Payments</b>	<b>(14,808)</b>	<b>(25,000)</b>	<b>(10,192)</b>				
6000 plus Transfer from EMR	4,808	0	(4,808)				
<b>Movement to/(from) Gen Reserve</b>	<b>(10,000)</b>	<b>(25,000)</b>	<b>(15,000)</b>				
<u>999 VAT Data</u>							
515 VAT on Payments	1,403	0	(1,403)		(1,403)	0.0%	
VAT Data :- Indirect Payments	<b>1,403</b>	<b>0</b>	<b>(1,403)</b>	<b>0</b>	<b>(1,403)</b>		<b>0</b>
<b>Net Payments</b>	<b>(1,403)</b>	<b>0</b>	<b>1,403</b>				
Grand Totals:- Receipts	<b>109,616</b>	<b>142,173</b>	<b>32,557</b>			<b>77.1%</b>	
Payments	<b>46,863</b>	<b>142,173</b>	<b>95,310</b>	<b>0</b>	<b>95,310</b>	<b>33.0%</b>	
<b>Net Receipts over Payments</b>	<b>62,753</b>	<b>0</b>	<b>(62,753)</b>				
plus Transfer from EMR	<b>5,789</b>	<b>0</b>	<b>(5,789)</b>				
less Transfer to EMR	<b>32,773</b>	<b>0</b>	<b>(32,773)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>35,769</b>	<b>0</b>	<b>(35,769)</b>				

**Westbourne Parish Council, 11 September 2025****Agenda item 53: Payments for approval**

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

<b>Payments for approval July</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
DD	O2 mobile phone Sept 25	19.34	16.12	3.22
BACS	Confidential payments Sept 25			
BACS	WSCC LGPS Aug 25	526.66	526.66	0.00
	Microshade cloud storage and email			
BACS	accounts Sept 25	142.92	142.92	0.00
BACS	MS 365 Sept 25	9.72	8.10	1.62
		<b>698.64</b>	<b>693.80</b>	<b>4.84</b>
<b>Payments for retrospective approval</b>				
DD	O2 mobile phone July 25	19.34	16.12	3.22
DD	O2 mobile phone Aug 25	19.34	16.12	3.22
SO	Confidential payments July 25	1,801.96	1,801.96	0.00
SO	Confidential payments Aug 25	1,801.96	1,801.96	0.00
SO	WSCC LGPS June 25	526.66	526.66	0.00
SO	WSCC LGPS July 25	526.66	526.66	0.00
	Microshade cloud storage and email			
BACS	accounts July 25	142.92	119.10	23.82
	Microshade cloud storage and email			
BACS	accounts Aug 25	142.92	119.10	23.82
BACS	MS 365 July 25	9.72	8.10	1.62
BACS	MS 365 Aug 25	9.72	8.10	1.62
	WSCC street lighting and maintenance			
BACS	2024/25	2,248.20	1,873.50	374.70
BACS	WCT contribution to MUGA renovation	3,000.00	3,000.00	0.00
	The Meeting Place room booking			
BACS	26/06/25	15.00	15.00	0.00
	Mulberry & Co payroll services quarter 1			
BACS	2025/26	144.00	120.00	24.00
	WSALC Limited planning training L			
BACS	Barker and K Pegley	96.00	80.00	16.00
BACS	SLCC principal membership C Kennett	27.50	27.50	0.00
	GM Support playground inspections July			
BACS	25	200.00	200.00	0.00
	GM Support playground inspections Aug			
BACS	25	200.00	200.00	0.00
	Longmeadows Monk's Hill and Mill Road			
	grounds maintenance quarter 1			
BACS	2025/26 and gateways painting	4,163.50	4,163.50	0.00
BACS	Lloyds Bank service charge July 25	4.25	4.25	0.00
BACS	Lloyds Bank service charge Aug 25	4.25	4.25	0.00

DC	NHBS bat detector for neighbourhood plan evidence	189.50	157.92	31.58
BACS	Greensleeves weed spraying Monk's Hill playground July 25	165.00	165.00	0.00
BACS	Longmeadows roundabout repair M Hill	40.00	40.00	0.00
BACS	Moore, external audit 2024/25	756.00	360.00	126.00
DC	Batteries for internet banking card reader x 8	19.80	16.50	3.50
BACS	The Meeting Place room bookings Sept - Dec	150.00	150.00	0.00
BACS	Kompany playground inspections July 25	191.68	159.74	31.94
		<b>5,263.20</b>	<b>4,888.50</b>	<b>374.70</b>

## **Westbourne Parish Council, 11 September 2025**

### **Agenda item 54: Correspondence list**

- Correspondence from residents about trespassing on private land along the River Ems.
- Correspondence from a resident about anti-social driving on Cemetery Lane (loud music and beeping on a regular basis) which the Clerk reported to the PCSO who has also reported it to Operation Crackdown and will patrol the area.
- Correspondence from a resident at 3 Beckenham Terrace, North Street about a green City Fibre box that's been installed outside her property which is a target for graffiti and dog mess.
- Correspondence from a resident about the overgrown vegetation at the junction of Monk's Hill and Common Road. This has been reported to WSCC but it is the landowners responsibility to cut it back.
- Correspondence from a resident about the link gap between Mill Road and Kingfisher Drive to request that railings are installed at either end to prevent pit bikes and electric scooters from using it as a rat run.
- Correspondence about the damage to two trees and the playground warning sign on Monk's Hill by Merlin Homes.
- Invitation from the WCT about a site visit to see the new development and playground at Mill Road.
- Emsworth Medical Practice and NHS Primary Care Team decision to close Westbourne Surgery on 31 July 2025.
- Letter from Sidlesham Parish Council to Parliament regarding Gypsy and Traveller issues in the district.
- The speed indicator device on Foxbury Lane broke down again and was sent to Westcotec for repair. It's been returned now and is back in working order.
- Traffic Regulation Order for Whitechimney Row to make it all 20mph and Old Farm Lane to make it all 40mph <https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/live-consultations-for-permanent-tros/chichester-live-tro-consultations/>
- Chichester District Council adopts local plan.
- All Parishes meeting invitation for 13 October at 5pm at East Pallant House, CDC.
- Minutes and presentations from the Bourne's Forum which took place on 28 July at 7pm.

- West Sussex Fire and Rescue consultation on plan for the next four years  
<https://yourvoice.westsussex.gov.uk/crmp>
- Email from WSCC regarding the assets owned in the County which are mainly schools, operational assets and areas of the highway which are not suitable for transfer to parishes.
- Southern Water drop-in event on Friday 12 September from 1pm to 8pm at St John's Church, Southbourne.