

Westbourne Parish Council, 9 October 2025

Item 67: 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 11 September to 9 October 2025.

1. Update on current projects

- Written draft terms and conditions for the Allotment Association's use of the storage building.
- Liaised with the Allotment Association and solicitor regarding the new lease agreement.
- Arranged for a survey of the access road to the allotments and the allotment land.
- Arranged for the new playground signs to be designed and printed which Longmeadows will install.
- Bought two new noticeboards for the two playgrounds which Longmeadows will install.
- Contacted Kompan about resuming playground inspections at Mill Road recreation ground.
- Booked in the design, print and distribution of the newsletter. Still to write and to take photos.
- Chased the quotes from the playground companies so they can be discussed by the R,L&A Committee at its next meeting on 6 November.
- Started to prepare the budget for 2026/27 which will be discussed by the Strategy and Finance Committee on 16 October 2025.
- Audit meeting taking place on Tuesday 21 October at 9.30am on Zoom.

2. Actions from the last meeting not otherwise on the agenda

- Arrangement payment of the agreed £8k to Westbourne Community Hall for the kitchen renovation project.
- 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, WNPSG and HR 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.



EMSWORTH
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30th September 2025

Nigel Ricketts
Chairman of Westbourne Parish Council
PO Box 143
Emsworth
Hampshire PO10 9DX

Dear Nigel,

Thank you for your letter dated 22nd September 2025.

The information you have highlighted regarding the ownership of the George and Dragon Branch Surgery is a matter of public record and is fully transparent.

The decision to apply to the Primary Care Commissioners at Hampshire and Isle of Wight ICB to make enquiries about closure of the branch surgery was made more than 12 months prior to any change in ownership.

The sale of the building had no impact on Emsworth Medical Practice's ability to provide NHS medical services at this branch surgery. General Practice can choose to own or lease premises to provide General Medical Services to the patient population they serve. Premises must meet the minimum standards as defined within the national Premises Costs Directions, which also enables GP Practices to apply to the ICB Commissioner for reimbursement against associated premises costs – current market rent, business rates, water and sewerage, and clinical waste. The Premises Costs Directions apply to GP Practices regardless of whether they own and lease their premises.

[The National Health Service \(General Medical Services - Premises Costs\) Directions 2024](#)

The public engagement and patient feedback were undertaken in good faith under the guidance of the ICB, focusing solely on the provision of NHS medical service from this branch surgery and the Emsworth main site, irrespective of the ownership of the George and Dragon building.

To date, the Practice has received no negativity or comments from patients or the community we serve since being on one site and we continue to provide a good primary care service.

Yours sincerely,

Dr Slingsby & Partners
Emsworth Medical Practice

Hampshire and IOW Integrated Care Board: hiowicb-his.westbourneproposal@nhs.net
Jess Brown-Fuller MP Chichester: jess.brownfuller.mp@parliament.uk
Cllr Andrew Kerry-Bedell, West Sussex County Council

Detailed Receipts & Payments by Budget Heading 31/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	141,473	141,473	0			100.0%	
1080 Bank Interest	1,205	0	(1,205)			0.0%	
1090 Misc Income	2,673	0	(2,673)			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	180,893	142,173	(38,720)			127.2%	32,773
Net Receipts	180,893	142,173	(38,720)				
6001 less Transfer to EMR	32,773	0	(32,773)				
Movement to/(from) Gen Reserve	148,120	142,173	(5,947)				
110 General Admin & Disbursements							
4000 Clerk's Salary - Gross	13,561	27,000	13,439		13,439	50.2%	
4010 Employer National Insurance	1,663	4,000	2,337		2,337	41.6%	
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	156	320	164		164	48.8%	
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	630	450	(180)		(180)	140.0%	
4090 Internal Audit	158	500	342		342	31.6%	
4095 Legal Advice & Professional	26	1,500	1,475		1,475	1.7%	
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	747	1,700	953		953	43.9%	
4125 Hall Hire /Zoom Meeting Expens	207	700	493		493	29.6%	
4130 Stationery / Printing	205	250	45		45	82.1%	
4135 Postage / Po Box Address	372	370	(2)		(2)	100.4%	
4140 Mobile Phone	97	240	143		143	40.3%	
4145 Payroll Services	240	500	260		260	48.0%	
General Admin & Disbursements :- Indirect Payments	23,756	46,540	22,784	0	22,784	51.0%	0
Net Payments	(23,756)	(46,540)	(22,784)				

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Running Costs							
4200 Westbourne Cemetery	0	12,348	12,348		12,348	0.0%	
4205 Ground Maintenance - Monks Hil	2,192	10,000	7,808		7,808	21.9%	
4210 Closed Churchyard Maintenance	0	1,000	1,000		1,000	0.0%	
4215 Ground Maintenance - Mill Road	2,345	10,000	7,655		7,655	23.4%	
4220 Playground Defib Inspections	1,265	2,500	1,235		1,235	50.6%	
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	7,771	38,548	30,777	0	30,777	20.2%	0
Net Payments	(7,771)	(38,548)	(30,777)				
130 Subscriptions, S137 / S147							
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	65	65	0		0	100.0%	
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	8,000	12,000	4,000		4,000	66.7%	
4355 Final Straw Foundation	0	100	100		100	0.0%	
Subscriptions, S137 / S147 :- Indirect Payments	10,071	15,185	5,114	0	5,114	66.3%	0
Net Payments	(10,071)	(15,185)	(5,114)				
140 Capital Schemes							
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	2,158	9,800	7,642	0	7,642	22.0%	981
Net Payments	(2,158)	(9,800)	(7,642)				
6000 plus Transfer from EMR	981	0	(981)				
Movement to/(from) Gen Reserve	(1,177)	(9,800)	(8,623)				

Detailed Receipts & Payments by Budget Heading 31/10/2025

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	666	2,600	1,934	0	1,934	25.6%	0
Net Payments	(666)	(2,600)	(1,934)				
<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	892	4,500	3,608	0	3,608	19.8%	0
Net Payments	(892)	(4,500)	(3,608)				
<u>170 Contingency Fund</u>							
4715 IT Support	134	0	(134)		(134)	0.0%	96
4720 Increase general reserve	14,808	25,000	10,192		10,192	59.2%	4,808
Contingency Fund :- Indirect Payments	14,942	25,000	10,058	0	10,058	59.8%	4,904
Net Payments	(14,942)	(25,000)	(10,058)				
6000 plus Transfer from EMR	4,904	0	(4,904)				
Movement to/(from) Gen Reserve	(10,038)	(25,000)	(14,962)				
<u>999 VAT Data</u>							
515 VAT on Payments	1,899	0	(1,899)		(1,899)	0.0%	
VAT Data :- Indirect Payments	1,899	0	(1,899)	0	(1,899)		0
Net Payments	(1,899)	0	1,899				
Grand Totals:- Receipts	180,893	142,173	(38,720)			127.2%	
Payments	62,154	142,173	80,019	0	80,019	43.7%	
Net Receipts over Payments	118,739	0	(118,739)				
plus Transfer from EMR	5,885	0	(5,885)				
less Transfer to EMR	32,773	0	(32,773)				
Movement to/(from) Gen Reserve	91,851	0	(91,851)				

Westbourne Parish Council, 9 October 2025**Agenda item 69: Payments for approval**

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

Payments for approval July		Total	Net	VAT
DD	O2 mobile phone Oct 25	19.34	16.12	3.22
BACS	Confidential payments Oct 25			0.00
BACS	WSCC LGPS Sept 25	628.02	628.02	0.00
	Microshade cloud storage and email			
BACS	accounts Oct 25	142.92	142.92	0.00
BACS	MS 365 Oct 25	9.72	8.10	1.62
	The Meeting Place, HR Committee room			
BACS	hire	11.00	11.00	0.00
		811.00	806.16	4.84
Payments for retrospective approval				
BACS	The Parish Noticeboard Company	1,614.00	1,345.00	269.00
BACS	Emscom - attempted printer repair	45.00	7.50	37.50
BACS	Printerbase - new printer	115.70	96.42	19.28
BACS	The Meeting Place, WNPSG room hire	22.00	22.00	0.00
	Westbourne Community Hall grant for			
BACS	kitchen renovation	8,000.00	8,000.00	0.00
BACS	Viking ink cartridges and paper	108.30	90.25	18.05
		0.00	0.00	0.00

Westbourne Parish Council, 9 October 2025
Agenda item 70: Correspondence list

- Bournes Forum taking place on 27 October at 7pm at the Fishbourne Centre.