

Bourne Parishes – WSCC Councillor report

Westbourne Parish – November 2025

Action proposed

1. Apply for TRO to resolve parking issues at Westbourne school and Community centre (see July report)
2. Liaise with Mike Dare regarding CHS as WSCC apparently 'lost' the Westbourne CHS application!

Westbourne road safety plans 2025

Apart from the CHS proposals submitted in July 2025 there are three TROs being applied for currently:

- 20mph Whitechimney Row / Old Farm Lane – passed review, resident consultation done – awaiting decision
- 30mph Cheesmans Lane north of Broad Road (Funtington) – Funtington Parish has applied for this
- 30mph top of Stein Road (Southbourne) – Southbourne will apply for this via a TRO once CHS decision return

Westbourne Solar Meadow project

Instigated via Greening Westbourne, Westbourne aims to become self-sufficient in electrical power. This project is in early stages assessing options for power grid connections and suitable sites and finance options.

Assuming the project is physically and commercially viable we will then assemble a project team. Once we have an outline of the best way to progress we will also let other parishes know details, as there is good interest amongst other parishes to reduce their carbon footprint and see options for cost-effective renewable energy projects.

I also plan to raise a motion at WSCC in March 2026, following Government details on supporting community power projects in Jan 2026. This aims to ensure that WSCC, and, following on from that in May 2025, the Sussex Mayor provides better support for future Parish community power project, as these are inevitably complex.

Next Teams meeting w/c 3 Nov:

- | | | |
|------------------|--|---------------------------------------|
| • Nigel Ricketts | nigelricketts@westbourne-pc.gov.uk | Westbourne Parish chair |
| • Roy Briscoe | rbriscoe@chichester.gov.uk | Chich. DC and Westbourne Parish |
| • Andrew Tolfts | andrew.tolfts@westsussex.gov.uk | WSCC Energy project planning |
| • Amelia Gabriel | amelia@esd.energy | ESD Programme Manager |
| • Tom Broughton: | tom@otneim.co.uk | Greening Westbourne |
| • SSSEN | https://network-maps.ssen.co.uk/ | Feedback on grid connection w/c 10/11 |

WSCC Motions

- Support the hospitality sector, lower business rates, reduce VAT & NI, tips paid direct to staff - Approved
- Tackle shop theft (up 20% YOY), change low value offence and sentencing & community police - Approved
- March 2026 – I will be putting forward a motion to offer improved support for community energy projects

Bourne Village Travel scheme (Ex ChEmRoute)

We have heard little regarding this scheme due to WSCC considering in September how it might progress post devolution. The lead project manager was contacted to hear the latest on the project

- Given devolution, views on the best way to progress the project
- Current status with Active Travel England and National Highways
- Latest update on design from WSCC design contractor WSP
- Next action to progress the cycle route within WSCC
- Indications of any other issues holding the project back

A259 speed reduction - Nutbourne to Southbourne

The TRO to reduce speed limits from 40mph to 30mph from the end of the Bosham straight though to just East of Priors Orchard was rejected by WSCC Highways. This is despite resident majority approval and average speeds along this section being 31.2mph, within the 35mph upper limit in the WSCC Speed Policy.

Rejection was due to the TRO costs being over £5,000, with estimated costs of £10,200 due to having to change over 20 speed signs on the roads north and south of this two mile section of the A259.

I spoke to WSCC Highways Cabinet Member Joy Dennis about it at length and persuaded her to push this TRO through and she has approve TRO progression with Highways. At this stage it is not clear if Parishes will be asked to contribute towards the TRO so we'll have to see what Highways respond with to Chidham, who applied for the TRO. If they do ask for a contribution, I suggest it is split between Chidham and Southbourne)

Other A259 speed changes proposed

With the Nutbourne to Southbourne speed reduction progressing, and Bosham Parish submitting a TRO to reduce the section from the Bosham roundabout past the new 300 home Highgrove development from 40mph to 30mph, the only remaining zones on the A259 with over a 30mph limit are:

- NSL on the Bosham straight: could possibly be reduced to 50mph (40mph unlikely with current speeds)
- 40mph Fishbourne from the Fishbourne A27 roundabout to the cycle tunnel – with Parish for TRO review

A259 speed data

Back in 2023 the Highgrove development on the A259 in Bosham was passed by Government Inspector. This was despite making him aware that Brightplan, the developer's traffic volume consultant, had estimated traffic at no more than 800 vehicles per hour along the A259, post development. In reality traffic was already at 1,050 vehicles per hour average based on WSCC traffic data.

I asked Liz Robbins at WSCC to supply the latest speed data for the A259. WSCC has two road loop traffic monitoring counters buried in the road surface, one near the Sussex Brewery in Southbourne and one at the exit to the cycle tunnel in Fishbourne. Both counters are in 30mph zones but both unfortunately had periods where no data was collected due to technical issues, Fishbourne in all 2024 & Southbourne from April 2025.

These are the latest A259 stats, which show worrying trends over time. Both counters are in 30mph zones:

A259 TRAFFIC VOLUME	Average vehicles per hour (E & W)				Weekday traffic all day volume			
Weekdays 8 to 6pm	2023	2024	2025	2025 vs 2023	2023	2024	2025	2025 vs 2023
Fishbourne	927	--	994	7%	13,300	--	14,000	5%
Southbourne	1,050	1,240	1,230	17%	14,500	17,200	17,000	17%

A259 TRAFFIC VOLUME	Peak traffic volume per hour			% 8-6pm > 1,000 vehicles per hour			% 8-6pm > 1,300 vehicles per hour		
Weekdays 8 to 6pm	2023	2025	2025 vs 2023	2023	2025	2025 vs 2023	2023/24	2025	2025 vs 2023
Fishbourne	980	1,040	6%	12%	44%	32%	0%	0%	0%
Southbourne	1,370	1,420	4%	96%	100%	4%	34%	38%	12%

A259 TRAFFIC SPEED 2025	Zone	30-35mph	35-40mph	Over 30mph	2023/24	Action
Fishbourne	30mph	41%	7%	48%	44%	Reduce speed to 30mph A27 to cycle tunnel via Parish TRO
Southbourne	30mph	23%	3%	26%	29%	SID on post on triangle crossing near Emsworth junction

Key points

- Traffic volume has gone up 17% in Southbourne and 9% in Fishbourne in the last two years.
- 48% of the traffic between 8am and 6pm is over 1,000 vehicles per hour in Fishbourne
- 38% of the traffic between 8am and 6pm is over 1,300 vehicles per hour in Southbourne
- 23% of all traffic is speeding over the 30mph limit in Southbourne near the Sussex Brewery
- 41% of all traffic is speeding over the 30mph limit in Fishbourne near the A27 cycle tunnel
- See action re SID installation at Emsworth junction and Parish TRO application in Fishbourne

I have requested Liz Robbins talk to Chris Stark about installing another official WSCC road loop between Nutbourne and Stein Road. This will be critical to both monitor the impact of future housing developments (estimate is 1.6 cars per new house), and also to make sure that traffic volumes are sustainable to allow for implementation of the Bourne Village Travel Scheme (BVTs – ex ChEmRoute) cycle scheme.

If you wish to undertake a traffic volume and speed check, on any section of road, any Parish can do this for the princely sum of £250 per volume and speed check. Email liz.robbs@westsussex.gov.uk This gives you:

- **Traffic volume** - data by hour block, by day Monday to Sunday, for average traffic volume over time
- **Traffic speed** - data by 5mph block, by hourly block, so you can see the percentage of traffic speeding

WSCC suggested action:

- Install another official WSCC road loop between Nutbourne and Stein Road (or ANOther location to be agreed between Chidham and Southbourne Parishes). This will be critical to both monitor the impact of future housing developments (estimate is 1.6 cars per new house)
- More 30mph SIDs are critical along the A259, given we are moving two sections from 30mph and modern drivers forget lampposts mean 30mph. Hants CC has actioned this re conversations with Lulu Bowerman but WSCC has yet to action. As we know we are forbidden by Government DoT to have 30mph repeater signs and 30mph road roundels, so we desperately need to enforce the 30mph zones along the 8 miles of the A259 from Fishbourne to Warblington roundabouts
- Relook at what effect these traffic volumes might have on Bourne Village Travel Scheme prospects, to make sure traffic volumes are sustainable to allow for implementation of the BVTs cycle scheme
- WSCC Highways vigorously defend against future housing developments along the A259 where traffic volumes have already increased 10% on average in just two years. We still have 200 houses yet to come permitted in Nutbourne and 850 more in Southbourne, equating to 1,700 more vehicles.
- Talk to National Highways about A27 closures and not having the A259 as a backup route – pushing 44 tonne trucks down the A259 causes gridlock every 6 months and also forces traffic north through small villages like Hambrook, Westbourne and Woodmancote

Remembrance Sunday 9th November

- In line with a rotation of the Bourne area churches each year on Sunday 9th Nov I will be at Chidham St Mary's church with Stephen Johnson of CDC, hosted by the new vicar the reverend Joanna King.

May 2026 elections

Where local elections will take place in England in May 2026 will not likely be fully clear until Feb or March 2026. Elections for new authorities that may result from the reorganisations may be held in 2026. On the other hand, others may not hold the first elections for the new bodies until 2027 instead. This is Government's decision.

Councils that are in the government's 'Priority Programme' for the establishment both of mayoral combined authorities include Greater Essex, Hampshire & Solent, Norfolk & Suffolk, Sussex & Brighton.

WSCC local Government Reorganisation and timing

Date (reverse timeline)	Details
April 2028	New unitary council(s) start to deliver services to residents
May 2027	Shadow unitary elections (most likely for new councillors)
Autumn 2026 (TBC)	Structural Changes Order (SCO) passed by Parliament to implement LGR
May 2026 (1)	County Council elections currently planned to take place. Note
Jan – March 2026 (2)	Government decides to implement WS one or two unitary LGR proposal
Nov - Dec 2025 (TBC)	Gov Statutory Consultation on LGR with residents, Parishes, partners etc

(1) WSCC met with the Minister Oct 2025 to ask for a delay to May 2027 due to £3m election cost, difficulty of attracting 70 candidates for one year and challenges with lack of experience at critical devolution time

Why two unitaries under a Sussex Mayor is likely better than one for local representation

Despite the claim made by WSCC Cabinet that one unitary could save more money (£30m), make services more efficient and improve buying power for services, residents are obviously still concerned about local representation. This is believed to be the primary reason that residents voted 62% for two unitaries at initial consultation.

This is also the key reason all seven WSCC area Borough and District Councils opted for Option 2B, with two unitaries. With two unitaries more Councillors overall in WSCC area would likely be allowed. The LGR website at <https://www.lgbce.org.uk/local-government-reorganisation> says, "While we have no set limits, our view is that an extremely strong and compelling case would be needed for an authority made up of more than 100 members or less than 30 members." The opinion suggested from WSCC Chief Exec Paul Marshall is:

- | | | | |
|------------------|------------------------|-----------------------|--------------------------------|
| • WS 1 unitary | 902,000 residents | 100 Councillors (max) | 9,000 residents per Councillor |
| • WS 2 unitaries | 450,000 residents each | 70 Councillors each | 6,400 residents per Councillor |
| • East Sussex | 600,000 residents | 100 Councillors (max) | 6,000 residents per Councillor |
| • Br & Hove | 280,000 residents | 45 Councillors (est) | 6,400 residents per Councillor |

Bearing in mind that WSCC has 70 councillors representing 902,000 residents, the current WSCC ratio is around 13,000 residents per Councillor. In contrast, Chichester District Council has 36 councillors elected to represent 21 wards and a population of 108,000, so a ratio of 3,000 residents per councillor.

Sussex Mayor candidates

Latest results from YouGov's MRP poll show Reform UK leading with 25% of the vote across Sussex, with the Liberal Democrats close on 22%. This puts both parties significantly ahead of the others. The Conservative candidate trails on 18%, Labour on 16% and the Green Party on 15%. Other candidates are 3% of the vote.

Labour:

- Former Brighton and Hove City Council leader Dan Yates, Worthing councillor Caroline Baxter and Margi O'Callaghan are the candidates on the shortlist for the mayoral election. A vote of Labour members in Sussex is due to take place from Friday (October 24) until November 7. Announcement 7th Nov 2025.

Reform:

- Expected to stand but no announcements have been made on their candidate, as yet.

Conservative:



Katy Bourne

- Mid Sussex
- Police and Crime Commissioner for Sussex since 2012
- Announced 6 priorities - housing, transport, economic growth, skills, public safety, and public health.
- Regarded by Conservatives as a trusted figure with a proven electoral track record.

Website: <https://www.sussex-pcc.gov.uk/about/sussex-mayoral-election-2026/>

Liberal Democrats:



Ben Dempsey

- Hassocks
- Mid Sussex District Councillor 2019 - 2023
- Parliamentary candidate for East Grinstead in the 2024 GE
- PhD in nature conservation from the University of Sussex
- Having worked with Save the Children, Dempsey pledges a new deal for housing, improved public transport, and a vision to make Sussex a nature superpower, appealing to voters seeking a strong environmental voice.

Green Party:



Rachel Millward

- Wealden
- Deputy Leader of the Green Party
- Deputy Leader of Wealden DC since May 2025
- Parliamentary candidate for New Forest West in the 2024 GE
- Came to politics after a successful career in cultural leadership across film, community arts and live music
- Conservator of the Ashdown Forest and a founding member of the Friends of the River Medway.
- Website: <https://rachelmillward.wordpress.com/about/>

Independent:



Martin Webb

- Independent candidate and local entrepreneur
- Former business columnist for the Sunday Telegraph
- Community advocate previously linked with Labour
- Former Special Sergeant with Sussex Police
- Positions himself as a non-partisan, community-first choice aimed at voters tired of party politics
- Website: <https://www.martinwebb.com/>

WSCC revised riparian responsibilities guide

A new Riparian Responsibilities guide leaflet has been issued by West Sussex County Council. This leaflet provides up-to-date, compliant guidance on Riparian Ownership, clearly defining ownership boundaries and offering best practices for ongoing maintenance.

It is designed to complement the County's existing flood risk management information:

- **Download the new Riparian Responsibilities leaflet [here](#)**

Environment Agency consultation on water firms fines for sewage

Currently, investigations into pollution can take years and fewer than 1% have resulted in a prosecution.

Water companies in England could face more and automatic fines for sewage dumping under new Environment Agency powers. The government is consulting on allowing the regulator to use a lower, civil, standard of proof instead of the higher criminal standard, for minor to moderate environmental offences.

Measures under consultation include a cap at either £350,000 or £500,000 for penalties issued to the civil standard, introducing new automatic penalties for specific and obvious breaches without the need for lengthy investigations, setting a value of either £10,000, £15,000 or £20,000 for the new automatic penalty.

Fracking ban

On 1st October the Energy Secretary announced plans to ban fracking. Also confirmed were plans to bring forward legislation to end new onshore oil and gas licensing in England, including new licences that could be used for fracking. This will help make Britain focus on clean energy to protect current and future generations.

Libraries

Weekly activity in libraries across Chichester District




6,390
customer visits
into libraries

7,530
books and other
items borrowed



310
hours of digital
support

480
enquiries
answered



475
attendances at
library events

57
hours volunteer
support



£6 return for every £1 WSCC spends on libraries

2026 will be the national year of reading emphasising the importance of reading and benefits for life and for future employment and for relaxation and adult and children's mental health.

County Council launches new specialist support hub for children and families

West Sussex County Council has launched a new initiative to deliver earlier, more effective psychological support for children, young people and families. The new Psychological Hub aims to help families stay together, support children through complex emotional and mental health challenges. It will bring together expert services under one umbrella and create safe, nurturing environments where every child can thrive.

The Psychological Hub unites a range of previously independent specialist services under one psychology-led leadership team and is accessed via healthcare referrals. This integrated model ensures that support is timely, coordinated, and tailored to individual needs. The hub will also feature therapy pods based at County Hall North in Horsham, providing dedicated spaces for therapeutic work in a calm and welcoming setting.

Restore - offering psychologically informed support and interventions for children and families, helping:

- Families stay together or reunite when safe to do so.
- Children with special educational needs and disabilities who are at risk of school placement breakdown or hospitalisation due to mental health needs.
- Children experiencing, self-harm, or mental health conditions that may lead to hospitalisation.
- Children displaying harmful behaviours.

Attach - providing specialist psychological support for:

- Children in care and care leavers.
- Unaccompanied asylum-seeking children.
- Families in kinship arrangements, where children are cared for by someone they know and trust.

For more information, visit the [Psychological Hub's dedicated webpage](#)

Westbourne Parish Council, 13 November 2025

Item 82: 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 9 October to 13 November 2025.

1. Update on current projects

- Liaised with the Allotment Association and solicitor regarding the new lease agreement. I've sent a lot of information to the solicitor, scanned documents of records from 1948 which is helpful as there's now a computer record, and
- Arranged and attended a meeting with the Allotment Association
- Arrange and attended a meeting with Frank Campbell to discuss the survey of the access road to the allotments and the allotment land so that an approved Land Registry map can be created by the surveyor.
- Arranged for the new playground signs to be designed and printed and received the two new noticeboards. Discussed with Longmeadows where they will be located.
- Contacted Kompan about resuming playground inspections at Mill Road recreation ground.
- Updated the asset register with the new playground equipment and storage building and contacted the insurance company to ensure they are covered.
- Liaised with Frank Campbell about the playground lease agreement.
- Completed the design, print and distribution of the newsletter and uploaded it to the website and Facebook.
- Held the audit meeting taking place on Tuesday 21 October at 9.30am on Zoom.

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

- 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, Strategy and Finance Committee and the R,L&A 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.

Westbourne Parish Council draft budget to inform the Precept 2026/27

		Budget 2024-25	Actual at 31/03/25	Budget 2025-26	Actual at 30/09/25	% of budget		Budget 2026-27
			£	£	£			£

[illegible]

		Budget 2024-25	Actual at 31/03/25	Budget 2025-26	Actual at 30/09/25	% of budget		Budget 2026-27
4300	Council's membership of West Sussex Association of Local Councils and National Association of Local Councils	794.74	795.00	800.00	843.00	105.4%		£850.00
4310	Clerk's membership of Society of Local Council Clerks	229.00	240.00	240.00	28.00	11.7%		270.00
4315	British Legion Poppy Appeal	65.00	65.00	65.00	65.00	100.0%		65.00
4320	Westbourne Allotment Association	50.00	50.00	50.00	50.00	100.0%		50.00
4335	Citizens Advice	300.00	300.00	300.00	300.00	100.0%		300.00
4330	Homestart	250.00	250.00	250.00	250.00	100.0%		250.00
4340	Parish Online Subscription	80.00	0.00	80.00	75.00	0.0%		80.00
4355	Final Straw Foundation donation	100.00	100.00	100.00	0.00	0.0%		100.00
4345	Grants	0.00	275.00	0.00	0.00			0.00
4345	Community Chest Grants	500.00	0.00	1,000.00	160.00	16.0%		1,000.00
	Total:	2,368.74	2,075.00	2,885.00	1,771.00	61.4%		2,965.00

		Budget 2024-25	Actual at 31/03/25	Budget 2025-26	Actual at 30/09/25	% of budget		Budget 2026-27	
140	Capital schemes								
4400	Play equipment Monk's Hill (earmarked reserve)	4,000.00	0.00	4,000.00	0.00	0%		10,000.00	Build up EMR
4405	Play equipment Mill Road (earmarked reserve)	4,000.00	41,000.00	4,000.00	0.00	0%		10,000.00	Build up EMR
4410	Churchyard Wall (earmarked reserve)	0.00	0.00	500.00	0.00	0%		500.00	Build up EMR
4415	Village Gateways (earmarked reserve)	0.00	0.00	0.00	1,650.00	0%		500.00	Build up EMR
4420	Fingerpost signs (earmarked reserve)	500.00	260.00	0.00	0.00	0%		0.00	
4425	Office equipment (earmarked reserve)	100.00	0.00	100.00	0.00	0%		200.00	
4430	Tree survey/surgery Monk's Hill/Mill Road	1,500.00	1,208.00	0.00	90.00	0%		2,000.00	
4435	Speed Indicator Devices/CSW (earmarked reserve)	0.00	518.00	0.00	981.00	0%		4,000.00	
4440	Debrillators	500.00	398.00	200.00	87.00	44%		200.00	
4455	Community bus service	0.00	1,000.00	1,000.00	1,000.00	0%		1,500.00	
4460	Salt/grit supply and bins	0.00	0.00	0.00	0.00	0%		0.00	
4465	National commemorations/celebrations	2,000.00	0.00	0.00	0.00	0.0%		0.00	
	Asset transfers	0.00	0.00	0.00	0.00	0.0%			
	Minute book binding	0.00	0.00	0.00	0.00	0.0%		1,000.00	
	Neighbourhood Plan	0.00	0.00	0.00	0.00	0.0%		2,000.00	
4475	Bourne Heritage Trail	500.00	0.00	0.00	0.00	0%		0.00	
4480	Heritage street lights junction of East Street and Whitechimney Row	3,000.00	6,587.00	0.00	0.00	0%		0.00	
4470	TRO HGV, Monk's Hill speed limit, East Street, Whitechimney Row	0.00	0.00	0.00	0.00	0%		0.00	
	Westbourne Community Hall grant	0.00	0.00	8,000.00	8,000.00	0%		0.00	
	The Meeting Place back room renovations grant	0.00	0.00	4,000.00	0.00	0%		0.00	
	Environment (trees)	0.00	0.00	0.00	0.00	0%		0.00	
	Total:	16,100.00	50,971.00	21,800.00	11,808.00	43.50%		31,900.00	
150	Services								
4500	Street light energy, WSCC PFI	1,500.00	346.00	600.00	274.00	45.7%		500.00	
4505	Waste bins x 7 and emptying	1,900.00	1,500.00	2,000.00	392.00	19.6%		2,000.00	
	Total:	3,400.00	1,846.00	2,600.00	666.00	25.6%		2,500.00	
160	Communications								
4605	Newsletter/printed communications	3,500.00	1,884.00	4,000.00	892.00	22.3%		4,000.00	
4610	Website hosting	500.00	361.00	500.00	0.00	0.0%		500.00	
	Total:	4,000.00	2,245.00	4,500.00	892.00	19.8%		4,500.00	
170	Contingency fund								
4715	IT support (annual computer service)	50.00	0.00	0.00	134.00	0.0%		100.00	
4720	Increase general reserve	7,500.00	0.00	25,000.00	14,808.00	0.0%		0.00	
	Village car park	0.00	0.00	0.00	0.00	0.0%		25,000.00	Increase?
4790	New Initiatives Fund (NIF) (earmarked reserve)	15,000.00	61,666.00	0.00	0.00			0.00	
4700	Staff absence (earmarked reserve)	0.00	0.00	0.00	0.00	0.0%		0.00	
4710	Vandalism and insurance excess (earmarked reserve)	0.00	0.00	0.00	0.00	0.0%		0.00	
	Total:	22,550.00	61,666.00	25,000.00	14,942.00			0.00	
	VAT on expenditure		4,458.00		1,899.00				

		Budget 2024-25	Actual at 31/03/25	Budget 2025-26	Actual at 30/09/25	% of budget		Budget 2026-27
	Total expenditure:	133,696.74	190,049.00	142,173.00	63,806.00			141,590.00
100	Income							
1110	Access licence - Sydenham Terrace	200.00	200.00	200.00	200.00	100%		200.00
1120	Rent - Allotment Association	500.00	500.00	500.00	500.00	0%		650.00
1200	Grants	0.00	12,500.00	0.00	35,342.00	0%		0.00
1080	Bank interest	0.00	2,616.00	0.00	1,205.00	0%		0.00
1090	Misc. income	0.00	24.00	0.00	2,673.00			0.00
	Total income:	700.00	15,840.00	700.00	39,920.00	5702.86%		850.00
	Precept = total expenditure - total income:	£132,996.74		£141,473.00				£140,740.00
	Final precept figure	£132,996.74		£141,473.00				£140,740.00
	Final precept figure rounded-up =	£132,997		£141,473				£140,740
	Earmarked reserve total							
	General reserve total							
	1. Precept required for 2025/26		£141,473					
	2. Precept required 2026/27		£140,740					
	3. Taxbase 2025/26		£952.60					
	4. Taxbase 2026/27		£995.20					
	5. Charge per band D property 2025/26		£148.51					
	6. Charge per band D property 2026/27		£141.42					
	7. % increase in Precept (cash terms)		-0.5%					
	8. % increase in Precept per band D property		-4.8%					

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's Strategy and Finance Committee which took place on Thursday 16 October 2025 at 7pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Nigel Ricketts, Cllr Jennie Scott, Cllr Peter Watterson and Cllr Michael White.

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

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

10/25/01. Election of the Chairman of the Committee: Nominations were received for Cllr Ricketts, proposed by Cllr Barker and seconded by Cllr Wight. Cllr Ricketts was **ELECTED** as **CHAIRMAN of the COMMITTEE**.

10/25/02. Apologies for absence: Cllr Roy Briscoe and Cllr Jane Gould sent their apologies.

10/25/03. Election of the Vice-Chairman of the Committee: Nominations were received for Cllr White, proposed by Cllr Ricketts and seconded by Cllr Watterson. Cllr White was **ELECTED** as **VICE-CHAIRMAN of the COMMITTEE**.

10/25/04. Declarations of members interest:

- a. There were no declarations of interest.
- b. There were no requests for dispensations.

10/25/05. Minutes of the meeting on 14 November 2024: Members **AGREED** to **APPROVE** the minutes as a correct record which were signed by the Chairman.

10/25/06. Asset register: Members **NOTED** the list of the Council's assets, including the new assets which had been added to the register following the renovation of the playground at Hitchcock Close. The Clerk would ensure the level of the Council's insurance was sufficient to include these additional items.

10/25/07. Revised budget 2025/26: Members **NOTED** the receipts and payments to date and **AGREED** for the Clerk to transfer funds from the general reserve to the two earmarked reserves which were showing a deficit, as follows:

- To transfer £600 to the earmarked reserve for the SIDs/Speedwatch (as it was £400 in deficit) so £200 was available in case it was needed this financial year.
- To transfer £338.08 to the earmarked reserve for the renovation of the village gateways as this project had been completed. This brought the balance to £0.00.

10/25/08. Draft budget 2026/27: Members **NOTED** the list of earmarked reserves and considered the draft budget for financial year 2024/25 prepared by the Clerk which included a 5% inflationary increase across most of the budget headings. In addition, the following was **AGREED**:

1. Strategy and Finance Committee

16 October 2025

Minutes

- The Joint Burial Committee would inform the Council of the contribution required from Westbourne's Precept by January.
- To include £5k for legal advice and professional fees to support the Council with any asset transfers from Chichester District Council.
- To include £10k for the employment of an assistant Clerk which had been discussed by the HR Committee at its meeting on 1 October 2025. The Clerk was still to contact WSALC to enquire about the recruitment process and this was still to be discussed by the Full Council.
- To include £10k each for the two earmarked reserves set up for replacement playground equipment at Monk's Hill and Hitchcock Close.
- To include £5k for village gateway maintenance as the earmarked reserve had been spent this financial year on repainting them.
- To include £2k on tree surveys/surgery as it was due in January 2025 (has to be carried out every two years).
- The Council still needed to agree how much to save for any asset transfers from Chichester District Council. For example, if the land at Covington Road was transferred to the Council, the Council would need to pay for grounds maintenance.
- To include £1k for the Council's minutes to be bound into books to look after records for the future.
- To include £2k for the Neighbourhood Plan Steering Group.
- To include £25k towards a future village car park.

It was **AGREED** to make these recommendations to the Full Council at its meeting in November 2025.

10/25/09. To discuss the draft Business Plan 2023-27: It was discussed that the Business Plan needed to be reduced to an easier to read document that was one or two sides long which set out new priorities and expenditure.

Cllr Scott said that it would be nice to offer young people more things to do at the recreation ground at Monk's Hill, for example a concrete ping pong table, a converted shipping container that could be used as a coffee shop.

10/25/10. Items to be included on the next agenda: There were no additional items.

10/25/11. Date of next meeting: It was **AGREED** to hold the next meeting on 15 October 2026.

Meeting closed at 9pm.

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's Recreation Leisure and Amenities Committee which took place on Thursday 6 November 2025 at 7.00pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Jane Gould, Cllr Nigel Ricketts and Cllr Michael White.

In attendance: Clare Kennett, Clerk to the Council

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

11/25/12. Apologies for absence: Cllr Roy Briscoe and Cllr Jennie Scott.

11/25/13. Election of the Vice-Chairman of the Committee: Nominations were received for Cllr White, proposed by Cllr Gould and seconded by Cllr Barker. Cllr White was **ELECTED** as **VICE-CHAIRMAN of the COMMITTEE**.

11/25/14. Declarations of members interests:

- a. There were no declarations of interest,
- b. There were no requests for dispensations.

11/25/15. Minutes of the meeting on 26 June 2025: Members **AGREED** to **APPROVE** the minutes as a correct record which were signed by the Chairman.

11/25/16. Chichester District Council grant scheme: Members discussed that they would like to apply for a grant for new equipment at Monk's Hill recreation ground and use some of the CIL funding towards the project (total available was £43,670.86). This included:

- A basketball hoop and tarmac (the goal area of approx. 7m x 4m) for young people. It was discussed this could be installed at the north-east corner of the recreation ground where the ground was more level and where young people liked to congregate near the existing bench.
- A fitness trail of approx. six items of calisthenics equipment along the northern boundary of the recreation ground. This would connect the playground to the basketball hoop and surface, and would replace one of the existing pieces of wooden Sovereign equipment which was in need of replacement.
- A path, made of gravel/type 2 surface, could be laid alongside the fitness trail as the recreation ground got boggy in the wetter months. Quotes had not yet been received for this and the Clerk said she would investigate it further.
- It was discussed that one more piece of playground equipment could be installed in the north-east corner of the playground, and members looked at quotes for either a nest-whirl, a spinner bowl or a supernova. It was discussed that the supernova may be too large for the space.

Minutes

- A brazier beacon to be installed along the west boundary of the recreation ground near the car park to be used as a permanent memorial for future national commemorations and celebrations.
- A flagpole which members discussed could be installed at either the triangle in The Square in the centre of the village or the war memorial. The Clerk said she would contact Highways and the Church to see if they would give permission so that the Council could discuss the best option.

Members considered the quotes received for the above. Quotes for the basketball hoop and surface, fitness trail and the additional item of playground equipment were provided by Wicksteed, Kompan and Eibe. Members considered that Wicksteed provided the best quote, as they provided a discount, at £20,938.40 ex VAT for the fitness trail which included six items, £12,781.46 ex VAT for the basketball hoop and surface, and £7,954.48 ex VAT for the nest whirl playground equipment. This was a total of £41,674.34 ex VAT. It was discussed that Wicksteed and Kompan provided metal equipment which members considered to be more durable than the wooden equipment provided by Eibe, and it tended to have a longer estimated lifespan. It was discussed that the existing wooden equipment at Monk's Hill had been damaged previously, one as a result of the wood splitting and another from an animal chewing the wooden pole.

Members discussed the quotes for the beacon which the Clerk said had been hard to find as it was a bespoke item that's not readily available to buy. Members preferred the quote provided by Westbourne Steel who had quoted £1,935 to make it using instructions provided by the Pageant Master for a previous commemoration.

Members discussed the quotes received for a flagpole and preferred the quote provided by Flagpole Express at £389 ex VAT.

It was discussed that the Clerk would contact the District Council with the above proposal and quotes and would arrange a site visit to discuss the grant application further. It was **NOTED** that the deadline for the application was 6 December 2025.

11/25/17. Monk's Hill recreation ground charity, Westbourne Parish Allotment for Exercise and Recreation (Charity Commission number 265105):

Members considered the latest Kompan inspection report and it was **AGREED** to order two replacement rubber caps for the quad rider at Monk's Hill as the existing ones had come off. It was **AGREED** for the Clerk to contact Longmeadows about ordering more play bark to top it up around the equipment. It was discussed that a small amount was needed in the short-term and to place a larger order in the springtime before the summer months.

11/25/18. Mill Road playground:

Members **AGREED** that now Westbourne Community Trust's project was completed and there was a new road name, to refer to the playground at Hitchcock Close playground.

Members **NOTED** that the Clerk had ordered a noticeboard and playground signs which were due to be delivered in mid-November and would be installed by Longmeadows before the playground was opened. A lease agreement for the Council to maintain the playground still needed to be written and this would be

Minutes

discussed by the Full Council. The lease agreement with the Allotment Association was underway and a site meeting with them had been arranged for 12 November at 1.30pm.

11/25/19. Items to be included on the next agenda: There were no additional items.

11/25/20. Date of next meeting: It was **AGREED** to hold the next meeting on 19 March 2025.

Meeting closed at 8.20pm.



Mrs C Kennett
Westbourne Parish Council
The Village Hall
First Avenue
Southbourne
West Sussex
PO10 8HN

21 October 2025

Dear Clare

Re: Westbourne Parish Council
Internal Audit for Financial Year Ended 31 March 2026 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 21 October 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Westbourne Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years’ experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

The audit was conducted remotely with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared and forwarded the information advised in advance of a scheduled telephone conversation, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.westbourne-pc.gov.uk

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

At previous onsite audit visits, I have reviewed the use of the accounting software package. The Clerk is an experienced user of the system and data entry contains sufficient narrative detail to identify the source and purpose of transactions.

I reviewed the nominal ledger entries for the period 1 April to 31 March to ensure items were posted to the correct heading and that there were no instances of netting off and the expenditure was correctly posted to the headings to which the line item related. This has confirmed that the accounting package is being properly used.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report was not qualified and has been published on the council website along with the Notice of Conclusion of Audit and was reported to the council meeting held on 11 September 2025 (minute ref 09/25/52).

I note the council received and considered the previous internal auditor report at the council meeting held on 22 May 2025 (minute ref 17).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The Clerk confirmed that councillors also sign a formal acceptance to receive information by electronic means.

The council website includes a councillor page where the individual Register of Members' Interests forms are published.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains updated guidance on the matter as below, including details of the new Governance Assertion to be included in the 2025/26 AGAR:

Assertion 10 - Digital and data compliance

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).

1.50 All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency Code for Smaller Authorities](#) (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The [DPA 2018](#) supplements the [GDPR](#) and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

The council has a Privacy Notice, Website Accessibility Statement and FOI Publication Scheme on its website. The Clerk is aware of the need for the council to adopt and publish an IT Policy before the 31 March 2026 to enable the council to meet the requirements of Governance Assertion 10.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure in place. The council has published a Scheme of Delegation on its website which includes Terms of reference for each committee.

A diary of future meeting dates is also published on the council website, along with historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

Links on the council website allow access to the non-confidential supporting papers, which complies with the requirements of the Information Commissioner's Office.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in May 2025 (minute ref 14).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council on 22 May 2025 (minute ref 14). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- *[the Clerk], under delegated authority, for any items below [£500] excluding VAT.*
- *the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.*
- *{a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}*
- *{in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}*
- *the council for all items over [£5,000]*

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

FR 5.18 *In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.*

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate.

A review of council minutes shows that council receives regular financial information including budget reports, bank reconciliations and bank statements. This provides councillors with sufficient information to make informed financial decisions.

The council has in place a system to segregate duties in terms of the setting up and subsequent release of payments made via online banking in accordance with the council's adopted Financial Regulations, and has sufficient individuals authorised to complete these steps, minimising the risk of being unable to make payments in a timely fashion.

Confirm the council has adopted the General Power of Competence (GPC) and met the eligibility criteria at the time of adoption, or if GPC not adopted, confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £11.10 per elector

The council has confirmed its eligibility and adopted the General Power of Competence (GPC) and the section 137 threshold does not apply.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council's adopted Financial Regulations include a section covering Risk Management and state:

- FR 2.1** *The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.*
- FR 2.2** *The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.*
- FR 2.3** *When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.*
- FR 2.4** *At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.*

The council has a risk assessment process in place, which was last reviewed and approved by council in January 2025. I reviewed the risk assessment, which identifies specific potential risks, assigns a perceived likelihood and impact of the risk, the mitigation measures in place and any other action required and by who.

This is a comprehensive approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Ecclesiastical Insurance, arranged through Clear Councils, which covers the year under review. The policy includes Public Liability cover of £10 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £750,000 which is sufficient for a council of this size.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £141,473.00 for 2025/26. With a tax base of 995.20, this equates to a band D equivalent of £142.16 (compared to the average in England of £92.92).

The Clerk confirmed that the 2026/27 budget setting process has commenced, with the first draft budget reviewed at the Finance Committee meeting last week. The council aims to agree the budget and precept at the council meeting scheduled for January 2026.

The budget report at the end of September 2025 shows income reported as 127.2% of budget as unbudgeted amounts have been received from CIL receipts, bank interest and miscellaneous income. Expenditure for the year to date is reported at 43.7%, suggesting that the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

The council currently holds circa £111,500 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately. I checked the purpose of these earmarked reserves with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

I note that at the interim audit date, two of the earmarked reserves show negative balances. The Clerk confirmed that the council has agreed to transfer funds from the general reserve to correct this.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

A review of the general reserve balance will be conducted at the final internal audit, and the council is advised to follow the recommended guidance in determining an appropriate level.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives income from the access licences and rental income from the allotment association, bank interest, CIL receipts and VAT refunds. A review of the accounting records shows that amounts received are clearly identified and allocated to the most appropriate nominal code.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.

Audit findings

The council has no petty cash and the testing for this internal control objective does not apply.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The Clerk is the sole employee of the council and has a signed contract of employment based on the NALC template. The salary is paid in accordance with the NJC salary scale, and the council is a member of the Local Government Pension Scheme (LGPS).

Payroll is processed is outsourced to a third party, who complete all the PAYE calculations and provide the information to the Clerk each month. I was able to confirm that HMRC and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There are no councillor allowances, although the Clerk is aware if paid to eligible (elected) members, these must be processed through payroll and assessed for tax and national insurance.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on assets and asset registers as below:

5.58 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.

5.59 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

5.60 One item or group of similar items shall be regarded for inclusion in the fixed asset register.

5.61 Assets should be first recorded in the asset register at their actual purchase cost.

5.62 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

5.63 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

5.64 Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.

5.65 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.

5.66 The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.

5.67 For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.

5.68 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

5.69 The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

The council has a fixed asset register in place, maintained in an Excel format, which includes asset description, date of acquisition, original purchase price, useful life estimate, location, present use and replacement cost. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on investments, and defines a long-term investment as below:

2.23 Short-term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics:

- a. are denominated in pounds Sterling;*
- b. be realisable at full value on demand or have a maturity end date of not more than 12 months;*
- c. the whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and*
- d. the authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.*

2.26 A long-term investment arises where the authority invests money in anything other than a short-term investment.

1.11 Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's [Statutory Guidance on Local Government Investments](#). If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.

The council has no long-term investments.

The council has no borrowing through the PWLB.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Financial Regulation 2.6 states 'At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.'

Bank reconciliations are completed monthly and presented to the Full Council for review. I reviewed the September 2025 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

I was able to confirm that the bank reconciliations have been verified in accordance with Financial Regulations, and evidence of this activity taking place is recorded within the minutes of meetings.

As the council's annual budget is below the €500,000 (£430,950 as of 3 July comparative date) threshold, it is protected by the Financial Services Compensation Scheme (FSCS).

The council holds two accounts with Lloyds and one with Unity Trust. At the date of the interim audit, the balances held with both Lloyds and Unity Trust exceed the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS) and the council should consider transferring funds to maximise the protection available to it.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

To be tested at the final internal audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

Audit findings

The council did not certify itself exempt in 2024/25 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

The council is reminded that the following requirements apply.

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

Testing for publication to meet this requirement will be completed at the final internal audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual
Date AGAR signed by council	22 May 2025
Date inspection notice issued	2 June 2025
Inspection period begins	3 June 2025
Inspection period ends	14 July 2025
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

Not later than 30 September 2025 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2025.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2025.

The council has therefore met the publication requirements for 2024/25 have been met.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts, and testing for this internal control objective is not applicable.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	To be tested at final internal audit		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for prior year AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on andy@mulberrylas.co.uk or 07428 647069.

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Interim Internal Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
I. BANK AND CASH	At the date of the interim audit, the balances held with both Lloyds and Unity Trust exceed the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS) and the council should consider transferring funds to maximise the protection available to it.	

10:50

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	1,225	0	(1,225)			0.0%	
1090 Misc Income	2,675	0	(2,675)			0.0%	
1110 Access licence - Sydenham Terr	200	200	0			100.0%	
1120 Rent - Allotment Association	0	500	500			0.0%	
1130 CIL Received	36,740	0	(36,740)			0.0%	32,773
Income :- Receipts	182,313	142,173	(40,140)			128.2%	32,773
Net Receipts	182,313	142,173	(40,140)				
6001 less Transfer to EMR	32,773	0	(32,773)				
Movement to/(from) Gen Reserve	149,540	142,173	(7,367)				
110 General Admin & Disbursements							
4000 Clerk's Salary - Gross	15,536	27,000	11,464		11,464	57.5%	
4010 Employer National Insurance	1,663	4,000	2,337		2,337	41.6%	
4030 Employers Pension	2,864	5,500	2,636		2,636	52.1%	
4060 Travelling (Clerk)	78	75	(3)		(3)	103.7%	
4065 Home Used as Office	182	320	138		138	56.9%	
4070 Chairman's Expenses	143	200	57		57	71.5%	
4075 Councillor's Expenses	41	200	159		159	20.3%	
4080 Courses & Publications	280	500	220		220	56.0%	
4085 External Audit	630	450	(180)		(180)	140.0%	
4090 Internal Audit	353	500	147		147	70.6%	
4095 Legal Advice & Professional	630	1,500	870		870	42.0%	
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	755	1,700	945		945	44.4%	
4125 Hall Hire /Zoom Meeting Expens	218	700	482		482	31.1%	
4130 Stationery / Printing	205	250	45		45	82.1%	
4135 Postage / Po Box Address	372	370	(2)		(2)	100.4%	
4140 Mobile Phone	113	240	127		127	47.0%	
4145 Payroll Services	360	500	140		140	72.0%	
General Admin & Disbursements :- Indirect Payments	27,223	46,540	19,317	0	19,317	58.5%	0
Net Payments	(27,223)	(46,540)	(19,317)				

10:50

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
120 Running Costs							
4200 Westbourne Cemetery	0	12,348	12,348		12,348	0.0%	
4205 Ground Maintenance - Monks Hil	3,969	10,000	6,031		6,031	39.7%	
4210 Closed Churchyard Maintenance	0	1,000	1,000		1,000	0.0%	
4215 Ground Maintenance - Mill Road	3,315	10,000	6,685		6,685	33.1%	
4220 Playground Defib Inspections	1,465	2,500	1,035		1,035	58.6%	
4225 Playground Inspections	553	1,000	447		447	55.3%	
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	10,956	38,548	27,592	0	27,592	28.4%	0
Net Payments	(10,956)	(38,548)	(27,592)				
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	75	100	25		25	75.0%	
4430 Tree Survey/Surgery	90	0	(90)		(90)	0.0%	
4435 Speed Indictor Devices/CSW	1,073	0	(1,073)		(1,073)	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	2,324	9,800	7,476	0	7,476	23.7%	981
Net Payments	(2,324)	(9,800)	(7,476)				
6000 plus Transfer from EMR	981	0	(981)				
Movement to/(from) Gen Reserve	(1,343)	(9,800)	(8,457)				

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	552	0	(552)		(552)	0.0%	
VAT Data :- Indirect Payments	552	0	(552)	0	(552)		0
Net Payments	(552)	0	552				
Grand Totals:- Receipts	182,313	142,173	(40,140)			128.2%	
Payments	67,626	142,173	74,547	0	74,547	47.6%	
Net Receipts over Payments	114,687	0	(114,687)				
plus Transfer from EMR	5,885	0	(5,885)				
less Transfer to EMR	32,773	0	(32,773)				
Movement to/(from) Gen Reserve	87,799	0	(87,799)				

Westbourne Parish Council, 13 November 2025**Agenda item 87c: 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 Nov 25	19.34	16.12	3.22
BACS	Confidential payments Nov 25			0.00
BACS	WSCC LGPS Oct 25			0.00
	Microshade cloud storage and email			
BACS	accounts Nov 25	142.92	142.92	0.00
BACS	MS 365 Nov 25	9.72	8.10	1.62
BACS	Lloyds bank service charge Nov 25	4.25	4.25	0.00
	GM Support playground inspections Nov			
BACS	25	200.00	200.00	0.00
BACS	Vision ICT website hosting 2026	386.69	386.69	0.00
BACS				
BACS				
		762.92	758.08	4.84
Payments for retrospective approval				
	GM Support playground inspections Oct			
BACS	25	200.00	200.00	0.00
BACS	Mill Road survey	720.00	600.00	120.00
BACS	Interim internal audit	234.00	195.00	39.00
	Mulberry & Co payroll services quarter 2			
BACS	2025-26	144.00	120.00	24.00
	Kompan playground inspection Monk's			
BACS	Hill Oct 25	286.16	238.47	47.69
	Final Straw Foundation donation			
BACS	2025/26	100.00	100.00	0.00
	Marmax benches x 3 for Hitchcock Close			
BACS	playground	2,384.40	1,987.00	397.40
		4,068.56	3,440.47	628.09

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0.00	0.00	0.00
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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	Westbourne Local History Group Nigel Peake – Secretary 7 Whitley Close Westbourne
Contact name	Roger Wilding
Position/role in organisation	Chairman & Treasurer
Contact address	46 Woodlands Ave Emsworth, PO10 7QE
Telephone number	01243 374502
Email address	roger_wilding@yahoo.com
2. Details of organisation	
Brief description of your organisation's activities/aims.	To record and make public Westbourne's history.
Does your organisation have members and, if so, how many?	Not as such. We embrace all in Westbourne and surrounding area who have interest. Our signed up contact list has over 100 email addresses & phone nos.
Are meeting and events open to members of the public?	Public/Open meetings are admission free Free admission is our firm policy and objective Our fourth season will be Autumn/Winter 2025
What percentage of the members/people who attend your events are from the village of Westbourne?	Guesstimate – over 95%
Is your organisation run by a committee?	Yes, currently Nigel Peake, Roger Wilding, Glynis Lockley and two others. We have a second tier group (The Council) of c. 15 people with projects and local knowledge which we are developing.

Is your organisation a registered charity?	No
3. Purpose of organisation	
Please describe how the local community benefits from your organisation.	By learning more about the village that they live in, and sharing information that they have.
4. About the project	
Please provide details of the proposed activity, event, equipment or project for which you are applying for a grant.	Support for venue hire for our Meetings. We have a declared programme of four public meetings this season and there may be a fifth. Having created the Council, we now have the additional expense of hiring a venue four times a year for these meetings. We can no longer borrow PA equipment so are purchasing a modest system of our own.
In what way will the local community benefit?	By learning more about the village that they live in, and sharing information that they have.
What is the total cost?	Public meetings at "The Meeting Place" this season are costing £51 per. Council meetings £20 per. Price of PA system - £270
How much is the grant application for?	Anything possible.
How will the rest of the cost be financed?	From our funds. These are generated solely from our publication sales and our creed is that these should be used in order to fund the next product. We have produced three CDs in recent times including a scanned version of the unobtainable gem of Rev Dr Mee's book. We have just published an updated "Walk around Westbourne" pamphlet and a substantial booklet on Watermills is coming soon.
Have you received or applied for funding from any other source?	None. We have approached Chichester but their initial response is not at all encouraging.
If you have received a grant from Westbourne Parish Council in the last three years, please provide details.	Grants kindly given in 2022, 2023 and 2025
Will the project still be able to go ahead without financial support from the Parish Council?	Yes, but our ability to produce our planned publications may slip back and we are not getting younger.

Supporting information

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 uch supporting information as possible to allow the Parish Council to determine priorities. The following is required: 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 ofWestbourne Local History Group I accept the conditions in Westbourne Parish Council's Community Chest Grant Policy.

Signed:ROGER WILDING

Date:4/11/2025

Position in organisation:CHAIRMAN/TREASURER

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: