

Westbourne Parish Council, 8 January 2026

Item 121: Clerk's report

The purpose of this report is to provide the Council with an overview of activities since the last Full Council meeting.

1. Update on current projects

- Liaised with the Allotment Association regarding the outstanding lease
- Liaise with Westbourne Community Trust and the solicitors regarding the purchase of Hitchcock Close playground.
- Met an office from Chichester District Council to discuss the grant application and provided supplementary information.
- Responded to an enquiry about the public space protection order at Hitchcock Close playground.
- Updated the budget for 2026/27.

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

- Written agendas, supporting papers and minutes for Full Council and Planning 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.
- Updated the website.

Westbourne Parish Council, 8 January 2026
Agenda item 122: Annual review of fees and charges

1. Rents

In order to comply with Financial Regulation 9.3, the Council will review all fees and charges at least annually following a report of the Clerk.

The Clerk reports that there are three items in the Council's budget which are fees/charges. These are:

- Access licence – Sydenham Terrace £200
- Allotment Association rent £650

Members are asked to consider whether they wish to change any of these charges for financial year 2026/27.

2. Direct debits

The Clerk would like to bring to the attention of members the direct debits that are set up for the Council.

- O2: Clerk's mobile phone on a monthly basis
- Information Commissioners Office: Annual data protection fee paid every December.

14:03

Detailed Receipts & Payments by Budget Heading 31/12/2025

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	1,266	0	(1,266)			0.0%	
1090 Misc Income	2,679	0	(2,679)			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	182,357	142,173	(40,184)			128.3%	32,773
Net Receipts	182,357	142,173	(40,184)				
6001 less Transfer to EMR	32,773	0	(32,773)				
Movement to/(from) Gen Reserve	149,584	142,173	(7,411)				
110 General Admin & Disbursements							
4000 Clerk's Salary - Gross	20,376	27,000	6,624		6,624	75.5%	
4010 Employer National Insurance	2,494	4,000	1,506		1,506	62.4%	
4030 Employers Pension	3,688	5,500	1,812		1,812	67.1%	
4060 Travelling (Clerk)	104	75	(29)		(29)	138.8%	
4065 Home Used as Office	234	320	86		86	73.1%	
4070 Chairman's Expenses	155	200	45		45	77.3%	
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	638	1,500	862		862	42.5%	
4105 Information Commissioner Offic	47	35	(12)		(12)	134.3%	
4110 Insurance	2,118	1,500	(618)		(618)	141.2%	
4115 Rialtas Financial Software	768	1,000	232		232	76.8%	
4120 Cloud Doc Storage/MS 365	1,141	1,700	559		559	67.1%	
4125 Hall Hire /Zoom Meeting Expens	229	700	471		471	32.7%	
4130 Stationery / Printing	205	250	45		45	82.1%	
4135 Postage / Po Box Address	372	370	(2)		(2)	100.4%	
4140 Mobile Phone	145	240	95		95	60.5%	
4145 Payroll Services	360	500	140		140	72.0%	
General Admin & Disbursements :- Indirect Payments	34,377	46,540	12,163	0	12,163	73.9%	0
Net Payments	(34,377)	(46,540)	(12,163)				

Detailed Receipts & Payments by Budget Heading 31/12/2025

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	12,348	12,348	0		0	100.0%	
4205 Ground Maintenance - Monks Hil	4,004	10,000	5,996		5,996	40.0%	
4210 Closed Churchyard Maintenance	0	1,000	1,000		1,000	0.0%	
4215 Ground Maintenance - Mill Road	9,508	10,000	492		492	95.1%	
4220 Playground Defib Inspections	1,820	2,500	680		680	72.8%	
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	29,887	38,548	8,661	0	8,661	77.5%	0
Net Payments	(29,887)	(38,548)	(8,661)				
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	510	1,000	490		490	51.0%	
4350 Grants	8,000	12,000	4,000		4,000	66.7%	
4355 Final Straw Foundation	100	100	0		0	100.0%	
Subscriptions, S137 / S147 :- Indirect Payments	10,521	15,185	4,664	0	4,664	69.3%	0
Net Payments	(10,521)	(15,185)	(4,664)				
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	413	100	(313)		(313)	413.3%	
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	2,663	9,800	7,137	0	7,137	27.2%	981
Net Payments	(2,663)	(9,800)	(7,137)				
6000 plus Transfer from EMR	981	0	(981)				
Movement to/(from) Gen Reserve	(1,682)	(9,800)	(8,118)				

Detailed Receipts & Payments by Budget Heading 31/12/2025

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>							
4600 Community Consultation	13	0	(13)		(13)	0.0%	13
4605 Newsletter /Printing Communica	1,767	4,000	2,234		2,234	44.2%	
4610 Website Hosting & Email Acc	322	500	178		178	64.4%	
Communications :- Indirect Payments	2,102	4,500	2,398	0	2,398	46.7%	13
Net Payments	(2,102)	(4,500)	(2,398)				
6000 plus Transfer from EMR	13	0	(13)				
Movement to/(from) Gen Reserve	(2,089)	(4,500)	(2,411)				
<u>170 Contingency Fund</u>							
4715 IT Support	134	0	(134)		(134)	0.0%	96
4720 Increase general reserve	16,035	25,000	8,965		8,965	64.1%	4,808
Contingency Fund :- Indirect Payments	16,169	25,000	8,831	0	8,831	64.7%	4,904
Net Payments	(16,169)	(25,000)	(8,831)				
6000 plus Transfer from EMR	4,904	0	(4,904)				
Movement to/(from) Gen Reserve	(11,264)	(25,000)	(13,736)				
<u>999 VAT Data</u>							
515 VAT on Payments	1,397	0	(1,397)		(1,397)	0.0%	
VAT Data :- Indirect Payments	1,397	0	(1,397)	0	(1,397)		0
Net Payments	(1,397)	0	1,397				
Grand Totals:- Receipts	182,357	142,173	(40,184)			128.3%	
Payments	97,781	142,173	44,392	0	44,392	68.8%	
Net Receipts over Payments	84,577	0	(84,577)				
plus Transfer from EMR	5,898	0	(5,898)				
less Transfer to EMR	32,773	0	(32,773)				
Movement to/(from) Gen Reserve	57,702	0	(57,702)				

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
322 EMR-Play Equipment Monk's Hill	9,230.00		9,230.00
323 EMR - Play Equipment Mill Road	12,527.37		12,527.37
324 EMR - SIDS/CSW	576.12	-381.00	195.12
327 EMR - Staff Absence	2,000.00		2,000.00
328 EMR - Vandalism/Insurance Exce	500.00		500.00
329 EMR - Monk's Hill Car Park	5,000.00		5,000.00
330 EMR - Churchyard Wall	7,261.85		7,261.85
331 EMR - Finger Post Signs	1,316.00		1,316.00
332 EMR - Election Costs	4,000.00		4,000.00
333 EMR - Village Gateways	1,311.92	-1,311.92	0.00
334 EMR - Neighbourhood Plan	1,948.62	-328.79	1,619.83
336 EMR - Legal advice	5,542.00		5,542.00
340 EMR - CDC CIL Oct 2024	12,500.00	-3,000.00	9,500.00
341 EMR - CDC CIL April 2025	0.00	32,773.11	32,773.11
342 EMR - CDC CIL Oct 2025	0.00	1,397.75	1,397.75
353 EMR - Office Equipment	292.00	-96.42	195.58
399 EMR - % JBC Reserves	20,674.00		20,674.00
	84,679.88	29,052.73	113,732.61

Westbourne Parish Council, 8 January 2025**Agenda item 123d: 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		Total	Net	VAT
DD	O2 mobile phone Jan 26	19.34	16.12	3.22
BACS	Confidential payments Jan 26	1,849.24	1,849.24	0.00
BACS	WSCC LGPS Dec 25	543.55	543.55	0.00
	Microshade cloud storage and email			
BACS	accounts Jan 26	147.34	122.78	24.56
BACS	MS 365 Jan 26	9.72	8.10	1.62
BACS	Lloyds bank service charge Jan 26	4.25	4.25	0.00
	GM Support playground inspections Jan			
BACS	26	200.00	200.00	0.00
BACS				
BACS				

	2,773.44	2,744.04	29.40
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Payments for retrospective approval

	Clear Councils insurance update to			
BACS	include Hitchcock Close equipment	83.72	83.72	0.00
BACS	Information Commissioners Office	52.00	52.00	0.00
BACS				

	135.72	135.72	0.00
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	0.00	0.00	0.00
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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	Budget Residual	% of budget Spent	% Uplift on 25/26	MW/CK Revised	Budget 26/27 Plan	Yr/Yr Difference 25/26 vs Revised
			£	£	£					£	

		Budget 2024-25	Actual at 31/03/25	Budget 2025-26	Actual at 30/09/25	Budget Residual	% of budget Spent	% Uplift on 25/26	MW/CK Revised	Budget 26/27 Plan	Yr/Yr Difference 25/26 vs Revised
110	General administration and disbursements										
4060	Travelling (Clerk)	75.00	15.00	75.00	78.00	-3.00	104.0%	78.00	85.00	85.00	£10.00
4065	Home used as office	320.00	312.00	320.00	156.00	164.00	48.8%	332.80	320.00	320.00	£0.00
4070	Chairman's expenses	200.00	193.00	200.00	143.00	57.00	71.5%	208.00	200.00	200.00	£0.00
4075	Councillor's expenses	200.00	0.00	200.00	41.00	159.00	20.5%	208.00	200.00	200.00	£0.00
4080	Courses and publications	500.00	5.00	500.00	245.00	255.00	49.0%	520.00	500.00	500.00	£0.00
4085	External audit	450.00	420.00	450.00	630.00	-180.00	140.0%	468.00	650.00	650.00	£200.00
4090	Internal auditor	500.00	367.00	500.00	158.00	342.00	31.6%	520.00	520.00	500.00	£20.00
4095	Legal advice/professional fees (earmarked reserve)	1,500.00	4.00	1,500.00	26.00	1,474.00	1.7%	1,560.00	2,000.00	2,000.00	£500.00
4105	Information Commissioner Office (ICO)	35.00	35.00	35.00	0.00	35.00	0.0%	36.40	47.00	47.00	£12.00
4110	Insurance	1,500.00	0.00	1,500.00	2,034.00	-534.00	135.6%	1,560.00	2,500.00	2,500.00	£1,000.00
4115	Rialtas financial software and Paul Burdick support	600.00	732.00	1,000.00	768.00	232.00	76.8%	1,040.00	1,000.00	1,000.00	£0.00
4120	Cloud document storage/MS 365	1,550.00	1,538.00	1,700.00	747.00	953.00	43.9%	1,768.00	1,768.00	1,700.00	£68.00
4125	Hire of hall and Zoom subscription	600.00	1,018.00	700.00	207.00	493.00	29.6%	728.00	728.00	728.00	£28.00
4130	Stationery/printing (admin)	250.00	230.00	250.00	205.00	45.00	82.0%	260.00	350.00	350.00	£100.00
4135	Postage/Royal Mail PO Box address	350.00	360.00	370.00	372.00	-2.00	100.5%	384.80	400.00	400.00	£30.00
4140	Parish Council mobile phone	200.00	313.00	240.00	97.00	143.00	40.4%	249.60	270.00	270.00	£30.00
	Lloyds Bank service charges	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	55.00	55.00	£55.00
4010	Payroll services	500.00	465.00	500.00	240.00	260.00	48.0%	520.00	520.00	520.00	£20.00
	Total:	9,330.00	6,007.00	10,040.00	6,147.00	3,893.00	61.2%	10,441.60	12,113.00	12,025.00	2,073.00
110	Employment										
4000	Clerks salary, gross	26,000.00	25,734.00	27,000.00	13,561.00	13,439.00	50.2%	28,080.00	28,080.00	28,000.00	£1,080.00
4010	Employer national insurance contribution	2,500.00	2,297.00	4,000.00	1,663.00	2,337.00	41.6%	4,160.00	4,160.00	3,700.00	£160.00
4030	Employers pension contribution	5,500.00	4,687.00	5,500.00	2,387.00	3,113.00	43.4%	5,720.00	5,720.00	5,200.00	£220.00
	Assistant clerk	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	10,000.00	10,000.00	£10,000.00
	Total:	34,000.00	32,718.00	36,500.00	17,611.00	18,889.00	48.2%	37,960.00	47,960.00	46,900.00	£11,460.00
						0.00		0.00			£0.00
	Total general admin and employment	43,330.00	38,725.00	46,540.00	23,758.00	22,782.00	51.0%	48,401.60	60,073.00	58,925.00	13,533.00
120	Running Costs										
4200	Westbourne Cemetery, Joint Burial Committee	12,348.00	12,348.00	12,348.00	0.00	12,348.00	0.0%	12,841.92	12,841.92	12,348.00	£493.92
4210	Closed churchyard maintenance (yew tree inspection)	4,000.00	738.00	1,000.00	0.00	1,000.00	0.0%	1,040.00	1,040.00	1,000.00	£40.00
4325	Closed churchyard grass cutting contribution	300.00	300.00	300.00	300.00	0.00	100.0%	312.00	312.00	300.00	£12.00
4205	Monk's Hill grounds maintenance	10,000.00	10,848.00	10,000.00	2,192.00	7,808.00	21.9%	10,400.00	10,400.00	10,000.00	£400.00
4215	Hitchcock Close grounds maintenance	10,000.00	3,693.00	10,000.00	2,345.00	7,655.00	23.5%	10,400.00	10,400.00	10,000.00	£400.00
4220	Playground/defib inspections (weekly/fortnightly)	2,500.00	1,995.00	2,500.00	1,265.00	1,235.00	50.6%	2,600.00	2,700.00	2,700.00	£200.00
4225	Playground inspections (quarterly)	1,300.00	976.00	1,000.00	314.00	686.00	31.4%	1,040.00	1,500.00	1,500.00	£500.00
4230	Street lights maintenance, WSCC	1,400.00	1,525.00	1,600.00	1,600.00	0.00	100.0%	1,664.00	2,000.00	2,000.00	£400.00
4705	Plants/soil for flower troughs	100.00	98.00	100.00	54.00	46.00	54.0%	104.00	104.00	100.00	£4.00
	Total:	41,948.00	32,521.00	38,848.00	8,070.00	30,778.00	20.8%	40,401.92	41,297.92	39,948.00	2,449.92
130	Subscriptions, S137/S147 payments/donations										
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	-43.00	105.4%	832.00	850.00	£850.00	£50.00

		Budget 2024-25	Actual at 31/03/25	Budget 2025-26	Actual at 30/09/25	Budget Residual	% of budget Spent	% Uplift on 25/26	MW/CK Revised	Budget 26/27 Plan	Yr/Yr Difference 25/26 vs Revised
4310	Clerk's membership of Society of Local Council Clerks	229.00	240.00	240.00	28.00	212.00	11.7%	249.60	376.00	376.00	£136.00
4315	British Legion Poppy Appeal	65.00	65.00	65.00	65.00	0.00	100.0%	67.60	67.60	65.00	£2.60
4320	Westbourne Allotment Association	50.00	50.00	50.00	50.00	0.00	100.0%	52.00	52.00	50.00	£2.00
4335	Citizens Advice	300.00	300.00	300.00	300.00	0.00	100.0%	312.00	312.00	300.00	£12.00
4330	Homestart	250.00	250.00	250.00	250.00	0.00	100.0%	260.00	260.00	250.00	£10.00
4340	Parish Online Subscription	80.00	0.00	80.00	75.00	5.00	93.8%	83.20	83.20	80.00	£3.20
4355	Final Straw Foundation donation	100.00	100.00	100.00	0.00	100.00	0.0%	104.00	104.00	100.00	£4.00
4345	Grants	0.00	275.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	£0.00
4345	Community Chest Grants	500.00	0.00	1,000.00	160.00	840.00	16.0%	1,040.00	1,040.00	500.00	£40.00
	Total:	2,368.74	2,075.00	2,885.00	1,771.00	1,114.00	61.4%	3,000.40	3,144.80	2,571.00	259.80

		Budget 2024-25	Actual at 31/03/25	Budget 2025-26	Actual at 30/09/25	Budget Residual	% of budget Spent	% Uplift on 25/26	MW/CK Revised	Budget 26/27 Plan	Yr/Yr Difference 25/26 vs Revised
140	Capital schemes										
4400	Play equipment Monk's Hill (earmarked reserve)	4,000.00	0.00	4,000.00	0.00	4,000.00	0.0%	4,160.00	4,160.00	4,000.00	£160.00
4405	Play equipment Mill Road (earmarked reserve)	4,000.00	41,000.00	4,000.00	0.00	4,000.00	0.0%	4,160.00	4,160.00	4,000.00	£160.00
4410	Churchyard Wall (earmarked reserve)	0.00	0.00	500.00	0.00	500.00	0.0%	520.00	520.00	500.00	£20.00
4415	Village Gateways (earmarked reserve)	0.00	0.00	0.00	1,650.00	-1,650.00	#DIV/0!	0.00	50.00	50.00	£50.00
4420	Fingerpost signs (earmarked reserve)	500.00	260.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	£0.00
4425	Office equipment (earmarked reserve)	100.00	0.00	100.00	0.00	100.00	0.0%	104.00	200.00	200.00	£100.00
4430	Tree survey/surgery Monk's Hill/Mill Road	1,500.00	1,208.00	0.00	90.00	-90.00	#DIV/0!	0.00	2,000.00	2,000.00	£2,000.00
4435	Speed Indicator Devices/CSW (earmarked reserve)	0.00	518.00	0.00	981.00	-981.00	#DIV/0!	0.00	1,500.00	1,500.00	£1,500.00
4440	Debrillators	500.00	398.00	200.00	87.00	113.00	43.5%	208.00	208.00	200.00	£8.00
4455	Community bus service	0.00	1,000.00	1,000.00	1,000.00	0.00	100.0%	1,040.00	1,500.00	1,500.00	£500.00
4460	Salt/grit supply and bins	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	£0.00
4465	National commemorations/celebrations	2,000.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	£0.00
	Asset transfers Covington Road	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	500.00	500.00	£500.00
	Path around the storage building at the allotments	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	2,000.00	
	Neighbourhood Plan	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	12,000.00	12,000.00	£12,000.00
4480	Heritage street lights junction of East Street and Whitechimney Row	3,000.00	6,587.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	£0.00
	Westbourne Community Hall grant	0.00	0.00	8,000.00	8,000.00	0.00	100.0%	0.00	0.00	0.00	-£8,000.00
	The Meeting Place back room renovations grant	0.00	0.00	4,000.00	0.00	4,000.00	0.0%	0.00	0.00	0.00	-£4,000.00
	Total:	15,600.00	50,971.00	21,800.00	11,808.00	9,992.00	54.2%	22,672.00	26,798.00	28,450.00	4,998.00
150	Services										
4500	Street light energy, WSCC PFI	1,500.00	346.00	600.00	274.00	326.00	45.7%	624.00	624.00	500.00	£24.00
4505	Waste bins x 7 and emptying	1,900.00	1,500.00	2,000.00	392.00	1,608.00	19.6%	2,080.00	2,080.00	2,000.00	£80.00
	Total:	3,400.00	1,846.00	2,600.00	666.00	1,934.00	25.6%	2,704.00	2,704.00	2,500.00	£104.00
160	Communications										
4605	Newsletter/printed communications	3,500.00	1,884.00	4,000.00	892.00	3,108.00	22.3%	4,160.00	4,160.00	4,000.00	£160.00
4610	Website hosting	500.00	361.00	500.00	0.00	500.00	0.0%	520.00	520.00	500.00	£20.00
	Total:	4,000.00	2,245.00	4,500.00	892.00	3,608.00	19.8%	4,680.00	4,680.00	4,500.00	180.00
170	Contingency fund										
4715	IT support (annual computer service)	50.00	0.00	0.00	134.00	-134.00	#DIV/0!	0.00	100.00	100.00	£100.00
4720	Increase general reserve	7,500.00	0.00	25,000.00	14,808.00	10,192.00	59.2%	26,000.00	26,000.00	10,000.00	£1,000.00
4790	New Initiatives Fund (NIF) (earmarked reserve)	15,000.00	61,666.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	£0.00
4700	Staff absence (earmarked reserve)	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	£0.00
4710	Vandalism and insurance excess (earmarked reserve)	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	£0.00
	Total:	22,550.00	61,666.00	25,000.00	14,942.00	10,058.00	59.8%	26,000.00	26,100.00	10,100.00	1,100.00
	VAT on expenditure		4,458.00		1,899.00	-1,899.00		0.00			£0.00
	Total expenditure:	133,196.74	190,049.00	142,173.00	63,806.00	78,367.00	44.9%	147,859.92	164,797.72	146,994.00	22,624.72
100	Income										
1110	Access licence - Sydenham Terrace	200.00	200.00	200.00	200.00			208.00	208.00	200.00	£8.00
1120	Rent - Allotment Association	500.00	500.00	500.00	500.00			520.00	650.00	650.00	£150.00

Westbourne Parish Council: Fixed Asset Register 2025/26

Asset description: Playground equipment	Date acquired	Supplier/contract or	Original cost/value ex VAT	Useful life estimate	Useful life end date estimate	Location	Present use	Replacement cost ex VAT, installation and delivery (prices Jan 25)	Insurance value	Online reference
1x8' 1 bay 2 seat swing flat seats	1997	Wicksteed	£442.00	25 years	2022	Monk's Hill	Play	£2,211.00		https://www.wicksteed.co.uk/products/playground-essentials/swings/single-bay-2-seat-viking-swings
1x6' bay 2 seat swing cradell seats	1997	Wicksteed	£402.00	25 years	2022	Monk's Hill	Play	£2,503.00		https://www.wicksteed.co.uk/products/playground-essentials/swings/single-bay-2-seat-viking-swings
1.2m embankment slide	1998	Wicksteed	£1,778.00	25 years	2023	Monk's Hill	Play	£5,016.00		https://www.wicksteed.co.uk/products/playground-essentials/slides-and-cable-rides/embankment-slides
1 wicksteed cobra seesaw (moved from Mill Road Nov 24)	2005	Wicksteed	£1,095.00	25 years	2030	Monk's Hill	Play	£1,840.00		https://www.wicksteed.co.uk/products/playground-essentials/see-saws-rockers/cobra-see-saw
Pull down challenger (chest press)	2014	HAGS	£2,300.00	25 years	2039	Monk's Hill	Exercise	£4,739.00		https://www.hags.com/en-gb/products/sport-fitness-equipment/outdoor-gym-and-fitness-equipment/hags-fitness-equipment/hags-lat-pull-chest-press
Push hands fitness equipment	2014	HAGS	£1,035.00	25 years	2039	Monk's Hill	Exercise	£1,833.00		https://www.hags.com/en-gb/products/sport-fitness-equipment/outdoor-gym-and-fitness-equipment/hags-fitness-equipment/hags-push-hands
Ski stepper fitness equipment	2014	HAGS	£1,105.00	25 years	2039	Monk's Hill	Exercise	£2,338.00		https://www.hags.com/en-gb/products/sport-fitness-equipment/outdoor-gym-and-fitness-equipment/hags-fitness-equipment/hags-ski-stepper
Rower fitness equipment	2014	HAGS	£1.00	25 years	2039	Monk's Hill	Exercise	£2,618.00		https://www.hags.com/en-gb/products/sport-fitness-equipment/outdoor-gym-and-fitness-equipment/hags-fitness-equipment/hags-rower
Power push (lat press) fitness equipment	2014	HAGS	£2,395.00	25 years	2039	Monk's Hill	Sports	£4,739.00		https://www.hags.com/en-gb/products/sport-fitness-equipment/outdoor-gym-and-fitness-equipment/hags-fitness-equipment/hags-lat-pull-chest-press
Keyston metal seat, green	2017	Wicksteed	£612.00	10 years	2027	Monk's Hill	Leisure	£618.00		https://www.wicksteed.co.uk/products/special-offers/playground-furniture
Wet pour safety surface around special mamba climber 89sqm and roundabout 3sqm of 50mm thick eco tumble	2018	Wicksteed	£10,502.00	25 years	2043	Monk's Hill	Safety	£11,748.00		https://www.wicksteed.co.uk/products/playground-surfacing/surfaces/wet-pour-safety-surfacing
Springboard seesaw	2018	Wicksteed	£740.00	25 years	2043	Monk's Hill	Play	£891.00		https://www.wicksteed.co.uk/products/playground-essentials/springies/springboard-see-saw
Inclusive swirli roundabout	2018	Wicksteed	£5,000.00	25 years	2043	Monk's Hill	Play	£8,472.00		https://www.wicksteed.co.uk/products/playground-essentials/roundabouts/swirl-inclusive-roundabout
Special mamba climber	2018	Wicksteed	£18,656.00	25 years	2043	Monk's Hill	Play	£22,254.00		https://www.wicksteed.co.uk/products/multiplay-equipment/the-universal-range
Football goal posts	2020	Broxap (now Mark Harrod)	£650.00	25 years	2045	Monk's Hill	Play	£1,221.02		https://www.markharrod.com/product/21x7ft-premium-heavy-duty-goals-steel-package/
Pull and press bars	2020	Sovereign	£876.00	25 years	2045	Monk's Hill	Exercise	£842.00		https://sovereignplayequipment.co.uk/playground-sports-fitness-equipment/outdoor-gym-equipment/healthy-workouts/pull-and-press-bars/
Step up ladder	2020	Sovereign	£624.00	25 years	2045	Monk's Hill	Exercise	£875.00		https://sovereignplayequipment.co.uk/playground-sports-fitness-equipment/outdoor-gym-equipment/healthy-workouts/step-up-ladder/
Paired dip bars	2020	Sovereign	£876.00	25 years	2045	Monk's Hill	Exercise	£1,310.00		https://sovereignplayequipment.co.uk/playground-sports-fitness-equipment/outdoor-gym-equipment/healthy-workouts/paired-dip-bars/
Grass tiles safety surface	2020	Sovereign	£820.03	25 years	2045	Monk's Hill	Safety	£1,000.00		
A5 equipment signs x 3	2020	Sovereign	£600.00	25 years	2045	Monk's Hill	Exercise	£800.00		
Horse springer	2020	Playdale	£1,131.00	25 years	2045	Monk's Hill	Play	£920.00		https://www.playdale.co.uk/product/spring-horse/
Quad rider	2020	Playdale	£1,999.00	25 years	2045	Monk's Hill	Play	£2,695.00		https://www.playdale.co.uk/product/quad-rider/
Play tractor and trailer	2020	Playdale	£3,419.00	25 years	2045	Monk's Hill	Play	£4,306.00		https://www.playdale.co.uk/product/play-tractor-with-trailer/
Rubber mulch safety surface on slide embankment 14sqm by 40mm deep	2021	Soft surfaces	£2,693.00	25 years	2046	Monk's Hill	Play	£25,000.00		https://www.softsurfaces.co.uk/
Keyston metal bench, green	2021	Wicksteed	£433.65	25 years	2046	Monk's Hill	Leisure	£375.00		https://www.wicksteed.co.uk/products/playground-essentials/playground-furniture-fencing/the-keyston-furniture-range
Simple bench	2021	Sovereign	£88.20	25 years	2046	Monk's Hill	Leisure	£350.00		https://sovereignplayequipment.co.uk/school-outdoor-furniture/benches-and-tables/simple-benches/
Double swing frame, robinia, with one cradle swing seat and one tango swing seat, and fixings	2025	Eibe	£1.00	25 years	2050	Hitchcock Close	Play	£2,675.00		https://shop.eibe.co.uk/Double-swing-Malte-Combi-I/57140805300
Frog double spring rocker and ground anchor	2025	Eibe	£1.00	25 years	2050	Hitchcock Close	Play	£846.00		https://shop.eibe.co.uk/Double-spring-rocker-Frog/5671100
Balance flower jumping plates x 3	2025	Eibe	£1.00	25 years	2050	Hitchcock Close	Play	£1,839.00		https://shop.eibe.co.uk/Flower-jumping-platforms/5590070
Climbing snale Pinella	2025	Eibe	£1.00	25 years	2050	Hitchcock Close	Play	£2,047.00		https://shop.eibe.co.uk/climbing-snale-Pinella/54534106300
Fourfold swing, robinia, with 2 x safety swing seat and 1 x next swing	2025	Eibe	£1.00	25 years	2050	Hitchcock Close	Play	£4,800.00		https://shop.eibe.co.uk/Fourfold-swing-Albatros/57103001300
Climbing tree Ema	2025	Eibe	£1.00	25 years	2050	Hitchcock Close	Play	£8,670.00		https://shop.eibe.co.uk/play-unit-Climbing-Tree-Ema/54508306300
Grass grow through matting 177m2	2025	Eibe	£1.00	25 years	2050	Hitchcock Close	Safety surface	£5,664.00		Bespoke
Total contribution from Council for above items at Mill Road			£72,666.00							
2 x noticeboards size A1	2025	Parish Council Noticeboards	£1,345.00	25 years	2050	Hitchcock Close & f	Leisure	1345		https://www.parishnoticeboards.co.uk/complementary-aluminium-parish-poster-cases/
3 x picnic tables	2025	Marmax	£1,987.00	25 years	2050	Hitchcock Close	Leisure	£1,987		https://marmaxproducts.co.uk/product/heavy-duty-picnic-bench-extended-top/
4 x playground signs	2025	Your Parking Sign	£494.00	25 years	2050	Hitchcock Close	Leisure	£494		Bespoke
Pull down challenger	2014	HAGS	£2,300.00	25 years	2039	Hitchcock Close	Exercise	£4,739.00		https://www.hags.com/en-gb/products/sport-fitness-equipment/outdoor-gym-and-fitness-equipment/hags-fitness-equipment/hags-lat-pull-chest-press
Hairs walker	2014	HAGS	£885.00	25 years	2039	Hitchcock Close	Exercise	£2,211.00		https://www.hags.com/en-gb/products/sport-fitness-equipment/outdoor-gym-and-fitness-equipment/hags-fitness-equipment/hags-air-walker

Totals £139,956.88 £148,830.96

Asset description: Sports equipment	Date acquired	Supplier	Original cost/value	Useful life estimate	Useful life end date	Location	Present use	Replacement cost	Insurance value	Online reference
1 multi-use games court								£7,000.00		Bespoke

Financial Risk Assessment

Background

As part of the external audit process and the Annual Governance and Accountability Return, the Council is asked to consider and approve an annual governance statement. The Council will need to confirm that it carried out an assessment of the risks facing the smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Answering yes to this statement will mean that the Council has “considered the financial and other risks it faces and has dealt with them properly”.

This document provides part of the evidence that that assessment of risk was carried out and has itself been drawn up in accordance with the Council’s Risk Management Policy. Members are encouraged to consider the risks identified below by the Clerk/RFO but also to explore other potential risks and to suggest amendments/additions to this risk assessment before it is passed to Full Council

Risk No	Description of Risk	Likelihood	Impact	Controls in place	Action required & by whom
STRATEGIC RISKS which may threaten the achievement of the Council’s objectives					
1.	That the Council has insufficient funds to deliver its policies or meet its financial commitments	Low	Medium	Careful budget setting with three-year forecasts Budget monitoring reports to every Full Council meeting and published online quarterly Bank reconciliations reported to Council monthly and checked and verified monthly councillor and recorded in the minutes	Maintain and review existing controls – Clerk/RFO and Council
2.	That the Council sets a precept that brings it within “referendum principles” and has to meet the costs of a referendum. This risk has been deferred for three years but needs to be monitored.	Low	Medium	Clerk/RFO monitors advice from WSALC and NALC	Annual monitoring of budget advice from WSALC and NALC – Clerk/RFO
3.	Unforeseen incidents or legislative change with a financial impact on the Council. (Foreseen changes will be included in the budget process)	Low	Medium	Council maintains a good insurance policy and healthy reserves.	Aim to maintain unearmarked reserves at 50% of precept. Ensure total reserves are definitely at or above 50% of precept. – Council
4.	External threats, such as the Covid-19 pandemic, economic climate, local government devolution, rate of inflation, which may result in the Council receiving reduced funding or the allocation of resource to other urgent areas of work	Low	Medium	Council maintains healthy reserves. The Council is kept up to date by the government and principal authorities of changing legislation and the developing situation.	Aim to maintain unearmarked reserves at 50% of precept,

OPERATIONAL RISKS which Parish Councillors, the Clerk, contractors and volunteers may encounter in the daily course of their work					
4.	Fraud or theft of money by staff or councillors.	Low	High	Internal controls limit the opportunity for theft and/or fraud. Fidelity guarantee insurance for £250,000 Debit card limit and policy. Safe storage of cards and pins.	Keep internal controls under review and follow advice of internal auditor – Council
Risk No	Description of Risk	Likelihood	Impact	Controls in place	Action required & by whom
OPERATIONAL RISKS which Parish Councillors, the Clerk, contractors and volunteers may encounter in the daily course of their work					
5.	Injury to user of the Council's grounds and subsequent claim; or injury to staff, councillor, volunteer or contractor when going about the Council's business. (Risk is both financial and reputational.)	Low	High	Council has adopted a Risk Management Policy and undertakes risk assessments of all activities Regular and documented inspections (weekly in summer, fortnightly in winter) are made of playgrounds. Council maintains a good and comprehensive insurance policy with both public liability and employers' liability insurance.	Maintain and review existing controls – Clerk/RFO and Council
6.	Uninsured loss (inevitably this risk is difficult to foresee or define because if it was foreseeable insurance etc would likely be in place).	Low	Low	Council has adopted a Risk Management Policy and undertakes risk assessments of all activities Regular and documented inspections (weekly in summer, fortnightly in winter) are made of playgrounds.	Maintain and review existing controls – Clerk/RFO and Council
7.	The failure of contractors to deliver services or goods to agreed costs and specifications	Low	Low	Council uses reputable contractors Council mostly pays for services or goods in arrears or at the time of delivery (not in advance). Where services are paid for in advance this risk is reflected in the lower price charged. Council follows Financial Regulations for obtaining competitive quotes. Specifications are drawn up and approved by Council for all new contracts. The Council monitors compliance with the contract.	Take references for new contractors – Clerk/RFO Ensure that specifications exist for all contracts – Council Ensure that Council understands when services are being paid for in advance (e.g. distribution of newsletter). – Clerk/RFO

				The Council maintains healthy reserves to cover unforeseen costs.	
Risk No	Description of Risk	Likelihood	Impact	Controls in place	Action required & by whom
OPERATIONAL RISKS which Parish Councillors, the Clerk, contractors and volunteers may encounter in the daily course of their work					
8.	The failure of operational equipment (computer, printer, projector) and/or unable to source parts for older play/fitness equipment	Medium	Low	Replacement of key equipment is planned and budgeted for. The Council maintains healthy reserves to cover unforeseen costs.	Maintain forecast of equipment life and scheduled replacement – Clerk/RFO
9.	Insufficient revenue is generated to fund operations. And/or insufficient current/liquid assets to cover current liabilities	Low	Low	The Council's budget is funded almost entirely by precept which is paid annually in two instalments (April and Sept/Oct) by CDC. CDC is legally obliged to make the payment and unlikely to default. The Council maintains healthy reserves sufficient to cover a delayed or missed precept payment.	Follow CDC's timetable for setting & notifying the precept – Clerk/RFO and Council
10	Unable to recover debtors' amount	Low	Low	Fee and charges payable to the Council are a very small part of the Council's budget. There are just three debtors in any one year.	Request amounts due promptly and notify Council promptly of any non-payments – Clerk/RFO
11.	Unable fulfil financial commitments because of the absence of the Clerk/RFO or a councillor.	Low	Low	Very few financial commitments are very pressing and those that are (e.g. the quarterly payment to HMRC) are highly predictable.	Ensure more than one councillor can access on-line banking (this action was planned some time ago) – Clerk/RFO Adopt brief Business Continuity Plan that clarifies action to be taken to address this risk – Council

¹ Internal Controls on Finance

All payments reported to Council monthly (except August). Bank reconciliation reported to Council monthly (except August). Two councillors required to sign cheques, direct debit mandates and other instructions to bank. Online payments require dual authorisation – the Clerk/RFO and one Councillor (usually the Chairman). Bank reconciliations (including August) checked by a Councillor independent of the payments process. Financial regulations reviewed at least annually. Two internal audit visits annually. Budget monitoring reports to Council monthly.

Westbourne Parish Council, 8 January 2026

Agenda item 126: Correspondence list

- Complaint from a resident about the Public Space Protection Order in place at Hitchcock Close playground which restricts dogs from using the site.
- WSCC highway briefings – presentation slide and meeting recordings from 2025 have been circulated.
- Correspondence from Sidlesham Parish Council with a response from Mr S Reed MP for the Council's information.
- CDC is running parish planning sessions on 4 and 10 February at East Pallant House.
- Update from WSCC Highways on the Community Highways Scheme.