

## **Westbourne Parish Council, 12 February 2026**

### **Item 137: 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**

- Arranged for the surveyor to produce a map of the allotment site for inclusion in the lease agreement, which is now with the solicitors for finalising.
- Liaised with the solicitor regarding the purchase of Hitchcock Close playground (ID check, signing forms, payment of fees).
- Booked Westbourne Community Hall for the Annual Parish Assembly on 23 April (St Georges Day) and contacted Dr Richard Austin from Chichester Harbour Conservancy about giving a presentation as the guest speaker.
- Started to prepare WNPSG communications for the consultation starting on 23 March for six weeks (SurveyMonkey online survey, website article, newsletter articles, Westbourne Magazine article, ordered 2 x display boards).
- Contacted the Final Straw about borrowing their litter picking equipment for the Spring Clean Day and have booked The Meeting Place from 4pm.
- Contacted WSALC about the recruitment of an assistant clerk who have sent example job descriptions. Currently writing a job description and advert and need to arrange an HR Committee to discuss further – please can we agree a date for the meeting in late February?
- Written policies for the Assertion 10 audit requirement.
- Liaised with The Meeting Place about their grant application.
- Litter bins for Hitchcock Close? New ones no longer provided by CDC.
- Researched quotes for fencing at Hitchcock Close.
- Keys cut for the allotment storage building and bought a key safe.
- Booked in the spring newsletter with the designer, printer and distributor.
- Sent Precept requirement for 2026/27 to the District Council.

#### **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.

## Minutes



# Westbourne

Parish Council

PO Box 143  
Emsworth  
PO10 9DX

07775654483  
clerk@westbourne-pc.gov.uk

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### Minutes of Westbourne Neighbourhood Plan Steering Group which took place on Thursday 15 January 2026 at 7pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Michael White, and co-opted non-council members County Councillor Andrew Kerry-Bedell, Stephen Arkle, Peter Dale, Andrew Gordon Lennox and Kevan Pegley.

In attendance: Clare Kennett, Clerk to the Council

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

01/26/14. Apologies for absence: Cllr Nigel Ricketts and Marjorie Kipling.

01/26/15. Declaration of members interest:

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

01/26/16. Minutes of the meeting of 18 September 2025: Members **AGREED** to **APPROVE** the circulated minutes as a correct record which were signed by the Chairman.

01/26/17. Consider appointment of a professional to help prepare the document: Cllr Briscoe, Cllr White, Cllr Ricketts, Kevan Pegley and the Clerk held a meeting with Dave Chapman, a planning consultant, on 9 January to find out if he was able to support the review process. Dave Chapman was familiar with the Parish as he had previously met members and he had also supported Westbourne Community Trust with their affordable housing project. Dave Chapman was looking through the documentation and would provide a quote in due course.

Cllr Briscoe said that a meeting had also taken place with Valerie Dobson from the District Council who went through everything that needed to be completed as part of the review.

01/26/18. New policies for consideration: Members looked at a map to discuss locations of where development could go on the sites already identified in the existing plan.

- a. Extend the wildlife corridor: Members were in agreement that the reviewed Plan should seek to extend the wildlife corridor.
- b. Protection of the water catchment for the River Ems: Members were in agreement that the reviewed Plan should seek to protect natural springs and the catchment base.

## Minutes

- c. Solar meadow/renewables policy: Members were in agreement that the reviewed Plan should include a policy on solar and renewable energy.
- d. Any other suggestions: Members discussed if Westbourne village should be fully within the SDNPA as a third of the Parish was already included. Members were in agreement that this should be investigated further.

Members discussed that the Plan was aspirational but it was also important to include in it what the Council had achieved as part of the plan period. It was important to report on progress and include SMART objectives, tactics and an action plan for delivery of the objectives.

01/26/19. Timeline of actions: Cllr Briscoe said that if the consultation could be completed in the spring/early summer, the group could then collect any evidence needed. This could be put together in the autumn when another Regulation 14 consultation would be needed, which would take the group to the middle of next year before it was approved. As part of Regulation 14, printed copies of the reviewed Plan would need to be available in locations for people to view and pass comment, as well as holding a consultation event.

01/26/20. Point of consultation: Cllr Briscoe said that it had not been possible for the Group to have a table at the Monthly Market in December as it was fully booked by other stallholders. The Clerk said she would contact the organiser to see if a table was available in February. Members discussed that there were other events in the village that the Group could attend, including the First Friday Lunch.

Cllr Briscoe proposed that a six week consultation was held starting on 23 March 2026 and closing on 4 May 2026, which was seconded by Cllr White with all in favour. Cllr Briscoe had written a survey to get residents views. The communications deadlines discussed were as follows:

- To create an online survey using Survey Monkey which would be promoted on the Parish Council's website and Facebook page. It was discussed that there would be a small charge using Survey Monkey.
- To include the survey in the next edition of the Parish Council's printed newsletter which was delivered to all properties. Delivery would be the end of March, so copy would need to be written by the end of February to allow enough time for graphic design, printing and collection by the distributor.
- To hold an exhibition at the Annual Parish Assembly on 23 April 2026 and invite residents to attend.
- To write an article to be included in the Westbourne Magazine and the Village Magazine. Deadlines in February to allow time for inclusion.

01/26/21. Items to be included on the next agenda: There were no additional items.

01/26/22. Date of next meeting: It was **AGREED** to hold the next meeting on 26 March 2026. Kevan Pegley asked if members could take the time to look at the draft plan so that they could comment on specifics at the next meeting.

Meeting closed at 8.50pm.

# **Fee Proposal for Support to Westbourne Parish Council to Review, Update and Modify the Made Westbourne Neighbourhood Development Plan**

**Client:** Westbourne Parish Council  
**Supplier:** Triformis Limited (Company Number: 06557317)  
**Lead Consultant:** Dave Chapman  
**Date:** 2 February 2026

## **Background**

### **Westbourne and Westbourne Neighbourhood Development Plan**

1. Westbourne is civil parish located 6.5 miles (0.80 km) north west of Chichester, West Sussex. The parish includes the hamlets of Woodmancote and Aldsworth. Around two thirds of the parish is within Chichester District Council (CDC), with one-third in the South Downs National Park Authority (SDNP).
2. SDNPA designated the whole of Westbourne Parish as a Neighbourhood Plan Area in November 2013, and CDC designed the area in December 2013<sup>1</sup>.
3. SDNPA Made the Westbourne Neighbourhood Development Plan (NDP) in August 2021 and CDC Made the Westbourne NDP in September 2021.
4. The Made Westbourne NDP comprises 8 policies and 3 site allocations. Of the three site allocations, SS3: Land Adjacent to Chantry Hall, Foxbury Road, remains undelivered and there are no live planning applications relating to the site.

### **Chichester Local Plan 2019-2031**

5. Chichester Local Plan (2021-2039)<sup>2</sup>, which was adopted in August 2025:
  - establishes Westbourne as a Service Village in the Settlement Hierarchy;
  - states that Westbourne is in an area which provides a transition into the South Downs National Park;
  - establishes a gross housing requirement for the Westbourne Neighbourhood Plan Area of 30 houses in the period 2021-2039 and the net housing requirement figure of 18 houses;
  - makes no housing site allocations to the Westbourne Neighbourhood Plan Area;
  - requires the net housing requirement of 18 houses to be met through the Westbourne NDP.

### **South Downs National Park Authority Local Plan**

6. The extant South Downs National Park Authority Local Plan was adopted in 2019<sup>3</sup>.
7. At the current time SDNPA are reviewing the South Downs National Park Local Plan and are likely to move to Regulation 19 Consultation on the Submission draft Local Plan in May/June 2026<sup>4</sup>.

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<sup>1</sup> <https://www.chichester.gov.uk/westbourne-neighbourhood-plan>

<sup>2</sup> <https://www.chichester.gov.uk/article/35375/Chichester-Local-Plan-2021-2039-adopted>

<sup>3</sup> <https://www.southdowns.gov.uk/planning-policy/south-downs-local-plan/local-plan>

<sup>4</sup> <https://www.southdowns.gov.uk/planning-policy/the-south-downs-local-plan-review>

## **Understanding the Brief**

1. Westbourne Parish Council are seeking to review, update and modify the Made Westbourne NDP in the light of the adopted CDC Local Plan, the emerging SDNPA Local Plan and the latest National Planning Policy Framework (NPPF).
2. It is understood that Westbourne Parish Council wish to:
  - review and updated existing policies (Sustainable Development; Community Facilities; Community Balance; Local Distinctiveness; Heritage; Biodiversity Opportunity Area and SNCI; Natural Environment and Cemetery Green Space) in the Made Westbourne NDP;
  - prepare four new policies (Gypsy and traveller; River protection for the catchment in area west of Monks Hill; Wildlife corridor/s in the Old Farm Lane area; Solar meadows in the Old Farm Lane area);
  - establish a strategy to meet the Local Plan Net Housing Requirement Figure including making housing site allocations.

## **Westbourne NDP Review Scope of Work**

Given the brief above, Dave Chapman will provide Critical Friend support to Westbourne Parish Council Neighbourhood Plan Working Group as follows:

1. General support and advice and meetings
  - i. Provide general advice and support on the neighbourhood plan statutory process to include the scope of planning policy, the Basic Conditions, community consultation and engagement, screening of the plan by the local authority (Strategic Environmental Assessment and Habitats Regulations Assessment) and later stages of NDP preparation.
  - ii. Allowance for three visits to Westbourne and online meetings with Westbourne Parish Council Neighbourhood Plan Steering Group
  - iii. Support to Westbourne Parish Council Neighbourhood Plan Steering Group with meetings with the CDC and SDNPA and negotiations with landowners and developers as required and necessary.
2. Support to review and update policies in Made Westbourne NDP
  - i. Support to review the effectiveness of the policies to be retained within the reviewed NDP.
  - ii. Support to update existing policies (Sustainable Development; Community Facilities; Community Balance; Local Distinctiveness; Heritage; Biodiversity Opportunity Area and SNCI; Natural Environment and Cemetery Green Space) in light of adopted CDC Local Plan, the emerging SDNPA Local Plan and the amendments (including those proposed) to the NPPF since July 2023.
  - iii. Advice on evidence required to justify policies, including support to commission new evidence if necessary and required.
3. Support to prepare new policies
  - i. Support for the preparation of four new policies (Gypsy and traveller; River protection for the catchment in area west of Monks Hill; Wildlife corridor/s in the Old Farm Lane area; Solar meadows in the Old Farm Lane area).
  - ii. Advice on further evidence required to justify policies, including support to commission new evidence if necessary and required.
4. Support with the preparation of Housing Land Allocations
  - i. Support to establish clarity over the Net Housing Requirement Figure and the impact of any planning applications for housing that may be submitted to CDC over the period of the

review, updating and modification of the Made Westbourne NDP will have on the Residual Net Housing Requirement Figure.

- ii. Support to establish a strategy to meet the Net Housing Requirement Figure.
- iii. Advice, guidance and support on Housing Land allocations.

5. Basic Conditions Statement and Consultation Statement

- i. Support to Westbourne Parish Council Neighbourhood Plan Steering Group to prepare the Basic Conditions Statement.
- ii. Review and provide comment/analysis to Westbourne Parish Council Neighbourhood Plan Steering Group on the Consultation Statement.

6. Regulation 14 consultation

- i. Provide advice, guidance and support post Regulation 14 Consultation to make consequential policy modifications and support submission to CDC and SDNPA.

## Fees and Expenses

1. A day rate of £500 per day plus VAT is charged, for a 7 hour working day.
2. The fees and expenses for the support are as follows. Invoices will be submitted on monthly basis for days worked in the previous month.

Support	Days Allocated	Total (Ex VAT)	Total (Inc VAT)
General support and advice and meetings	4	£2,000	£2,400
Support to review and update policies in Made NDP	4	£2,000	£2,400
Support to prepare new policies	5	£2,500	£3,000
Support with the preparation of Housing Land Allocations	4	£2,000	£2,400
Basic Conditions Statement and Consultation Statement	3	£1,500	£1,800
Regulation 14 consultation	2	£1,000	£1,200
Allowance for travel costs to Westbourne (assumed 3 return journeys by train)		£280	£336
	<b>22</b>	<b>£11,280</b>	<b>£13,536</b>

## Assumptions

This fee proposal makes a number of assumptions:

- There is commitment from Westbourne Parish Council to review and modify the Made Westbourne NDP.
- There is a commitment from the Westbourne Parish Council Neighbourhood Plan Working Group that they will lead, drive the process forward and complete the necessary work, including undertaking community engagement and consultation to review and modify the Made Westbourne NDP.
- This fee proposal provides for Critical Friend support to Westbourne Parish Council Neighbourhood Plan Working Group as set out in the Scope of Work. Should other support work in addition to that set out in the Scope of Work be required this would be the subject of an additional fee proposal/s. No work outside of this fee proposal will take place unless additional fee proposals are issued, agreed in writing and support work is commissioned by Westbourne Parish Council.
- There is no allowance made within this Fee Proposal for evidence base and technical reports required to support the reviewed and modified Westbourne NDP.
- There is no allowance made within this Fee Proposal for the provision of maps required to support the reviewed and modified Westbourne NDP.
- The support proposed and provided cannot and does not guarantee that the NDP will not face objections or criticism during its production nor that it will pass through the referendum successfully and be Made (adopted).
- This Fee Proposal forms part of the contract alongside the Standard Terms and Conditions.
- Dave Chapman is a Member of the Royal Town Planning Institute (MRTPI), will adhere to the RTPI's professional Code of Conduct, available to view here <http://www.rtpi.org.uk/membership/professionalstandards/>.
- This Fee Proposal remains valid for a period of 1 month from the date of issue.

## **Triformis Limited**

Triformis Limited is a small consultancy practice providing services in planning, regeneration, economic development, organisational development, facilitation, project management and delivery of workshops and training. Organisations supported range from national through to very local groups: current and previous include UK professional bodies and membership organisations, funding bodies, local authorities, town and parish councils, neighbourhood forums, voluntary and community (not-for-profit) organisations and private sector organisations.

### **Dave Chapman**

Dave is a Director of Triformis Limited. He has more than 25 years of experience in planning and community development, working in the public, private and third sectors.

Dave is an experienced Chartered Planner and offers a full range of town planning services including development strategies, pre-application negotiations, community consultation, planning applications, and development plan representations.

### **Key Skills**

- Plan, policy and strategy formulation
- Stakeholder engagement consultation and facilitation
- Stakeholder analysis and mapping
- Problem resolution and negotiation
- Strategic and systems thinking
- Brokerage and negotiation
- Change management and process consultancy
- Neighbourhood planning advocacy
- Community-led and sustainable development solutions
- Project viability and delivery testing
- Planning applications including Neighbourhood Development Orders and Community Right to Build Orders
- Project leadership and management

### **Contact Details**

For further information, a conversation or to arrange a meeting please do not hesitate to contact:

Dave Chapman

tel: 07825 175 867

e-mail: [dave@triformis.co.uk](mailto:dave@triformis.co.uk)

Company registered Number: 06557317

VAT Registration Number: 185 2108 15

Registered address: 46 Culverdale, Totnes, Devon, TQ9 5UE

Web: <https://www.triformis.co.uk>

## STANDARD TERMS & CONDITIONS

### 1. General Conditions

- 1.1 All engagements accepted by Triformis Limited are subject to the following terms of engagement except where changes are expressly agreed in writing.
- 1.2 No amendment or variation to these terms and conditions shall be binding on Triformis Limited unless in writing signed by an authorised Triformis Limited representative and a duly authorised representative of the Client.
- 1.3 These terms and conditions supersede all other oral and/or written communications, representations, agreements or undertakings and any such communications, representations, agreements and undertakings which are not expressly contained in these terms and conditions shall not be deemed incorporated herein.
- 1.4 For the purposes of these terms and conditions, the services to be provided by Triformis Limited ("the Services") and the fees and other charges or expenses to be paid by the Client shall be as set out in the Fee Proposal supplied by the Client in connection with these terms and conditions.
- 1.5 Every care will be taken when carrying out Client instructions. No responsibility is accepted for errors or matters beyond our reasonable control.
- 1.6 Triformis Limited and its sub contractors will provide professional and independent planning support and advice in good faith, in a timely manner and in accordance with our agreed Fee Proposal. Any chartered town planner working for Triformis Limited and any of its sub contractors who are Members of the Royal Town Planning Institute (MRTPI), will adhere to the RTPI's professional Code of Conduct, available to view on the [RTPI website](#).

### 2. The Services

- 2.1 Triformis Limited and its sub contractors shall perform the Services with all reasonable skill, care and diligence, but no liability shall attach to Triformis Limited or its sub contractors in respect of the Services except such liability as covered by their Professional Indemnity Insurance.
- 2.2 No liability shall attach to Triformis Limited either in contract or in tort for loss injury or damage sustained as a result of the act, omission or insolvency of any person other than Triformis Limited and Triformis Limited shall not be liable to indemnify the Client in respect of any claim made against the Client for any such loss injury or damage.
- 2.3 Triformis Limited's liability shall be limited to that proportion of any loss or damage suffered by the Client as it would be just and equitable for Triformis Limited to pay having regard to the extent of Triformis Limited's responsibility for the same and on the basis that all other persons liable for the same damage shall be deemed to have paid to the Client such proportion which it would be just and equitable for them to pay having regard to the extent of their responsibility.

### 3. Insurances

- 3.1 Triformis Limited shall have and keep in effect Professional Indemnity Insurance of a minimum of up to £1,000,000, Public Liability Insurance up to £1,000,000 and Employer's Liability Insurance. Copies of certificates for these insurances are held in our office and are available on request.

### 4. Limitation of liability

- 4.1 Triformis Limited will endeavour to provide professional services with reasonable care and skill. However, Triformis Limited will not be held responsible for any losses arising from the supply by you or others of incorrect or incomplete information, or a failure of you or

others to supply any appropriate information or your failure to act on our advice or respond promptly to communications from us or relevant authorities.

## **5. Fees, Invoices and Payment**

- 5.1 Fees are calculated on the basis of the time required to complete the support to be provided and on the level of skill and responsibility involved. A break-down of daily rates, cost of technical reports and disbursements, etc. will be provided to the client as part of the Fee Proposal alongside these terms and conditions.
- 5.2 The Fee Proposal sets out costs which are inclusive of the fee.
- 5.3 Triformis Limited shall be entitled to payment of additional fees and to reimbursement of any expenses and disbursements incurred for any additional work arising outside of the agreed Services/fee. Triformis Limited will provide an estimate of such fees for the Client before commencing any additional work.
- 5.4 Invoices will be submitted monthly and prompt full payment of each invoice is required. If invoices are not paid within 30 days of the date of the invoice, unless agreed through prior arrangement, overdue accounts will subject to a service charge of 1% of the fee per month. Triformis Limited reserves the right to suspend work on projects on-going where accounts are outstanding.
- 5.5 All fees shown are exclusive of VAT and VAT shall be payable in addition.

## **6. Sub-contracting**

- 6.1 Triformis Limited staff and its sub contractors responsible for the delivery of the support are identified within the Fee Proposal.
- 6.2 Triformis Limited shall not introduce other staff or sub-contractors without first receiving approval from the client with a clear understanding of responsibilities.
- 6.3 Triformis Limited shall have no liability for the acts or defaults of any person it introduces or recommends to the client who is not engaged by Triformis Limited as a sub-contractor.

## **7. Assignment**

- 7.1 The Client may not assign or transfer all or any part of the contract without the written consent of Triformis Limited. Triformis Limited may not assign or transfer any part of the contract without the written consent of the Client.
- 7.2 Neither the Client nor Triformis Limited confers or purports to confer on any third party any benefit or any right to enforce any term of this agreement under the Contracts (Rights of Third Parties) Act 1999.

## **8. Suspension and/or Termination**

- 8.1 The Client or Triformis Limited shall be entitled to suspend or terminate the performance of the Services in the event that distress or execution is levied or threatened upon any of the other's property or any judgement against the other remains unsatisfied for more than 14 days or the other (being an individual) is bankrupt or unable to pay his debts or seeks an arrangement with his creditors, or the other (being a company) has an administrator appointed of it or a receiver or manager or administrative receiver is appointed of it or any of its assets or it enters into liquidation or it proposes or makes any voluntary arrangement with its creditors: any petition is presented or any resolution passed or any steps or proceedings taken which may lead to any of the foregoing occurrences; the other is or is deemed to be insolvent or unable to pay its debts; or, the other ceases to carry on business.
- 8.2 The Client or Triformis Limited shall be entitled to terminate performance of the Services upon serving written notice on the other to that effect, if the other, being in breach of its

obligations hereunder in any material respect, has failed within 30 days of the service of such notice to remedy such breach or breaches.

8.3 If performance of the Services has been suspended or terminated:

- a) Triformis Limited shall be entitled to send an invoice to the Client for all outstanding fees for the Services performed (whether wholly or in part), expenses and other disbursements incurred up to the date of suspension or termination; and,
- b) The Client shall compensate Triformis Limited for all subsequent and consequential expenses and disbursements incurred or properly to be incurred in consequence of suspension or termination, unless such suspension or termination by the Client results from a wrongful act or omission of or by Triformis Limited or sub-contractor(s) whether such act or omission be contractual or otherwise.

**9. Complaints**

9.1 Any concerns over the level of service received will be dealt with in the first instance by Dave Chapman, Director, Triformis Limited.

**10. Law**

10.1 These terms and conditions and any contracts between the Client and Triformis Limited are governed by English Law.

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Thank you for instructing Triformis Limited.

Please sign, retain one copy and return the other to Triformis Limited via email to Dave Chapman (dave@triformis.co.uk).

**I confirm that I have read, understood and accept the Standard Terms and Conditions set out above and in any associated confirmation letter and / or agreed Fee Proposal.**

**Client:**

**Signed on behalf of Client:**

**Name and Position (block capitals):**

**Date:**

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**Signed on behalf of Triformis Limited:**

**Director**

**Date:**

## Westbourne Parish Council Grant Scheme Application Form

Please fill in all sections.

Please complete this application form with details of your proposal if you would like to be considered for a grant from Westbourne Parish Council.

It is appreciated that not every proposal will fit into the structure of the form, but please complete the form as far as possible and provide any additional relevant information on an attached sheet.

When completed, please return this application form by email to [clerk@westbourne-pc.gov.uk](mailto:clerk@westbourne-pc.gov.uk) or in writing to Clerk to Westbourne Parish Council, PO Box 143, Emsworth, PO10 9DX.

<b>1. Your organisation</b>	
Name of organisation and address	Greening Westbourne
Contact name	Martin Yallop
Position/role in organisation	Committee member & wildlife lead
Contact address	As above
Telephone number	07714 877667
Email address	Martin.yallop@hushmail.com
<b>2. Details of organisation</b>	
Brief description of your organisation's activities/aims.	Community action for nature, the environment and climate in and adjacent to Westbourne
Does your organisation have members and, if so, how many?	About 70 confirmed supporters on our mailing list plus additional followers on social media
Are meeting and events open to members of the public?	Yes – everybody is welcome
What percentage of the members/people who attend your events are from the	At least 80%

village of Westbourne?	
Is your organisation run by a committee?	Yes: Chair, secretary, treasurer, Comms officer and representatives of specialist groups (community orchard, tree wardens, wildlife, climate etc)
Is your organisation a registered charity?	no
<b>3. Purpose of organisation</b>	
Please describe how the local community benefits from your organisation.	Through activities to improve or protect the natural environment, provide education opportunities for adults and children to understand and contribute to conservation and response to the climate emergency
<b>4. About the project</b>	
Please provide details of the proposed activity, event, equipment or project for which you are applying for a grant.	<b>Bringing Back Bugs, Bees &amp; Beetles (5Bs)</b> Working in collaboration with Sussex University's citizen science arm, the Buzz Club, a campaign to engage residents in a campaign running through the spring and summer to survey, collect data and take action to halt and reverse the decline in local insect populations
In what way will the local community benefit?	Restoration and increase in biodiversity by increasing the number and variety of insects that are vital for human food pollination and providing food for reptiles, amphibians an, birds and small mammals.
What is the total cost?	Delivery of initial flyer to all homes in Westbourne: £300 plus VAT
How much is the grant application for?	£300 plus VAT
How will the rest of the cost be financed?	CDC to be approached for support in printing flyers and subsequent school engagement with funds from Strategic Wildlife Corridor fund.
Have you received or applied for funding from any other source?	No
If you have received a grant from Westbourne Parish Council in the last three years, please provide details.	Yes – see list on WPC Community Grant Scheme
-Will the project still be able to go ahead without financial support from the Parish Council?	no

## **Supporting information**

Please provide as much supporting information as possible to allow the Parish Council to determine priorities. The following is required:

- A completed application form.
- Any relevant supporting information required as per the application form.
- Full details of the project or activity.
- A copy of their last year end accounts and demonstration of a clear need for funding.
- Evidence that the organisation has sought funding from elsewhere and is not asking the Parish Council to be the full donor.
- A business or project plan.
- A copy of their constitution or details of their aim or purpose.
- The number, or percentage, of members that belong to the organisation and that live within Westbourne Parish.
- Details of any restrictions placed on who can use/access their service.
- Evidence that the project actively promotes equal access for all.
- Details about the impact of your project.
- Three quotes, if applicable, to show best value for money.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

Where additional information is required in order to consider the grant application, applicants may be invited to meet with members of the Parish Council to further discuss the application, prior to the grant being determined by Full Council.

## **Application deadlines**

Community Chest grants (small grants) will be considered by the Parish Council during the financial year. Applications for funding that is greater than is available through the Community Chest scheme will be considered by the Parish Council on a case by case basis. Applications should be received by **1 November in the year preceding the funding requirement**. The grant will be planned into the budget of the next financial year and awarded in the April.

## **Please complete the following declaration**

I declare that the information given is correct, and agree to adhere to the conditions laid out in Westbourne Parish Council's Community Chest Grant Policy.

On behalf of Greening Westbourne

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

Signed: .....

*Martin Yallop*

Date: ...2 February 2026.....

Position in organisation: Committee member/wildlife lead

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

Signed: .....NA.....

Date: .....

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**Please note, completion of this form does not necessarily mean that a grant application will be successful in part or in whole.**

Date of meeting at which the application was discussed:

.....

Grant agreed/refused

Amount: .....

Chairman: .....

**Westbourne Parish Council, Thursday 12 February 2026**

**Item 142: Spring 2026 newsletter**

**List of suggested topics for the next edition of the newsletter.**

<b>Location</b>	<b>Subject</b>
Lead article	
Page 2	WNPSG survey
Page 3	WNPSG survey continued
Page 4	Spring clean day
	Annual Parish Assembly and NP exhibition
	Vacancies
	Speed limit change WCR

# Westbourne Parish Council

## Flag Flying Policy

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### Document Control

Item	Details
Policy Title	Flag Flying Policy
Adopted by	Westbourne Parish Council
Date Adopted	_____
Minute Reference	_____
Review Date	_____
Responsible Officer	Parish Clerk

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### 1. Purpose

This policy sets out the principles, rules and procedures governing the flying of flags on buildings and land owned or managed by Westbourne Parish Council. The policy ensures that flag flying:

- Demonstrates respect for national and local symbols
- Reflects UK Government guidance and flag protocol
- Complies with relevant planning, safety and local authority requirements
- Is consistent, dignified and non-political

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### 2. Scope

This policy applies to all flagpoles and flag-flying locations under the control of Westbourne Parish Council, including (but not limited to):

- Parish Office / Council-owned buildings
- Council-managed community land or memorial sites

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### 3. Legal and Policy Framework

This policy is informed by:

- UK Government guidance on designated flag flying days

- Ministerial statements encouraging the flying of the Union Flag
- Town and Country Planning (Control of Advertisements) Regulations
- Guidance issued by the Flag Institute
- Local authority practice within West Sussex and Chichester District

National, county and community flags may be flown without planning permission, provided they are displayed in accordance with regulations and do not present safety risks.

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## 4. Approved Flags

The following flags are approved for flying by Westbourne Parish Council:

Category	Flag
National	Union Flag (Union Jack)
Home Nations	
England	St George Cross
Scotland	St Andrew Cross (Saltire)
Wales	Draig Coch (Red Dragon)
Northern Ireland	St Partick Cross
Remembrance	Royal British Legion
Civic	Sussex County

No other flags may be flown without a formal resolution of the Parish Council.

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## 5. Flagpole Height and Positioning

### 5.1 Flagpole Height

- Flagpoles should be of a suitable height for their location and setting.
- Ground-mounted flagpoles will normally not exceed approximately **4.6 metres** unless otherwise approved.
- All flagpoles must be structurally sound and maintained in a safe condition.

### 5.2 Position and Precedence

Where more than one flag is flown:

- The **Union Flag shall always be flown in the position of honour**
- This is defined as:
  - The highest flagpole; or
  - The centre flagpole (where there are three); or

- The left-of-centre flagpole when viewed from the front

No flag may be flown above the Union Flag.

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## 6. Flag Flying Times

- Flags should normally be flown **from 8:00 am until sunset**
- Flags may be flown outside these hours only if adequately illuminated
- The Union Flag may be flown every day as the default flag when no other flag is scheduled

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## 7. Designated Flag Flying Days

### 7.1 Union Flag

The Union Flag will be flown on:

- UK Government designated flag flying days
- Days of national celebration or commemoration
- Civic occasions as determined by the Council

### 7.2 National Flags of the Home Nations

Flag	Standard Day(s)
England	St George's Day – 23 April
Scotland	St Andrew's Day – 30 Nov
Wales	St David's Day – 1 March
Northern Ireland	St Patrick's Day – 17 March

These flags may be flown alone or alongside the Union Flag (which retains precedence).

### 7.3 County / Local Flags

Flag	Day / Occasion
Sussex / West Sussex Flag	Sussex Day – 16 June
Local heritage or civic events	

### 7.4 Remembrance Flags

Remembrance flags may be flown:

- During the official Poppy Appeal period
- On Remembrance Sunday

- On Armistice Day (11 November)

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## 8. Half-Mast Protocol

Flags shall be flown at half-mast:

- On the death of the Sovereign or other national figures
- During periods of national mourning
- On occasions determined by Government or resolved by the Council

Procedure:

- The flag should be raised to the top of the pole before being lowered to half-mast
- Half-mast position is approximately two-thirds of the height of the pole

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## 9. Dignity, Condition and Respect

- Flags must always be clean, undamaged and correctly displayed
- Worn or damaged flags must be removed promptly
- Flags must not be used for political purposes or campaigning

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## 10. Other Flags and Requests

- Requests to fly flags for charities or community causes must be submitted in writing to the Parish Clerk
- The Parish is a non-Political, non-discriminatory organisation. Therefore no flags that represent only certain groups or ideologies will not be granted permission as they do not represent our unified community.
- Approval must be given by the Parish Council or under delegated authority where appropriate
- All displays must comply with safety and planning regulations

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## 11. Responsibilities

Role	Responsibility
Parish Council	Policy approval and amendments
Parish Clerk	Day-to-day administration and compliance
Contractors	Safe installation and maintenance

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## 12. Review

This policy will be reviewed every **three years**, or sooner if national guidance or legislation changes.

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### Adoption

This policy was adopted by Westbourne Parish Council at a meeting held on:

**Date:** \_\_\_\_\_

**Chair:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

# **Westbourne Parish Council**

## **INFORMATION TECHNOLOGY POLICY**

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## **Introduction**

Each council will have its own IT setup and, as such, a single ‘one-size-fits-all’ IT policy is unlikely to be appropriate. Some smaller parish councils may operate with minimal equipment, while others may manage multiple devices connected to a central server. These guidelines are intended to help councils identify key considerations when developing or updating their own IT policy.

Councils that use external IT providers should ensure their policies accurately reflect current practices and contractual arrangements.

## **Purpose of the IT Policy**

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council’s data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).

## **Monitoring of IT Use**

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

## **Scope of this policy**

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

## **Computer use**

### **1.1 Hardware**

**1.1.1** Westbourne Parish Council computer equipment, IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is

permitted, provided it does not interfere with work responsibilities or violate any part of this policy. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

**1.1.2** Locking computers when leaving desks. All councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

**1.1.3** All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

**1.1.4** Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

**1.1.5** All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

**1.1.6** Equipment should not be dismantled or reassembled without seeking advice.

**1.1.7** Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

**1.1.8** Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the Clerk.

**1.1.9** Any faults or necessary repairs must be reported to the Clerk.

## **Equipment**

### **2.1 Portable equipment**

**2.1.1** Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

**2.1.2** It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

**2.1.3** All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

**2.1.4** It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and

files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.

**2.1.5** If an item of portable equipment is lost or damaged this should be reported to the Clerk. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet some or all of the loss/damage as agreed by the Council.

**2.1.6** To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the council. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

**2.1.7** Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

**2.1.8** In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Clerk

## **2.2 Use of own devices**

**2.2.1** The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored on the council's network or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

**2.2.2** However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties external stakeholders must be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

**2.2.3** Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For workers or contractors, we may terminate the worker agreement. This is irrespective of the ownership

of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

**2.2.4** In cases of legal proceedings against the council or external stakeholders, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

**2.2.5** Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

**2.2.6** Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a six-digit pin, strong password (i.e. one which uses three random words (e.g. PurpleCandleRiver) or finger print to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after a number of failed login attempts;
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than 10 minutes;
- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the Clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

**2.2.7** Personal data relating to councillors, staff, and other authorised users, associates, residents, external stakeholders should not be saved to any personal accounts with third-party storage cloud service providers as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

**2.2.8** Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements,

especially if the device is used by other people from time to time. The following data must never be accessed or processed on a personal device.

**2.2.9** If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

**2.2.10** Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use. The Clerk will provide assistance or training in doing this if needed. Additional risks include data belonging to the council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.

**2.2.11** Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.

**2.2.12** If transferring data, either by email or by other means, this should be done through an encrypted channel, such as a virtual private network (VPN) or a secure web protocol (<https://>). Unsecured wireless networks should not be used.

**2.2.13** Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the IT provider access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

**2.2.14** Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

## **Health and safety**

**3.1.1** Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

**3.1.2** The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's health and safety policy.

**3.1.3** Any VDU user who feels that their workstation requires changes to make it compliant must speak to the clerk.

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the Clerk.

## **Password and Authentication Policy**

**4.1.1** All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

#### **4.1.2** Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the chairman of the council], in a sealed envelope, only to be accessed in an emergency.

#### **4.1.3** Password Storage and Management

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

#### **4.1.4** Password Change Requirements

- Immediately change password if compromise is suspected.

#### **4.1.5** Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

#### **4.1.6 Responsibility**

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

### **Monitoring**

**5.1.1** The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

**5.1.5** The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

**5.1.6** Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

**5.1.7** The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

**5.1.8** The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

**5.1.9** Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

**5.1.10** Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

**5.1.11** The council has software and systems in place that can prevent inappropriate internet use and monitor and record all internet usage. A daily log is kept of all activity, which details the names of all websites accessed, along with the date and time of access, by individual councillors, staff, and other authorised users. Records of internet use and sites visited will normally be retained for a period of six months.

**5.1.12** The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

**5.1.13** Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

**5.1.14** All computers will be periodically checked and scanned for unauthorised programmes and viruses.

### **Remote working**

**6.1.1** Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or at an external stakeholders premises or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at a non-council premises unless arrangements have been made with a responsible person at a non-council premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;

- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

**6.1.2** Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

**6.1.3** Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

### **Email**

**7.1.1** Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

**7.1.2** On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

**7.1.3** These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the IT provider, rather than assuming they know the right answer.

**7.1.4** All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

**7.1.5** Email messages sent on the council's account are for council use only. Personal use is not permitted.

### **Use of the Internet**

#### **8.1 Copyright**

**8.1.1** Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or

organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

**8.1.2** It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

**8.1.3** Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

**8.1.4** Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

**8.1.5** Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Clerk if unsure about anything.

## **8.2 Trademarks, links and data protection**

**8.2.1** The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the Clerk.

**8.2.2** Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy.

## **8.3 Accuracy of information**

**8.3.1** One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

## **Use of social media**

**9.1.1** Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

**9.1.2** Personal use of social networking/media and chat sites are not permitted during working hours and should be restricted to breaks during working hours, or after hours with permission.

**9.1.3** The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

**9.1.4** To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, e.g. "our current or potential plans, councillors, staff, and other authorised users, partners", must inform the Clerk that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential e.g. "all staff, including employees, councillors, clerks, and authorised users" and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission

- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with external stakeholders should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the Clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This

includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

**9.1.5** Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

**9.1.6** It is important to note that external stakeholders contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholders contact details from any personal device/equipment.

### **Misuse**

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

### **Guidance**

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

### **Important notice**

This is an example of a policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by Worknest HR – a company that provides HR advice and guidance to town and parish Councils. Please contact them on 01403 240 205 for information about their services.

**Westbourne Parish Council**  
**Model publication scheme**



**Westbourne**  
 Parish Council

Information available from Westbourne Parish Council  
 under the Model Publication Scheme

<b>Information to be published</b> <b>Website:</b> westbourne-pc.gov.uk	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1: Who we are and what we do</b> (Organisational information, structures, locations and contacts). This will be current information only.		
Who's who on the Council and its Committees	Website	Free
Contact details for the Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Accessibility details	Website	Free
Staffing structure	Website	Free
<b>Class 2: What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.		
Annual Governance and Accountability Return and report by external auditor	Website Noticeboards	Free
Finalised budget and Precept	Website	Free
Borrowing approval letter	N/A	
Financial Regulations	Website	Free
Grants given and received	Website Council minutes	Free
Community Infrastructure Levy (annual report)	Website	Free
List of current contracts awarded and value of contract (if any)	Website	Free
Member's allowances and expenses	Website Council minutes	Free

<b>Class 3: What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan (made 2021)	Website	Free
Report to Annual Parish Assembly (current and previous year as a minimum)	Website Annual Parish Assembly minutes	Free
Quality status	N/A	
<b>Class 4: How we make decisions</b> (Current and previous year as a minimum)		
Timetable of meetings (Council and Committee meetings and Parish Meetings)	Website	Free
Agendas of meetings (as above)	Website Noticeboards Hard copy – contact the Clerk	Free
Minutes of meetings (as above). (N.B. this will exclude information that is regarded as private to the meeting).	Website	Free
Reports presented at Council meetings (N.B this will exclude information that is regarded as private to the meeting)	Website Hard copy – contact the Clerk	Free
Responses to consultation papers	Website Council minutes	Free
Responses to planning applications	Website (see Planning Committee minutes)	Free
Bye-laws	Hard copy – contact the Clerk	Free
<b>Class 5: Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities).		
Policies and procedures for the conduct of Parish Council business <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements where available</li> </ul>	Website Hard copy – contact the Clerk	Free

Policies and procedures for the provision of services Policies and procedures for handling requests for information Complaints procedure	Website	Free
Policies about the employment of staff	Hard copy – contact the Clerk	Free
Data Protection Policy	Website	Free
<b>Class 6: Lists and registers</b> (Currently maintained lists and registers only)		
Asset Register	Website	Free
Register of Members' Interests	Website Chichester District Council website	Free
Register of gifts and hospitality	Hard copy – contact the Clerk	Free
<b>Class 7: The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Recreational facilities, seating, memorials, street lighting, bus shelters	Hard copy – contact the Clerk	Free
Burial ground	Westbourne and Southbourne Joint Burial Committee. Email: <a href="mailto:jbcmanager@southbourne-gov.uk">jbcmanager@southbourne-gov.uk</a>	Free
A summary of services for which the Council is entitled to recover a fee, together with those fees	Hard copy – contact the Clerk	Free
<b>Additional information</b> (This will provide the Parish Council with the opportunity to publish information that is not itemised in the lists above)		
Updates on Parish Council activities and initiatives	Website Noticeboards Facebook Parish Council newsletter Westbourne Magazine	Free

**Contact details:**

Clerk to the Council  
Westbourne Parish Council  
PO Box 143, Emsworth, PO10 7DX  
Email: [clerk@westbourne-pc.gov.uk](mailto:clerk@westbourne-pc.gov.uk)  
Tel: 07775654483



What must I do?

1. **MUST:** On receipt of a subject access request, you must forward it immediately to the Clerk.
2. **MUST:** We must correctly identify whether a request has been made under the Data Protection legislation.
3. **MUST:** A member of staff, and as appropriate, councillor, who receives a request to location and supply personal data relating to a subject access request must make a full exhaustive **search** of the records to which they have access.
4. **MUST:** All the personal data that has been requested must be provided unless an exemption can be applied.
5. **MUST:** We must respond within one calendar month after accepting the request as valid.
6. **MUST:** Subject access requests must be undertaken **free of charge** to the requestor unless the legislation permits reasonable fees to be charged.
7. **MUST:** Councillors and managers must ensure that the staff they manage are **aware** of and follow this guidance.
8. **MUST:** Where a requestor is not satisfied with a response to a subject access request, the council must manage this as a complaint.

How must I do it?

1. Notify the Clerk upon the receipt of a request.
2. The Council must ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the Council relating to the data subject. You should clarify with the requestor what personal data they need. They must supply their address and valid evidence to prove their identity. The Council accepts the following forms of identification (\* These documents must be dated in the past 12 months, + these documents must be dated in the past three months).
  - Current UK/EEA passport
  - UK Photocard Driving Licence (full or provisional)
  - Firearms Certificate / Shotgun Certificate
  - EEA National Identity Card

- Full UK Paper Driving Licence
- State Benefits Entitlement Document\*
- State Pension Entitlement Document\*
- HMRC Tax Credit Document\*
- Local Authority Benefit Document\*
- State/Local Authority Educational Grant Document\*
- HMRC Tax Notification Document
- Disabled Driver's Pass
- Financial Statement issued by bank, building society or credit card company+
- Judiciary Document such as a Notice of Hearing, Summons or Court Order
- Utility bill for supply of gas, electric, water or telephone landline+
- Most recent Mortgage Statement
- Most recent Council Tax Bill/Demand or Statement
- Tenancy Agreement
- Building Society Passbook which shows a transaction in the last 3 months and your address.

3. Depending on the degree to which personal data is organised and structured, you will need to search emails (including archived emails and those that have been deleted but are still recoverable), Word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks, CDs), tape recordings, paper records in relevant filing systems etc. which your area is responsible for or owns. Appendix 7 – Subject access policy and template response letters
4. You must not withhold personal data because you believe it will be misunderstood; instead, you should provide an explanation with the personal data. You must provide the personal data in an “intelligible form”, which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. You may be able to agree with the requester that they will view the personal data on screen or inspect files on the Council’s premises. You must redact any exempt personal data from the released documents and explain why that personal data is being withheld.
5. Make this clear on forms and on the council website
6. You should do this through the use of induction, my performance and training, as well as through establishing and maintaining appropriate day to day working practices.
7. A database is maintained allowing the council to report on the volume of requests and compliance against the statutory timescale.
8. When responding to a complaint, the Council must advise the requestor that they may complain to the Information Commissioners Office (“ICO”) if they remain unhappy with the outcome

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2026

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>								
1076 Precept		141,473	141,473	0			100.0%	
1080 Bank Interest		1,791	0	(1,791)			0.0%	
1090 Misc Income		2,681	0	(2,681)			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		<b>182,885</b>	<b>142,173</b>	<b>(40,712)</b>			<b>128.6%</b>	<b>32,773</b>
<b>Net Receipts</b>		<b>182,885</b>	<b>142,173</b>	<b>(40,712)</b>				
6001	less Transfer to EMR		32,773	0	(32,773)			
<b>Movement to/(from) Gen Reserve</b>		<b>150,112</b>	<b>142,173</b>	<b>(7,939)</b>				
<b><u>110 General Admin &amp; Disbursements</u></b>								
4000 Clerk's Salary - Gross		22,330	27,000	4,670	4,670		82.7%	
4010 Employer National Insurance		2,494	4,000	1,506	1,506		62.4%	
4030 Employers Pension		4,100	5,500	1,400	1,400		74.5%	
4060 Travelling (Clerk)		104	75	(29)	(29)		138.8%	
4065 Home Used as Office		260	320	60	60		81.3%	
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		643	1,500	858	858		42.8%	
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		1,301	1,700	399	399		76.6%	
4125 Hall Hire /Zoom Meeting Expens		251	700	449	449		35.9%	22
4130 Stationery / Printing		205	250	45	45		82.1%	
4135 Postage / Po Box Address		372	370	(2)	(2)		100.4%	
4140 Mobile Phone		161	240	79	79		67.2%	
4145 Payroll Services		480	500	20	20		96.0%	
General Admin & Disbursements :- Indirect Payments		<b>37,093</b>	<b>46,540</b>	<b>9,447</b>	<b>0</b>	<b>9,447</b>	<b>79.7%</b>	<b>22</b>
<b>Net Payments</b>		<b>(37,093)</b>	<b>(46,540)</b>	<b>(9,447)</b>				
6000	plus Transfer from EMR		22	0	(22)			
<b>Movement to/(from) Gen Reserve</b>		<b>(37,071)</b>	<b>(46,540)</b>	<b>(9,469)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2026

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>120 Running Costs</b>								
4200 Westbourne Cemetery		12,348	12,348	0		0	100.0%	
4205 Ground Maintenance - Monks Hil		6,416	10,000	3,584		3,584	64.2%	
4210 Closed Churchyard Maintenance		0	1,000	1,000		1,000	0.0%	
4215 Ground Maintenance - Mill Road		10,859	10,000	(859)		(859)	108.6%	
4220 Playground Defib Inspections		2,010	2,500	490		490	80.4%	
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		<b>33,839</b>	<b>38,548</b>	<b>4,709</b>	<b>0</b>	<b>4,709</b>	<b>87.8%</b>	<b>0</b>
Net Payments		<b>(33,839)</b>	<b>(38,548)</b>	<b>(4,709)</b>				
<b>130 Subscriptions, S137 / S147</b>								
4300 Membership WSALC / NALC		843	800	(43)		(43)	105.4%	
4310 Clerk's Membership SLCC		404	240	(164)		(164)	168.1%	
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		<b>10,897</b>	<b>15,185</b>	<b>4,288</b>	<b>0</b>	<b>4,288</b>	<b>71.8%</b>	<b>0</b>
Net Payments		<b>(10,897)</b>	<b>(15,185)</b>	<b>(4,288)</b>				
<b>140 Capital Schemes</b>								
4400 Play Equipment - Monks Hill		0	4,000	4,000		4,000	0.0%	
4405 Play Equipment - Mill Road		0	4,000	4,000		4,000	0.0%	
4410 Churchyard Wall		0	500	500		500	0.0%	
4425 Office Equipment		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		<b>2,663</b>	<b>9,800</b>	<b>7,137</b>	<b>0</b>	<b>7,137</b>	<b>27.2%</b>	<b>981</b>
Net Payments		<b>(2,663)</b>	<b>(9,800)</b>	<b>(7,137)</b>				
6000 plus Transfer from EMR		981	0	(981)				
Movement to/(from) Gen Reserve		<b>(1,682)</b>	<b>(9,800)</b>	<b>(8,118)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2026

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Services</u>							
4500 Street Light Energy	274	600	327		327	45.6%	
4505 Waste Bins & Emptying	392	2,000	1,608		1,608	19.6%	
Services :- Indirect Payments	<b>666</b>	<b>2,600</b>	<b>1,934</b>	<b>0</b>	<b>1,934</b>	<b>25.6%</b>	<b>0</b>
Net Payments	<b>(666)</b>	<b>(2,600)</b>	<b>(1,934)</b>				
<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	<b>2,102</b>	<b>4,500</b>	<b>2,398</b>	<b>0</b>	<b>2,398</b>	<b>46.7%</b>	<b>13</b>
Net Payments	<b>(2,102)</b>	<b>(4,500)</b>	<b>(2,398)</b>				
6000 plus Transfer from EMR	13	0	(13)				
<b>Movement to/(from) Gen Reserve</b>	<b>(2,089)</b>	<b>(4,500)</b>	<b>(2,411)</b>				
<u>170 Contingency Fund</u>							
4715 IT Support	134	0	(134)		(134)	0.0%	96
4720 Increase general reserve	17,835	25,000	7,165		7,165	71.3%	4,808
Contingency Fund :- Indirect Payments	<b>17,969</b>	<b>25,000</b>	<b>7,031</b>	<b>0</b>	<b>7,031</b>	<b>71.9%</b>	<b>4,904</b>
Net Payments	<b>(17,969)</b>	<b>(25,000)</b>	<b>(7,031)</b>				
6000 plus Transfer from EMR	4,904	0	(4,904)				
<b>Movement to/(from) Gen Reserve</b>	<b>(13,064)</b>	<b>(25,000)</b>	<b>(11,936)</b>				
<u>999 VAT Data</u>							
515 VAT on Payments	1,646	0	(1,646)		(1,646)	0.0%	
VAT Data :- Indirect Payments	<b>1,646</b>	<b>0</b>	<b>(1,646)</b>	<b>0</b>	<b>(1,646)</b>		<b>0</b>
Net Payments	<b>(1,646)</b>	<b>0</b>	<b>1,646</b>				
Grand Totals:- Receipts	<b>182,885</b>	<b>142,173</b>	<b>(40,712)</b>				<b>128.6%</b>
Payments	<b>106,873</b>	<b>142,173</b>	<b>35,300</b>	<b>0</b>	<b>35,300</b>	<b>75.2%</b>	
<b>Net Receipts over Payments</b>	<b>76,012</b>	<b>0</b>	<b>(76,012)</b>				
plus Transfer from EMR	<b>5,920</b>	<b>0</b>	<b>(5,920)</b>				
less Transfer to EMR	<b>32,773</b>	<b>0</b>	<b>(32,773)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>49,159</b>	<b>0</b>	<b>(49,159)</b>				

**Westbourne Parish Council, 12 February 2026**

**Agenda item : Payments for approval**

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

<b>Payments for approval</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
DD	O2 mobile phone Feb 26	19.34	16.12	3.22
BACS	Confidential payments Feb 26	1,849.24	1,849.24	0.00
BACS	WSCC LGPS Jan 25	543.55	543.55	0.00
	Microshade cloud storage and email			
BACS	accounts Feb 26	147.34	122.78	24.56
BACS	MS 365 Feb 26	9.72	8.10	1.62
BACS	Lloyds bank service charge Feb 26	4.25	4.25	0.00
	GM Support playground inspections Feb			
BACS	26	200.00	200.00	0.00
	Longmeadows play bark spreading			
BACS	Monk's Hill	500.00	500.00	0.00
	L Mortimer reimbursement flower			
BACS	troughs in The Square plants	23.98	20.00	3.98
	J Brotherton & Partners, surveyor			
BACS	Allotment Association lease	240.00	240.00	0.00
BACS	K Pegley planning training 23 Feb	48.00	40.00	8.00
	Kompan playground inspections Monk's			
BACS	Hill Jan 25	167.26	139.39	27.87
	C Kennett reimbursement key cutting			
BACS	storage building			
		<b>3,752.68</b>	<b>3,683.43</b>	<b>69.25</b>
<b>Payments for retrospective approval</b>				
BACS	Churchers Solicitors	1,800.00	1,800.00	0.00
	The Meeting Place, WNPSG room			
BACS	booking 26/03/26	22.00	22.00	
BACS	Key safe for storage building	24.99	20.83	4.16
BACS				
		<b>1,846.99</b>	<b>1,842.83</b>	<b>4.16</b>

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**Westbourne Parish Council, 12 February 2026**

**Agenda item 147: Correspondence list**

- Hedgerow gap left by developers on Monk's Hill – could the Council apply for free saplings?
- CDC has written to the homeowner that has created an unauthorised access from their property to Hitchcock Close playground to ask them to remove it.
- WCT has completed its tree planting at Hitchcock Close playground.
- Whitechimney Row traffic regulation order to reduce speed limit to 20mph has been approved and is awaiting implementation.
- Save the date: WSALC Chairs Forum, 24 February at 7pm on Zoom.
- CDC Code of Conduct training on 10, 19, 23 and 25 March at East Pallant House.
- Presentation slides from the All Parishes meeting held on 2 February.