

Westbourne Parish Council, 12 March 2026

Item 160: 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

- Received final version of Allotment Association lease for the Council's comment.
- Liaised with the solicitor regarding the purchase of Hitchcock Close playground (ID check, signing forms, payment of fees, working in agreement).
- Sent invitations for the Annual Parish Assembly on 23 April, confirmed the guest speaker from Chichester Harbour Conservancy, put up posters, written agenda.
- 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.
- Organised the HR Committee to discuss the recruitment of an assistant clerk, written job descriptions, person spec and job advert. Written my appraisal for consideration.
- Liaised with The Meeting Place about their grant application.
- Reported broken litter bins at Hitchcock Close to CDC. New ones no longer provided by CDC.
- Liaised with Longmeadows about the fence at Hitchcock Close and the drainage stones at the pump track.
- Written the spring newsletter and booked in with the designer, printer and distributor.
- Contacted tree surveyor about the tree survey which is due at Hitchcock Close, Allotments, Monk's Hill and the closed churchyard.
- Organised a meeting with Dave Chapman to discuss next steps with the Neighbourhood Plan.
- Contacted three companies for insurance renewal quote.

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.

Gale Tree Consultancy

Tel: 01798 875731 | Email: office@galetreeconsultancy.co.uk | Web: galetreeconsultancy.co.uk
34 Carpenters Meadow, Pulborough, West Sussex RH20 2HQ

Clare Kennett
Clerk to Westbourne Parish Council
Westbourne Parish Council
PO Box 143
EMSWORTH
PO10 9DX

07775 654483
clerk@westbourne-pc.gov.uk

5th March 2026

Quote reference 8944 – Tree condition report required for the Westbourne Parish Council

Dear Claire

Further to your email, please find below details of the negative walk over survey required

1. Undertake a ground level inspection of the Common yew trees growing within the grounds of St John the Baptist Church in Westbourne

The trees will have their external features assessed in line with the Visual Tree Assessment (VTA) method described by Mattheck & Breloer (Body Language of Trees, Department of the Environment Research for Amenity Trees publication No. 4 1994)

The inspection process will take the form of negative recording¹ where only those trees that should the whole tree or its parts fail, and would subsequently go on to cause harm to persons or property, will be recorded – it does not include the recording of every tree on site

Does not include the use of invasive decay detection equipment or any form of climbed assessment; if these are necessary, they will be stated as such in the Comments column

The information supplied will be the tree number, tag number (see point 2 below), species (common name), physiological condition, comments, recommendations and priority – see point 3 overleaf

2. Those trees requiring further action will be tagged with an identification number – a round aluminium disc with sequential numbers

¹ National Tree Safety Group. (2024). *Common Sense Risk Management of Trees*. 2nd Edition. Available from: <https://ntsgroup.org.uk/publications/>

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3. Make recommendations with priorities for management

The following priority ratings will be used to define the period in which works need to be undertaken:

URGENT	Immediate attention required (will be reported verbally to the client/management on day of inspection)
HS1	Within 2 months of the reports date
HS2	Within 6 months of the reports date
HS3	Within 12 months of reports date
HS4	Before the next survey date
GM	Works recommended for general maintenance reasons or in the interests of good arboricultural management
N/A	Not applicable / no work recommended at this time

4. Produce a PDF report, including a site plan, detailing tree's location linked to their recommendations

Sub-total:	£400.00
Vat @ 20%	£ 80.00
Total:	£480.00

I hope that this fee quotation is acceptable and look forward to receiving your instructions shortly. If, in the meantime, you require any further information please do not hesitate to contact me.

Yours sincerely



Andrew Gale MICFor Dip Arb L6 (ABC) M.Arbor.A

 Institute of
Chartered Foresters
Registered Consultant

 Arboricultural
ASSOCIATION
Professional Member

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5th March 2026

Quote reference 8942 – Tree condition report required for the Westbourne Parish Council

Dear Claire

Further to your email, please find below details of the negative walk over survey required

1. Undertake a ground level inspection of the trees originally plotted within TCR/130/19 Tree Inventory and growing within the grounds of:
 - Mill Road allotments
 - Monks Hill recreation ground

All trees originally plotted will have their external features assessed in line with the Visual Tree Assessment (VTA) method described by Mattheck & Breloer (Body Language of Trees, Department of the Environment Research for Amenity Trees publication No. 4 1994)

The inspection process will take the form of negative recording¹ where only those trees that should the whole tree or its parts fail, and would subsequently go on to cause harm to persons or property, will be recorded – it does not include the recording of every tree on site

Where thick ivy/bramble and/or thick sucker growth impedes the visual assessment, a statement in the Comment column will be made to that effect and an appropriate recommendation made in the Action Required column

Does not include the use of invasive decay detection equipment or any form of climbed assessment; if these are necessary, they will be stated as such in the Comments column

The information supplied will be the tree number, tag number (see point 2 below), species (common name), physiological condition, comments, recommendations and priority – see point 3 overleaf

¹ National Tree Safety Group. (2024). *Common Sense Risk Management of Trees*. 2nd Edition. Available from: <https://ntsgroup.org.uk/publications/>

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2. Make recommendations with priorities for management

The following priority ratings will be used to define the period in which works need to be undertaken:

URGENT	Immediate attention required (will be reported verbally to the client/management on day of inspection)
HS1	Within 2 months of the reports date
HS2	Within 6 months of the reports date
HS3	Within 12 months of reports date
HS4	Before the next survey date
GM	Works recommended for general maintenance reasons or in the interests of good arboricultural management
N/A	Not applicable / no work recommended at this time

3. Produce a PDF report, including a site plan, detailing tree's location linked to their recommendations

Sub-total:	£550.00
Vat @ 20%	£110.00
Total:	£660.00

I hope that this fee quotation is acceptable and look forward to receiving your instructions shortly. If, in the meantime, you require any further information please do not hesitate to contact me.

Yours sincerely



Andrew Gale *MICFor Dip Arb L6 (ABC) M.Arbor.A*

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 Arboricultural
ASSOCIATION
Professional Member

See 'justifications' t

To help conserve the heat of the building when doors are open. To also enable us to have the front door open more, to be more visible to the public. 1 over each door.

Electrical installation. Swift Electrical quoted £1104. Sean Electrics £500
Replace one, and install a second n the toilets. x 2 items. Wayfair £119 out.

Fruugo £219. Roba £159 out.

Add 20 tea mugs to the collection. Ikea or Nisbets.

Replace the old white bowls with something more stackable. Rid of green bowls as too shallow to be very useful. Ikea or Nisbets.

Storage for Wrigglers toys and crafts. Purpose driven storage boxes

Bluetooth speakers to connect to in each room for background music.

Replace the foyer broken blue tub chairs and add a coffee table

6 total. 3 for main hall, one for hall, 2 for back.

2 kids sized £40, adult sizes x 4

We would like some plants.

Ask for a contribution of half - shown to the left - Fundraise for rest of the money, Arts, Music grants.

Will raise or internally fund any remaining balance

Westbourne Parish Council Grant Scheme Application Form

Please fill in all sections.

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

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

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

1. Your organisation	
Name of organisation and address	The Meeting Place Westbourne
Contact name	Jim Thomas
Position/role in organisation	Pioneer Minister
Contact address	The Meeting Place, North Street, Westbourne, West Sussex, PO10 8SP
Telephone number	07808165531
Email address	tmpwestbourne@gmail.com
2. Details of organisation	
Brief description of your organisation's activities/aims.	<p>We are an outwardly-focussed, unconventional Baptist Church who want to bless Westbourne and the surrounding area.</p> <p>Our motto has been "Create : Connect : Care : Celebrate". These four 'Cs' encapsulate what we are working to achieve with the villagers of Westbourne and beyond. We operate a community focussed venue for celebrations, charitable activities and local small businesses. We promote environmental sustainability, the arts and creativity and build connections between families, children and young people.</p> <p>Our halls are available for use and hire by our community. We host: dance groups, yoga, toddler groups, theatre groups, Parish Council meetings, WI book club, The Westbourne History Society,</p>

	Greening Westbourne meetings and more recently our own creative workshops and film nights.
Does your organisation have members and, if so, how many?	Our only members are the Trustees as our charity model dictates.
Are meeting and events open to members of the public?	All events run by TMP are open to the public and never exclusive to other faith groups. We welcome all backgrounds and 66% of groups run by us are solely for the health and community benefit of Westbourne I.e 'Wrigglers' toddler groups and the 'Walking Group'.
What percentage of the members/people who attend your events are from the village of Westbourne?	92% of our events are attended, almost entirely, by the Westbourne public. And of the remaining events where there is a wider demographic of people, there are still Westbourne locals.
Is your organisation run by a committee?	Yes, elected Trustees, registered with the Charity Commission.
Is your organisation a registered charity?	Yes, 1192915
3. Purpose of organisation	
Please describe how the local community benefits from your organisation.	<p>Our halls are utilised every single day by external hirers for interest groups, celebrations, committees, hobbies and lectures. We are particularly in demand since the unfortunate nearby hall fire. Our small, cosy, and accessible halls are ideal for the above and we particularly see freelancers, individuals, busy parents and small organisations (often with lower income) being able to afford our hire prices.</p> <p>As The Meeting Place, we personally host: toddler groups linking parents to internal and external support and connections they and the little ones need to thrive. This has been going on for 33 years.</p> <p>Our walking groups are particularly essential for some of the members of Westbourne with dementia, as the fresh air, exercise, regularity and the personal connections made help to keep them active, healthy and slow down the onset of dementia.</p> <p>Our film nights and creative workshops are alternative ways to engage with faith in a way that is comfortable for explorers, encouraging</p>

	<p>expressivity, offers personal support and lighthearted, real-life connections around a hobby or interest.</p> <p>Other benefits for the community is that we are wheelchair accessible, have excellent heating, often include toys and toddler equipment for free, and are a bright, welcoming space. We recently took on a person who is a community connector; specifically there to support the toddler groups and parents in the community.</p>
4. About the project	
Please provide details of the proposed activity, event, equipment or project for which you are applying for a grant.	Please see the attached breakdown.
In what way will the local community benefit?	Please see the attached breakdown.
What is the total cost?	Please see the attached breakdown.
How much is the grant application for?	£4000.00
How will the rest of the cost be financed?	We are exploring internal and external funding models.
Have you received or applied for funding from any other source?	<p>We are applying to an arts and music grant and will be holding an internal fundraising campaign to raise the remaining balance for the Live Music System.</p> <p>We are applying to further building grants for flooring and to redecorate the back room, double glazing, and other building-relevant items such as a more efficient heating system.</p> <p>However, at this time, no other sources have been secured for the items on the list given to you.</p>
If you have received a grant from Westbourne Parish Council in the last three years, please provide details.	We believe we may have received support in the past. Unsure of the last time we received financial support.
Will the project still be able to go ahead without	For the larger items on the list we will need to do our own internal and external fundraising and grant applications, as mentioned above, in order to afford

financial support from the Parish Council?	these without the help from the Parish Council. For smaller items, we hope to be able to afford them in time.
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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 THE MEETING PLACE, WESTBOURNE I accept the conditions in Westbourne Parish Council's Community Chest Grant Policy.

Signed: JIM THOMAS

Date: 05/02/2026

Position in organisation: MINISTER

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

Signed: Date:

.....

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

Date of meeting at which the application was discussed:

.....

Grant agreed/refused

Amount:

Chairman:

Mrs Clare Kennett

Westbourne Parish Council

Oysters, 25 Tower Street
Emsworth
Hampshire
PO10 7BH

15 February 2026

Quote Reference: LC1S4-VYUT-JPHY

Dear Mrs Kennett,

LOCAL COUNCIL RENEWAL INVITE

Further to recent communications, we are pleased to confirm that your Local Councils Insurance policy is now provided via Ecclesiastical Insurance Office plc, please find your renewal invite enclosed. It is important that you review all the documentation, ensuring the information is correct and cover meets your requirements. If any of the information is incorrect, or you would like to make a change to your cover level(s) please contact our team.

Policy Type:	Local Councils
Insurer:	Ecclesiastical Insurance Office plc
Renewal Date:	01 April 2026
Premium:	£2,559.10 including Insurance Premium Tax (IPT) at the current rate
Arrangement Fee:	£55.00 non-refundable in the event of cancellation
TOTAL PREMIUM	£2,614.10

Please note the premium quoted is based on the information you have provided, should any information change or be incorrect the premium may be subject to change.

IMPORTANT DOCUMENTS: Please read the following documents carefully.

- **Policy Schedule:** This is an outline of the cover provided under the policy including cover levels, and relevant sums insured, excesses and exclusions.
- **Statement of Fact:** This is an outline of the information you have provided to Clear Councils and the insurer.
- **Your Risk Presentation Details:** This outlines the questions and answers provided by you to Clear Councils in relation to your previous policy.
- **Summary of Cover:** This provides a summary of the risk information held and levels of cover provided.
- **Policy Wording:** This sets out the cover provided and the terms, conditions and exclusions which apply.
- **Clear Councils Cyber Policy Information:** A summary of an additional Cyber Insurance policy Clear Councils can arrange for you.
- **Terms of Business:** Clear Councils' Terms and Conditions, which explain how we will manage your policy.
- **Premium Finance Information:** This provides important information regarding Premium Finance arrangements with Premium Credit Limited (PCL).

Renewal details for any other insurance policies arranged through Clear Insurance Management Ltd (CIM) alongside your Local Councils Insurance will be issued under a separate communication.

Policy Documents

Your documents will be emailed, however if you would prefer to receive a copy by post, please let a member of our team know.

Please note if you receive your documents by post, a Policy Wording will be posted to you in the first policy year, and only in subsequent years if the version previously provided is no longer valid.

Is This Policy Suitable for You?

This policy is designed for Local Town and Parish Councils domiciled in the UK who require insurance cover:

- as an employer against damages and legal costs made against them by employees for injury or disease arising out of their employment
- for claims made against them by third parties for injury, disease or damage to property during the policy term

- for claims made against them by third parties for injury, disease or damage to property caused by or in connection with products sold during the policy term.
- require cover against theft of the council's own money, securities or property by an employee, partner, contractor or volunteer.
- require cover for money which is lost or stolen.
- requires cover against the cost of compensation claims made against your business's directors and key managers (officers) for alleged wrongful acts.
- Requires cover against libel and slander for certain events.
- require assistance with legal expenses incurred for certain events. (This element of cover is optional and can be removed if not required.)

We do not give advice or make a personal recommendation in relation to this policy regarding its suitability for your needs. It's important that you review the cover levels and sums insured and read and understand all documentation and policy terms to ensure it meets your requirements.

It is important that you check the levels of cover and sums insured noted on the enclosed documents are correct and reflective of current valuations, and that you are not under insured. Please check the statements and answers that are shown on these documents and let us know if anything is incorrect, as any inaccuracies or omissions may invalidate your cover. Should any alterations be required then please contact our Local Councils Team on 0330 013 0036.

What is Underinsurance?

This refers to inadequate insurance coverage which could leave you unable to claim for your full loss, and making you susceptible to the average rule, reducing your claim further. We recommend you obtain professional valuations for the reinstatement of your Buildings, every three years, to ensure your sum insured is set at the right level, avoiding the potentially damaging effects of underinsurance.

Index Linking

Certain Sums Insured on this policy are Index Linked, which means they will be adjusted annually according to recognised UK price indices. These indices measure the effect of inflation on such things as the price of raw materials and goods and the cost of labour. Each year, the relevant sums insured are automatically uplifted by your insurers. The revised values will be shown on your policy schedule at each renewal and the appropriate revised proportional premiums are charged accordingly. If your policy is subject to a Long-Term Agreement (see below), index linking will continue to be applied annually, and your premiums will therefore fluctuate proportionally, according to the revised values noted in your renewal invitation schedules. These rates fluctuate monthly, according to the most recent recommendations from the selected indices. Typically, different index linked rates may be applied to Buildings, Contents, Machinery, Plant and Equipment. These annual fluctuations are designed to help your sums insured to keep pace with the effects of inflation, however, you remain responsible for ensuring that your declared values and sums insured represent the correct replacement and/or reinstatement values of the items insured, at all times. Further information and explanation on this subject is available on request from Clear Councils.

Market Selection

We have approached a Single Insurer. You should also be aware that in sourcing and placing business with Ecclesiastical Insurance Office plc that we have acted as agent of the insurer. We act as your agent in the event of a claim

Important Changes to Your Policy

Please note the Policy Wording includes several additional and new conditions which apply to your policy. These conditions can be found on pages 16 to 18 of the Policy Wording.

These include but are not limited to the below:

- Alarm Condition
- Minimum Security Condition
- Unoccupancy Condition

It is important to review these fully understand the additional conditions which apply to your policy.

- Motor No Claims Bonus protection is no longer available under this product.
- Cover for Data Breach Recovery is no longer available. We are, however, able to provide a separate Cyber quotation.
- Legal Expenses was previously included as a mandatory extension with Aviva Insurance. It is now included as an optional benefit under your Local Councils policy with Ecclesiastical Insurance Office plc and this element of cover can be removed if not required.

This element of cover provides legal costs to defend claims made against the business from various areas such as Contract Disputes, Employment Disputes, Tax Investigation, Landlord/Tenant Disputes and Statutory Licence Protection.

The cost of this element of cover within your Local Councils policy is £160.62.

Significant Endorsements, Exclusions, Limitations, Warranties and Subjectivities

Please refer to the enclosed Policy Schedule, Policy Summary and Policy Wording which outline all conditions and exclusions applicable to your policy.

All key and significant endorsements specifically applicable to the Council, these can be found listed below:

- [CCLI01] - Skateboard/BMX Parks
- [CCPD01] - Amendment to Contents definition
- [CCPD02] - Tenant's improvements definition

It is important that you read and understand the endorsements, exclusions, limitations and other conditions and warranties that apply both on the Policy Schedule and within the Policy Wording. Please contact the Clear Councils Team if you require any further explanation or assistance.

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The **Policy Wording** will include conditions that you must meet so cover applies if a claim is made. The insurer can refuse to pay out if all the policy's conditions are not met.

The policy may also include warranties. A **warranty** is a condition you must comply with precisely; if a warranty is not fulfilled, the insurer can suspend cover or cancel it.

Your insurer can refuse to pay out if you don't meet all its conditions. The proposal from the insurer can contain conditions called subjectivities. A **subjectivity** is something the insurer will want you to carry out within a standard timescale. For example, you could be asked to fill in a proposal form, provide details of your claims history, or undertake risk improvement measures.

Excesses

All excesses are detailed in your Policy Schedule, please ensure you familiarise yourself with these.

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The insurer may also add an excess or exclusions. An **excess** is the amount paid, or the insurer holds back in the event of a claim (excess details are noted below). An **exclusion** is a clause in the policy that states which risks the insurance won't cover.

Duty of Fair Presentation

It is your responsibility to provide a fair presentation of the insurance risk by carrying out a reasonable search for information, including obtaining information from senior managers or other parties within your organisation or anybody who your business outsources any tasks to.

You must disclose every material circumstance which you know or ought to know or failing that disclose sufficient information to put your insurer on notice that it needs to make further enquiries. You must ensure that any information you provide is correct to the best of your knowledge and representations that you make in expectation or belief must be made in good faith.

To ensure that your business is adequately covered, you have an ongoing responsibility to share all material circumstances about your business are accurate and in good faith. Details about your business, its activities and how it is managed must be reported to your insurers. This means you must disclose:

- All known material circumstances which may influence your insurer's assessment of the risk, for example:
 - Changes to your address, premises, or security
 - Contractual obligations to customers and suppliers
 - Changes to processes or your customer base
 - New products and services
 - Importing/Exporting to or from foreign markets
 - Opening offices or employing staff overseas
 - Past Convictions, County Court Judgements, Bankruptcies, or company/ individual voluntary arrangements
 - Been the subject of recovery action by HM revenue and customs
 - Been prosecuted, served prohibition, or served an important order or notice under health and safety legislation or environmental protection legislation
 - Been disqualified from being a company director
- The knowledge of your senior management team, as well as directors, middle management and staff who may have knowledge of information material to the nature of your business now or any changes which might affect the profile of your risk in the future.
- You are obliged to undertake a reasonable search of any information relating to your business held by external parties employed to advise the business, such as consultants, managing agents, accountants, solicitors, or risk managers.

Remuneration

We will charge a policy administration fee in respect of this policy (details of which can be found in the 'Premium Breakdown' section of this Information Pack). In addition, the insurer will pay us commission, which is a percentage of the total premium you pay.

For this policy, we undertake additional work on behalf of the insurer for which we receive additional income paid by the insurer.

If you make any changes to your policy after the inception or renewal date, we will charge a £25.00 Administration Fee in addition to any premium decrease/increase applied by your insurer.

Cancellation Rights

You have the right to cancel this insurance after the inception or renewal date, as described in the Insurance Product Information Document (IPID) or in your Policy Wording.

Claims

Insurers require you to notify details of claims or circumstances that may give rise to a claim against you. This Condition sets out the insurer's requirements for notifying claims and the procedures to be adopted and complied with. For example, you must not admit liability or prejudice the insurer's position and if you do, insurers could repudiate claims.

Additional Benefits

Local Council Awards Scheme (LCAS)

If you hold a Foundation, Quality or Gold Quality Award, you are entitled to a premium discount, in addition to any discounts already applied to this quotation. Simply contact the Local Councils Insurance Team on the contact number noted below, confirming your LCAS status, for us to provide an amended quotation.

Secure Your Council Insurance Renewal for 3 Years and Reduce your Premium

You have the option to reduce your premium for the next three years, by agreeing to a Fixed Rate Agreement (FRA) with Ecclesiastical Insurance Office plc, subject to meeting the terms and conditions of the agreement (enclosed). Doing so gives you the benefit of ensuring that your policy will renew based on the same underlying rates as those used for the first year's quotation and is relevant to your Property, Business Interruption and Money sections of cover only. Please be aware that premiums are adjusted proportionally, according to any revised sums insured you declare to us, for example, during the policy period, or in advance of a renewal.

Premiums are also adjusted proportionally, according to fluctuations in the value of annual index linking applied at each renewal by your insurers (as explained above). Your insurers reserve the right to adjust the underlying rates and terms, where there have been claims made during the period preceding a renewal, as detailed in the agreement. Any changes to the rate of Insurance Premium Tax, in accordance with HMRC instructions, will also apply at each renewal. Should you choose to enter the Fixed Rate Agreement, you are making a commitment to maintain this insurance policy until the point of renewal in three years' time. This FRA relates solely to the abovementioned sections of this product and cannot be transferred to another policy or insurer. **Please contact the Clear Councils Insurance Team for a reduced premium option.**

Other Insurance Products

Clear Cyber for Councils

Working with Talbot Underwriting Ltd we can arrange additional cover which will help you in the event of a cyber-attack, and any liabilities that arise due to a breach of privacy legislation (GDPR).

The policy provides:

- Limit of Indemnity: £250,000
- E-Theft Extension (Social Engineering/Funds Transfer): £25,000
- 10 free device licences for award-winning endpoint protection **AVAST Antivirus Pro Plus** and cloud data backups (RRP £400 per annum) which satisfies policy conditions.

The policy also offers a range of benefits which are exclusive to the Clear Cyber for Councils policy, including:

- Free EOS Data Breach alert and monitoring service
- Small councils can work in partnership and have a joint policy with up to 3 other councils, enabling you to split the cost and share the 10 free AVAST Antivirus Pro Plus device licences
- Free 1 hour Cyber/GDPR consultation with a Compliance specialist who has experience as a councillor, to offer information and guidance. Further consultancy is available at an extra cost.

Please find further details enclosed.

What To Do Next

Please read through the enclosed documents carefully, ensuring the cover details accurately reflect your requirements.

If you would like to go ahead and renew cover, please contact us by phone or email. It is essential that we receive instructions to proceed with cover and payment prior to the renewal date.

Paying for Your Policy

Credit/Debit Card:	Please access our online Self Service Portal* or call us on 0330 013 0036 and have your card details ready. * Please refer to our recent email communications detailing the registration and access process. If you need any assistance getting started, please email, or call the team and we will be happy to help.
BACS/Automatic Transfer:	Account Name: Clear Insurance Management Ltd Account No.: 65304586 Sort Code: 60-15-03 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to Clear Insurance Management Ltd and send to, Clear Insurance Management Ltd, 7/8 Tolherst Court, Turkey Mill, Ashford Road, Maidstone, Kent ME14 5SF, quoting your quote reference (see above) on the reverse.

Premium Finance

You may be able to spread the cost of your insurance premium across regular monthly instalments; if you choose this method a Premium Finance Loan Application will be sent to you for completion. Please note Clear Insurance Management is a credit broker and not a lender, we will not provide you with any advice regarding finance and will only approach Premium Finance Limited (PCL). Clear Insurance Management is remunerated for arranging credit. Please refer to the enclosed Premium Finance Information Sheet for further information.

Finance Provider	Premium Finance Limited (PCL)
Loan Amount	£2,614.10
Interest Amount (7.95%)	£207.82
10 Monthly Instalments of	£282.19
Total Payable	£2,821.92
APR	20.77%
Instalment Term	10 Months
Policy Term	12 Months

The policy term is 2 months longer than the instalment plan. Financing the premium at £2,821.92 means the overall cost will be more expensive than making a single payment of £2,614.10, the additional cost amounts to £2,821.92 minus £2,614.10.

Please refer to the enclosed **Premium Finance Information Sheet** for further information.

We look forward to receiving your instructions, however, should you have any queries in relation to the quotation please contact us.

Yours sincerely,

Clear Councils Team
Email: councils@thecleargroup.com
Telephone: 0330 013 0036
Website: www.clearcouncils.co.uk

Detailed Receipts & Payments by Budget Heading 28/02/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1076 Precept	141,473	141,473	0			100.0%	
1080 Bank Interest	1,835	0	(1,835)			0.0%	
1090 Misc Income	2,683	0	(2,683)			0.0%	
1110 Access licence - Sydenham Terr	200	200	0			100.0%	
1120 Rent - Allotment Association	0	500	500			0.0%	
1130 CIL Received	36,740	0	(36,740)			0.0%	32,773
Income :- Receipts	182,931	142,173	(40,758)			128.7%	32,773
Net Receipts	182,931	142,173	(40,758)				
6001 less Transfer to EMR	32,773	0	(32,773)				
Movement to/(from) Gen Reserve	150,158	142,173	(7,985)				
<u>110</u> <u>General Admin & Disbursements</u>							
4000 Clerk's Salary - Gross	24,285	27,000	2,715		2,715	89.9%	
4010 Employer National Insurance	2,494	4,000	1,506		1,506	62.4%	
4030 Employers Pension	4,512	5,500	988		988	82.0%	
4060 Travelling (Clerk)	104	75	(29)		(29)	138.8%	
4065 Home Used as Office	286	320	34		34	89.4%	
4070 Chairman's Expenses	160	200	40		40	80.1%	
4075 Councillor's Expenses	41	200	159		159	20.3%	
4080 Courses & Publications	320	500	180		180	64.0%	
4085 External Audit	630	450	(180)		(180)	140.0%	
4090 Internal Audit	353	500	147		147	70.6%	
4095 Legal Advice & Professional	847	1,500	653		653	56.5%	
4105 Information Commissioner Office	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	1,462	1,700	238		238	86.0%	
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	178	240	62		62	74.2%	
4145 Payroll Services	480	500	20		20	96.0%	
General Admin & Disbursements :- Indirect Payments	39,913	46,540	6,627	0	6,627	85.8%	22
Net Payments	(39,913)	(46,540)	(6,627)				
6000 plus Transfer from EMR	22	0	(22)				
Movement to/(from) Gen Reserve	(39,891)	(46,540)	(6,649)				

Detailed Receipts & Payments by Budget Heading 28/02/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Running Costs							
4200 Westbourne Cemetery	12,348	12,348	0		0	100.0%	
4205 Ground Maintenance - Monks Hil	7,086	10,000	2,914		2,914	70.9%	
4210 Closed Churchyard Maintenance	0	1,000	1,000		1,000	0.0%	
4215 Ground Maintenance - Mill Road	15,876	10,000	(5,876)		(5,876)	158.8%	5,000
4220 Playground Defib Inspections	2,280	2,500	220		220	91.2%	
4225 Playground Inspections	692	1,000	308		308	69.2%	
4230 Street Light Maintenance	1,600	1,600	0		0	100.0%	
4705 Plant /Soil Flower Troughs	74	100	26		26	74.1%	
Running Costs :- Indirect Payments	39,957	38,548	(1,409)	0	(1,409)	103.7%	5,000
Net Payments	(39,957)	(38,548)	1,409				
6000 plus Transfer from EMR	5,000	0	(5,000)				
Movement to/(from) Gen Reserve	(34,957)	(38,548)	(3,591)				
130 Subscriptions, S137 / S147							
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	10,897	15,185	4,288	0	4,288	71.8%	0
Net Payments	(10,897)	(15,185)	(4,288)				
140 Capital Schemes							
4400 Play Equipment - Monks Hill	0	4,000	4,000		4,000	0.0%	
4405 Play Equipment - Mill Road	0	4,000	4,000		4,000	0.0%	
4410 Churchyard Wall	0	500	500		500	0.0%	
4425 Office Equipment	413	100	(313)		(313)	413.3%	
4430 Tree Survey/Surgery	90	0	(90)		(90)	0.0%	
4435 Speed Indictor Devices/CSW	1,073	0	(1,073)		(1,073)	0.0%	981
4440 Defibrillators	87	200	113		113	43.4%	
4455 Community Bus Service	1,000	1,000	0		0	100.0%	
Capital Schemes :- Indirect Payments	2,663	9,800	7,137	0	7,137	27.2%	981
Net Payments	(2,663)	(9,800)	(7,137)				
6000 plus Transfer from EMR	981	0	(981)				

Detailed Receipts & Payments by Budget Heading 28/02/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(1,682)	(9,800)	(8,118)				
<u>150 Services</u>							
4500 Street Light Energy	274	600	327		327	45.6%	
4505 Waste Bins & Emptying	392	2,000	1,608		1,608	19.6%	
Services :- Indirect Payments	666	2,600	1,934	0	1,934	25.6%	0
Net Payments	(666)	(2,600)	(1,934)				
<u>160 Communications</u>							
4600 Community Consultation	247	0	(247)		(247)	0.0%	247
4605 Newsletter /Printing Communica	1,767	4,000	2,234		2,234	44.2%	
4610 Website Hosting & Email Acc	322	500	178		178	64.4%	
Communications :- Indirect Payments	2,336	4,500	2,164	0	2,164	51.9%	247
Net Payments	(2,336)	(4,500)	(2,164)				
6000 plus Transfer from EMR	247	0	(247)				
Movement to/(from) Gen Reserve	(2,089)	(4,500)	(2,411)				
<u>170 Contingency Fund</u>							
4715 IT Support	134	0	(134)		(134)	0.0%	96
4720 Increase general reserve	17,835	25,000	7,165		7,165	71.3%	4,808
Contingency Fund :- Indirect Payments	17,969	25,000	7,031	0	7,031	71.9%	4,904
Net Payments	(17,969)	(25,000)	(7,031)				
6000 plus Transfer from EMR	4,904	0	(4,904)				
Movement to/(from) Gen Reserve	(13,064)	(25,000)	(11,936)				
<u>999 VAT Data</u>							
515 VAT on Payments	1,840	0	(1,840)		(1,840)	0.0%	
VAT Data :- Indirect Payments	1,840	0	(1,840)	0	(1,840)		0
Net Payments	(1,840)	0	1,840				
Grand Totals:- Receipts	182,931	142,173	(40,758)			128.7%	
Payments	116,239	142,173	25,934	0	25,934	81.8%	
Net Receipts over Payments	66,692	0	(66,692)				
plus Transfer from EMR	11,154	0	(11,154)				
less Transfer to EMR	32,773	0	(32,773)				
Movement to/(from) Gen Reserve	45,073	0	(45,073)				

Westbourne Parish Council, 12 March 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).

Payments for approval		Total	Net	VAT
DD	O2 mobile phone March 26	19.34	16.12	3.22
BACS	Confidential payments March 26	1,849.24	1,849.24	0.00
BACS	WSCC LGPS Feb 25 Microshade cloud storage and email	543.55	543.55	0.00
BACS	accounts March 26	147.34	122.78	24.56
BACS	MS 365 March 26	9.72	8.10	1.62
BACS	Lloyds bank service charge March 26 GM Support playground inspections	4.25	4.25	0.00
BACS	March 26 The Meeting Place room bookings Jan-	200.00	200.00	0.00
BACS	March 26	35.00	35.00	0.00
		2,808.44	2,779.04	29.40
Payments for retrospective approval				
BACS	Longmeadows advance payment for fence at Hitchcock Close of 50% of quote to buy parts	5,000.00	5,000.00	0.00
BACS	Kompan playground inspection Monk's Hill	191.68		
		5,191.68	5,000.00	0.00

0.00

0.00

0.00

Westbourne Parish Council, 12 March 2026

Agenda item 166: Correspondence list

- Emails from the WCT about anti-social behaviour at Hitchcock Close playground and responses from the police.
- Notification of planning policy consultations from Chichester District Council.
- CDALC minutes circulated.