

Westbourne Parish Council, 14 May 2026

Item 9: 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

- The Annual Parish Assembly was attended by over 55 people with more attending to give comments on the Neighbourhood Plan. Thank you to members who attended and to those who helped with the organisation of the event.
- Liaised with the solicitors regarding the Hitchcock Close playground and the Allotment Association contract.
- WNPSG questionnaire promoted on Facebook to encourage responses for the deadline on 8 May.
- Held induction meetings with Karen Hassan, Assistant Clerk, and completed HR related tasks.
- Worked with the accountant to close down Rialtas for 2025/26 and prepare documents for the audit. Meeting Andy Beams, Mulberry & Co, on 21 May at 12pm to carry out the internal audit for 2025-26.
- Liaise with Westbourne Community Hall about the use of the building for Parish Council meetings. Committee meetings to be held at The Meeting Place.

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.

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Agenda item 11: Committee and representative appointments

To discuss membership of the committees and agree dates for meetings. All committees should have a quorum of three councillors.

Committees:

HR Committee: (Meets once a year)

Roy Briscoe, Nigel Ricketts and VACANCY.

Joint Burial Committee: (Meets four times per year)

Nigel Ricketts and TWO VACANCIES

Planning Committee: (Meets monthly)

Lade Barker, Nigel Ricketts, Peter Watterson.

Non-council members: Frank Campbell and Kevan Pegley.

Public Services and Natural Environment Committee: (Meets three times per year):

Lade Barker, Roy Briscoe and Nigel Ricketts.

Recreation, Leisure and Amenities Committee: (Meets three times per year)

Roy Briscoe and Nigel Ricketts.

Strategy and Finance Committee: (Meets twice a year)

Westbourne Neighbourhood Plan Steering Group

Lade Barker, Roy Briscoe and Nigel Ricketts

Non-council members: Steve Arkle, Peter Dale, Andrew Gordon-Lennox, Marjorie Kipling, Kevan Pegley and Diana Steely.

External representation:

All Parishes Meeting: Chair and Vice-Chair

Bournes Forum: Chair and Vice-Chair

West Sussex Association of Local Councils: Councillors as required

Chichester District Association of Local Councils: Councillors as required

South Downs National Park Authority: Councillors as required

Woodmancote Residents' Association: Roy Briscoe

Friends of Stansted Park: Nigel Ricketts

Westbourne Parish Council Committee delegation arrangements and terms of reference

Delegation arrangements to the committees

Subject to the observance of decisions of the Parish Council on matters of principle or policy, the Council's powers and duties shall be delegated to its committees, as permitted under the Local Government Act 1972 s101, in accordance with the approved terms of reference unless otherwise stated.

Committees will operate within approved Standing Orders, Financial Regulations and other policy documents and procedures. The Council may revoke powers delegated to a committee by resolution.

Urgent and routine matters may legally be delegated to an officer (i.e. the Clerk) in consultation with members, usually the Chair of the Committee and the Chair of the Council. Any actions taken between meetings under this delegation shall be ratified at the next meeting.

Budgetary control and authority to spend

Section 5 of the Parish Council's Financial Regulations set out budgetary control and authority to spend. Please see the excerpt below.

5.1 Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2 The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3 Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6 For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} . Tenders shall be invited in accordance with Appendix 1.

5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

5.8 For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [three] fixed-price quotes;

5.9 where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain three estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

5.10 For smaller purchases, [the clerk] shall seek to achieve value for money.

5.11 Contracts must not be split to avoid compliance with these rules.

5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.

5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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

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

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

5.16 No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

2. Committee Terms of Reference

- 5.17** No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18** In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19** No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20** An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21** Any ordering system can be misused and access to them shall be controlled by [the RFO].

Strategy and Finance Committee

Purpose

The Committee is appointed by Westbourne Parish Council to discharge its functions relating to its corporate management and administrative services and to ensure that the activities of the Parish Council are communicated in a timely and appropriate manner to key stakeholders

Meetings

The Committee will meet at least three times a year, in January, June and October (additional meetings will be organised as required) and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

Membership

The Committee is open to Council members only. A quorum of three is required and not all councillors should sit on the Committee (as this would make it a Full Council meeting). The Chairmen of each of the Council's committees should attend.

Delegated tasks and powers

- To write and review a four-year Business Plan
To prepare a draft annual budget for approval to the Full Council in January each year.
- To ensure that all reserves are managed in line with the Council's Financial Regulations.
- To receive and review both internal and external audit reports and arrange for implementation of any recommendations.
- To consider the administration of the Council's bank account and other financial dealings and make recommendations to the Full Council.
- To manage rents (land leased to Westbourne Allotment Association and access licences at 1 Sydenham Terrace, Covington Road and 56 Mill Road).
- Legal services.
- Servicing of loans or investments.
- Democratic representation of the Council at elections.
- To provide grants to community organisations through the Parish Council's Community Chest grant scheme.
- To oversee communications activity, including the Parish Council's website and Facebook page, newsletter, e-newsletter, media liaison, consultations and petitions, printed materials, and events.
- To oversee the Parish Council's email and IT systems.

Reporting and monitoring

The minutes of committee meetings will be noted by Full Council at the meeting after each committee meeting, where recommendations will also be considered. Agreed actions will be recorded on the Business Plan Action Plan.

Planning Committee

Purpose

The Committee is appointed by Westbourne Parish Council to discharge all of its functions relating to planning and planning enforcement.

Meetings

The Committee will meet monthly and meetings will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

The Clerk may request an extension to the 21 day deadline from the relevant local planning authority for planning applications in order that they can be discussed at the monthly meeting. If an extension is unable to be granted, an extraordinary meeting may be required.

Membership

The Committee is open to Council and non-Council members.

Delegated tasks and powers

- To consider all planning applications relevant to the Parish. To be aware of planning policy and supplementary planning documents when responding to applications.
- To review planning and enforcement appeals and submit additional representations if required.
- To report planning enforcement matters to the relevant authority.
- To review documents, consultations and other matters regarding planning and make representations as required.

Reporting and monitoring

The minutes of committee meetings will be noted by Full Council at the meeting after each committee meeting, where recommendations will also be considered. Agreed actions will be recorded on the Business Plan Action Plan.

Public Services and Natural Environment Committee

Purpose

The Committee is appointed by Westbourne Parish Council to discharge its functions relating to its public services and the natural environment.

Meetings

The Committee will meet three times per year (March, June and November) and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

Membership

The Committee is open to Council and non-Council members.

Delegated tasks and powers

- Highway matters in the Parish, including traffic regulation orders and speed calming schemes
- Public footpath matters
- Speed Indicator Devices
- Community Speedwatch Group
- Village gateways
- Fingerposts
- Defibrillators
- Street lights
- Westbourne's buses
- Noticeboards
- Bollards
- Benches
- Grit bins
- Emergency plan
- Flower troughs in the Square
- street lights
- Tree champions and tree planting scheme
- Community verge on Whitechimney Row
- River Ems
- Climate change resilience
- Natural Environment Liaison Group

Reporting and monitoring

The minutes of committee meetings will be noted by Full Council at the meeting after each committee meeting, where recommendations will also be considered. Agreed actions will be recorded on the Business Plan Action Plan.

Recreation, Leisure and Amenities Committee

Purpose

The Committee is appointed by Westbourne Parish Council to discharge its functions relating to recreation, leisure and amenities.

Meetings

The Committee will meet three times per year (March, June and November) and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

Membership

The Committee is open to Council and non-Council members.

Delegated tasks and powers

- Management and maintenance of Mill Road Recreation Ground, including the children's play area and equipment, and the fitness equipment.
- Management and maintenance of Monk's Hill Recreation Ground, including the children's play area and equipment, and the fitness equipment.
- To consider inspection reports from Zurich and the playground inspector and undertake any necessary repairs.
- Consider any proposals regarding additional, and/or the enhancement of the current, recreation, leisure and amenities provision.
- Tree inspections
- Recreation ground issues relating to Westbourne Community Trust

Reporting and monitoring

The minutes of committee meetings will be noted by Full Council at the meeting after each committee meeting, where recommendations will also be considered. Agreed actions will be recorded on the Business Plan Action Plan.

HR Committee

The Committee is constituted as a standing committee to Westbourne Parish Council and shall have delegated executive powers to consider staffing matters, subject to budget and expenditure limits decided by the Council. The remit of the Committee is defined within these Terms of Reference and its business will remain in accordance with them. The Committee shall meet on at least annually, and as required thereafter, and membership will be ratified by Council at the Annual Council Meeting in May. Minutes shall be prepared by the Clerk and circulated to Members.

Membership: Four (to include Chair and Vice Chair of Council and excluding members sitting on the Complaints Committee).

Officer attending: Parish Clerk.

The Committee is authorised to:

- Exercise the Parish Council's duty of care to staff and to seek advice on staff matters and employment law from professional bodies, including WSALC.
- Implement, review, monitor and revise policies for staff.
- Arrange execution of new employment contracts and changes to contracts (including TUPE transfers).
- Review and evaluate role purpose and job description when a vacancy arises.
- To establish salary bands for all categories of staff and be responsible for their administration and review.
- To determine and review the Clerk's salary and make a recommendation for ratification to Full Council.
- To oversee the dismissal of staff.
- To consider any appeal in respect of a staff grievance or disciplinary matter.
- To conduct the recruitment of all posts.

The Committee is required to make recommendations or report to Full Council for ratification on the following matters as they arise:

- Staffing related expenditure as part of the budget setting process.
- The appointment of the Clerk for ratification.
- Changes to the Clerk's terms and conditions on receipt of a report from the Chairman and/or Vice Chairman following the Clerk's annual appraisal.
- Procedures for reviewing the staff structure.
- The creation of new posts within the staffing structure.
- The development and implementation of a member/officer protocol.
- Any appeal against a decision in respect of pay or changes to terms and conditions.

The Personal Performance Development Review (PPDR) will be conducted by the Chairman of the Council and Chairman of the Committee only with the Clerk. The completed PPDR will be noted and ratified at the next Full Council meeting.

Westbourne Parish Council, 14 May 2026**Agenda item 13a: 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 May 26	21.31	17.76	3.55
BACS	Confidential payments May 26	1,882.00	1,882.00	0.00
BACS	WSCC LGPS April 26	543.55	543.55	0.00
BACS	Microsoft 365 May 26	11.52	9.60	1.92
	Microshade cloud storage and email			
BACS	accounts May 26	180.92	150.77	30.15
BACS	MS 365 May 26	9.72	8.10	1.62
BACS	Lloyds bank service charge May 26	4.25	4.25	0.00
	GM Support playground inspections			
BACS	May 26	200.00	200.00	0.00
BACS	Microshade VSM new laptop and set up	946.19	788.49	157.70
	The Meeting Place room booking for			
	induction meeting 05/05/26 and			
BACS	internal audit 21/05/26	33.00	33.00	0.00
	Final Straw Foundation donation			
BACS	2026/27	100.00	100.00	0.00
	Citizens Advice Bureau donation			
BACS	2026/27	300.00	300.00	0.00
BACS				
		4,232.46	4,037.52	194.94
Payments for retrospective approval				
	Printer Graphics Neighbourhood Plan			
BACS	printing	105.00	105.00	
BACS	Closed churchyard contribution 2026/27	300.00	300.00	0.00
BACS	Homestart donation 2026/27	250.00	250.00	0.00
	Westbourne Allotment Association			
BACS	flower show grant 2026/27	50.00	50.00	0.00
BACS	WSALC & NALC subscription 2026/27	868.15	868.15	0.00
BACS	Bourne Bus donation 2026/27	1,000.00	1,000.00	0.00
BACS	Wescotec repair to Foxbury Lane SID	214.20	178.50	35.37
BACS	Annual Parish Assembly refreshments	78.55	78.55	0.00
BACS				
		2,865.90	2,830.20	35.37

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Agenda item 14: Correspondence list

- Invitation to attend the Bourne's Forum on Monday 27 April at 7pm. Westbourne has been asked to host the next Bourne's Forum on 27 July.
- Invitation to attend the Chichester District Association of Local Councils AGM on 19 May at 7pm in Boxgrove.
- Email from Siddlesham Parish Council with a copy of the letter sent to Jess Brown Fuller MP requesting a meeting on Gypsy/Traveller planning applications.
- Promotional email from Vaughtons about civic regalia
- Dog fouling stickers from Keep Britain Tidy – Campaign pack for £150 includes 10 x A3 correx signs and 5 x 21cm bin stickers