

## New Homes Bonus 2019 Application Form

**Note:** Before completing this form please read through the relevant guidance and eligibility documents. Either type your answers into a saved version of the form, or hand write in BLOCK CAPITALS. For an application pack in an alternative format, please call the Communities Team (01243) 534864.

### Section 1: CONTACT DETAILS

#### 1. Name of your Parish Council

Westbourne Parish Council

#### 2. Contact for this application

(if different to the Parish Clerk, whose details will be on record)

Full Name: Clare Kennett		Position in organisation: Parish Clerk
Address for correspondence: 53 Skylark Avenue, Emsworth, PO10 7GB		
Telephone (daytime): 07775654483 Best time to call: anytime	E-mail: <a href="mailto:clerk@westbourne-pc.gov.uk">clerk@westbourne-pc.gov.uk</a>	Any communication needs? (e.g. Textphone)

### Section 2: YOUR PROJECT

#### 3. What is the name of the project that you would like funding for?

Enhancing play, sports and exercise facilities at Monk's Hill recreation ground in Westbourne

#### 4. Project summary

##### (i) Please give a brief description of the project and its purpose

Westbourne Parish Council would like to enhance the play, sports and exercise facilities available for the public - both children and adults - at its recreation ground and play area on Monk's Hill in Westbourne. It would like to apply for New Homes Bonus funding to go towards phase two of the Council's plans for Monk's Hill recreation ground, which has been discussed by the Recreation, Leisure and Amenities Committee over the last three years.

The Parish Council proposes that the amount available through New Homes Bonus Funding in 2019 is combined with S106 Sports and Exercise funding from Chichester District Council which has been awarded to Westbourne. This would enable the Parish Council to complete its objective of improving and enhancing facilities at the recreation ground at Monk's Hill.

The first phase of the project was completed in early 2018 when the Parish Council refurbished much of the playground at Monk's Hill using an earmarked reserve that it had saved over many years. The total cost of the project was £40,771 and it replaced much of the play equipment that was over 25 years old and nearing the end of its useable life. The playground is now very well used by local residents and the Council has received good feedback on the work that it has done to improve and update the play equipment.

The Parish Council would now like to work on phase two of the project to enhance the range of facilities available to the public to provide more opportunities for play, sports and exercise. The project includes the following:

1. Buy two new pieces of play equipment for the playground. These would fill a large empty space in the playground and replace a further old piece of equipment – a wooden monkey bar which was left during phase 1 of the project with a view to replacing it in the near future. It has been identified in recent playground inspections that the base of the monkey bars is starting to rot as the ground at Monk's Hill can become waterlogged during winter months. The Council has therefore identified that this item should be replaced. It is also a piece of equipment which is not used as much now that the newer equipment is in place and monkey bars are available on the new large multi-purpose climbing frame. The items the Council has chosen would complement the existing equipment, be suitable for young children which are not necessarily well catered for at the playground, and be an item that would encourage role play opportunities which is also missing from the mix of equipment available. The advantage of the equipment that has been chosen is that the existing surface of play bark could still be retained due to their low height without the need to install a rubber safety surface which would be required for other larger items.
2. Buy two five-a-side football goal posts for the main recreation ground area. Goal posts used to be available at Monk's Hill and were well used by local residents. However, the Parish Council had to remove them some years ago as they had become old and were in poor condition.
3. Buy a range of 'trim trail' items that can be placed around the edge of the recreation ground to provide more outdoor exercise equipment. The Parish Council has installed five items of outdoor exercise equipment which are located near to the playground. These additional items would be placed at another corner of the recreation ground, or at different locations, to offer more variety and to become exercise stations that people could work around. The Parish Council would like to purchase further items as budget and funding allows to place 'exercise stations' around the perimeter of the recreation round so that people can run/walk between each.
4. Buy more picnic tables and benches. The recreation ground is well used by the public and it would be nice to offer more places for families to have picnics or to sit and admire the view of the South Downs. The Parish Council would like to buy another bench for the playground which matches the one that was purchased during phase 1 of the renovations, a wooden bench that matches the exercise equipment to go next to the new 'trim trail' exercise station, and a picnic table with wheelchair access for the main part of the recreation ground.

**(ii) What is the total cost of your project? £ 12,798**

**(iii) What amount are you requesting? £5,775.00**

The Parish Council has been advised by Chichester District Council to apply for 10% more in case additional funds are available. The amount that has been indicated as available is £5,250.

**(iv) Has this project been identified in the District Council's 'Infrastructure Business Plan (IBP)?**

Yes ☐ please provide the reference no. The picnic tables and benches are referred to in IBP/556 and the replacement of play equipment is referred to in IBP/565.

**Evidence of community need**

**5. How did the Parish decide to champion this project?**

Please give examples of any process undertaken to support this project eg community consultation, article in local newspaper/parish newsletter, advertised on parish website, project identified through Neighbourhood Plan etc.

Monk's Hill recreation ground and play areas is a much valued and enjoyed facility which is well used by local residents. Over the years, the facilities have had to be updated, replaced or removed. The Parish Council has recently invested in updating and replacing some of the play equipment and it would like to provide a greater range of play, sports and exercise facilities to serve more members of the community. In 2017, the Parish Council consulted with children from Westbourne Primary School who were in favour of new and an improved range of play equipment. At the time, it was with reluctance that the Parish Council removed the former football goal posts as the funds were not available to replace them and they had been enjoyed by many. The Parish Council knows from feedback from consultations carried out recently with the location community by the Westbourne Community Trust, who are likely to refurbish the Council's other playground at Mill Road alongside affordable housing, that these types of facilities are much valued and wanted by local residents. The 'trim trail' exercise stations would enhance the facilities that are already available which are well used. The picnic tables and benches are often used by families enjoying the recreation ground. The Parish Council is currently carrying out a public consultation on residents opinions on what's important for the future of Westbourne. The survey includes a question on new facilities at the recreation ground [http://www.westbourne-pc.gov.uk/Consultations\\_24536.aspx](http://www.westbourne-pc.gov.uk/Consultations_24536.aspx)

**6. What evidence is there that the project is needed?**

Please see above

**7. What support is there for the project within the wider community?**

Please see above

**8. Tell us where the nearest similar service, facility or project is.**

The Parish Council has another recreation ground at Mill Road in Westbourne. It is likely that it will be refurbished in the next few years by the Westbourne Community Trust upon completion of an affordable housing scheme. The playground is well used and much loved by the local community but it is starting to look a little out of date and in need of improvement.

## Local benefits

### 9. What is the expected benefit of the proposed project?

The project will enhance the play, sport and exercise facilities available to the public at the Parish Council's recreation ground. It will also fulfil the Parish Council's objectives to improve facilities at this location.

### 10. Who in particular, will use or benefit from the proposed project?

The project will be of benefit to all residents, including children and adults who use the playground and football goal posts, people who like to exercise and keep fit, and for those that like to have picnics or sit to enjoy the scenic views, peace and tranquillity at the recreation ground.

## Project sustainability

### 11. Please specify the intended outcomes of your project or service and how will these be monitored?

The project will enhance the play, sport and exercise facilities available to the public. The playground is inspected on a weekly basis.

## Details about your project

### 12. Project delivery

#### (i) Will the Parish Council be delivering this project?

Yes

#### (ii) If No, who is your delivery partner?

Address:

Contact name:

Telephone number:

Email address:

#### iii) What type of organisation are they? (delete as appropriate)

Registered Charity / Company Limited by Guarantee /

Community Interest Company / Other Constituted Organisation (describe)

Charity and/or Company Number

iv) What checks have you undertaken to determine their suitability as a delivery partner?

**13. When are you planning your project to take place?**

When will it start: Autumn 2019

When will it finish Spring 2020

Key milestones (with anticipated dates): Dependent on weather and ground conditions

**14. How will the delivery of the project be managed?**

The Council's Recreation, Leisure and Amenities Committee and the Parish Clerk will manage the delivery of the project.

**15. Tick below to indicate if the project has any of the following. If it has, please enclose a copy of the relevant policy**

- |  |                              |   |
|--|------------------------------|---|
| • Health and Safety policy                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> or N/A <input type="checkbox"/> |
| • Child Protection and Vulnerable Adult policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> or N/A <input type="checkbox"/> |
| • Affiliation to a governing body              | Yes <input type="checkbox"/> | No <input type="checkbox"/> or N/A <input type="checkbox"/> |
| If yes, tell us who                            |                              |   |
| • Public liability insurance                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> or N/A <input type="checkbox"/> |
| If yes, please indicate the value here £_____  |                              |   |
| • Other insurance                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> or N/A <input type="checkbox"/> |
| If yes, identify what here                     |                              |   |
| • Licence or permission for statutory activity | Yes <input type="checkbox"/> | No <input type="checkbox"/> or N/A <input type="checkbox"/> |
| If yes, please explain what here               |                              |   |

**16. In respect of the proposed location of the project, does the Parish or your delivery partner:**

The Parish Council owns the land.

**17. Is planning consent needed for your project?**

No

\* Please refer to guidance notes

## Section 3: PROJECT COSTS AND MANAGEMENT

### Breakdown of the funding request

#### 18. Please list all likely costs for your project or service.

You can either use the table below or attach a numbered separate sheet (but do not forget to address both Section A and B of this question). Remember, you will need to provide at least 3 quotes (in Section C) for any works to support this part of your application.

Section A: Project Budget Breakdown		Section B: How your project is funded	
Item or activity	Item/ activity cost	NHB contribution (this application)	Other contributions (£, from where, secured?)
<i>Example: Venue hire (use village hall 6x2.5hr meetings)</i>	£150	£50	£50 – Parish Council pledge £50 – application made to xx, decision awaited
Role play tractor with trailer <a href="https://www.playdale.co.uk/playground/early-years-pre-school/roleplay-tunnels/play-tractor-with-trailer.html">https://www.playdale.co.uk/playground/early-years-pre-school/roleplay-tunnels/play-tractor-with-trailer.html</a>	£3523 £1409		
Role play pirate ship <a href="https://www.playdale.co.uk/playground/early-years-pre-school/roleplay/play-ship.html">https://www.playdale.co.uk/playground/early-years-pre-school/roleplay/play-ship.html</a>	£1803 £722		
Two football goal posts <a href="https://wicksteed.co.uk/products/sport-fitness/ball-games/five-a-side-football-goal/">https://wicksteed.co.uk/products/sport-fitness/ball-games/five-a-side-football-goal/</a>	£518 775.90		
Step up ladder <a href="https://www.sovereignplayequipment.co.uk/adult-gym-equipment/371-step-up-ladder.html">https://www.sovereignplayequipment.co.uk/adult-gym-equipment/371-step-up-ladder.html</a>	£560.21		
Pull and press bars <a href="https://www.sovereignplayequipment.co.uk/adult-gym-equipment/372-">https://www.sovereignplayequipment.co.uk/adult-gym-equipment/372-</a>	£517.65		

<a href="http://pull-and-press-bars.html">pull-and-press-bars.html</a>			
Paired dip bars <a href="https://www.sovereignplayequipment.co.uk/adult-gym-equipment/368-paired-dip-bars.html">https://www.sovereignplayequipment.co.uk/adult-gym-equipment/368-paired-dip-bars.html</a>	£845.21		
Keyston metal seat (to match existing seat in playground) <a href="https://wicksteed.co.uk/products/traditional/playground-furniture/seats-benches/">https://wicksteed.co.uk/products/traditional/playground-furniture/seats-benches/</a>	£612		
Bench (near exercise stations) <a href="https://www.playdale.co.uk/playground/catalogsearch/result/?q=bandra+seat">https://www.playdale.co.uk/playground/catalogsearch/result/?q=bandra+seat</a>	£261 £112		
Picnic tables with wheelchair access <a href="https://uk.glasdon.com/seating/recycled-material-picnic-tables/clifton-picnic-table-with-wheelchair-access">https://uk.glasdon.com/seating/recycled-material-picnic-tables/clifton-picnic-table-with-wheelchair-access</a>	£626.69		
<b>TOTALS</b>	<b>£ 12285.86</b>	<b>£ _____</b>	<b>£ _____</b>

Please note, evidence of other sources of funding will aid your application.

<b>Section C: Quotations for project (at least 3 are required)</b>			
<b>Name of Contractor/Supplier</b>	<b>Cost £</b>	<b>Works quoted for</b>	<b>Comments</b>



**Preferred Contractor/Supplier is**

**Why has this contractor/supplier been chosen?**

**19. If the table at Q18 shows a shortfall, please state where the rest will come from and if your project or service involves annually recurring costs, explain how you plan to meet these in the future?**

## **Section 4: SIGNING-OFF YOUR APPLICATION**

**20. On behalf of the organisation identified at Q1, I declare that:**

I am authorised to make this application. I have read, understood and completed the application in line with the guidance notes and criteria available. All the information and supporting documentation I have provided is truthful and accurate.

I declare that if an award is made, that the money will be used solely for the purposes outlined in this application and that proof of this will be returned to the Council for monitoring purposes. If details of the project or service change, I will notify the Council's contact officer.

Please note: To comply with the General Data Provisions Regulations 2018 we also require you to sign this document to acknowledge that your contact details to be stored on a secure database. The information will not be provided to any other organisation. The Council reports funding decisions annually and these are published on our website, successful Parishes' names, the grant amount awarded and a brief project description will be shown.

Important information for Parishes using a delivery partner: Under European 'State Aid' rules, contractors should not obtain more than a total of €200,000 (approximately £172,000 at February 2019) from Government Departments or local authorities over a rolling 3-year period. I have read the above and confirm with our delivery partner that they have not received any recent state aid, as above ☐ (please tick).

Signed:

Date:

**20. Please tick off the following checklist to confirm that your application is ready to submit:**

(please tick)

I have answered all the relevant questions on the application form

☐

I have taken a copy of the application for our reference

☐

I have enclosed as appropriate:

- A business plan or project plan if request for funding is £10,000 + ☐
- Any evidence of support from local Consultation ☐
- A copy of equalities, child protection or other relevant policies (see Q.15) ☐
- • Proof of freehold ownership or security of tenure (see Q16) ☐
- Written permission of Landowner for the project etc (see Q16) ☐
- At least 3 quotes for all works relating to the cost of the project (see Q18) ☐

**Thank you for completing this form, please send it to us either electronically or by post (see details in 'How to complete the New Homes Bonus Application Form').**



## Westbourne Parish Council, account number 1, 2019-20 summary

													Total
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	
Opening Balance	103,994.25	146,653.84	147,384.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
RECEIPTS	47,678.49	3,856.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51,534.91
PAYMENTS	5,018.90	3,126.19	12,467.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,612.69
Closing balance	146,653.84	147,384.07	134,916.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

# Westbourne Parish Council 2019/20: Budget monitoring report

## 1. Profit and loss budget v actuals

	2018/19	2019/20		
		<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
<b><u>Income</u></b>				
Rent		£200.00	£750.00	26.7%
Admin/grants	£28,553	£3,856.42		
Precept	£80,495	£47,245.91	£93,166.00	50.7%
NP		£0.00		
VAT reimbursed		£232.58		
<b>Total income:</b>	<b>£109,048</b>	<b>£51,534.91</b>	<b>£93,916.00</b>	<b>54.9%</b>
<b><u>Expenditure</u></b>				
Subs, S137, S142. donations		£1,597.95	£2,320.00	68.9%
Running costs		£2,583.80	£25,295.00	10.2%
Capital costs and repair (sinking fund)		£0.00	£20,000.00	0.0%
Capital schemes		£3,624.00	£6,530.00	0.0%
Services		£0.00	£2,500.00	0.0%
Communications		£243.30	£2,500.00	9.7%
Administration	£62,120	£1,870.96	£17,236.00	10.9%
Clerks salary	£13,430	£3,885.00	£18,810.00	20.7%
Contingency fund		£0.00	£50.00	0.0%
Grants		£5,000.00		
NP		£0.00		
VAT to claim on expenditure		£1,812.11		
<b>Total expenditure:</b>	<b>£75,550</b>	<b>£20,617.12</b>	<b>£95,241.00</b>	<b>21.6%</b>
<b>Income over expenditure</b>	<b>33,498.00</b>	<b>30,917.79</b>	<b>-1,325.00</b>	

## 2. Earmarked reserves

	2018/19	2019/20
Balance forward (Bfwd)	£74,293.00	£103,994.25
Income	£109,048.00	£51,534.91
Expenditure	-£75,550.00	-£20,617.12
Carry forward (Cfwd)	£107,791.00	£134,912.04

	Bfwd	Income	Expenditure	Transfers	Cfwd
General reserve	£36,645.79	£25,238.49	-£20,558.21		£41,326.07
New initiatives fund	£42,651.00	£20,000.00			£62,651.00
Play equipment Monk's Hill	£723.85				£723.85
Play equipment Mill Road	£1,500.00	£3,796.42			£5,296.42
Office equipment	£1,731.71				£1,731.71
Scope and design environmental enhancement village square	£2,500.00				£2,500.00
Tree survey	£0.00	£1,500.00			£1,500.00
Chairman's allowance	£154.35		-£58.91		£95.44
Councillors allowance	£256.80				£256.80
Staff absence	£2,000.00				£2,000.00
Vandalism and insurance excess	£800.00				£800.00
Monk's Hill car park	£6,145.00				£6,145.00
War memorial	£420.00				£420.00
Churchyard wall	£4,170.00				£4,170.00
Footway lighting renewals	£500.00				£500.00
Finger post signs	£986.00	£1,000.00			£1,986.00
Waste bin	£300.00				£300.00
Equipment for an emergency	£1,000.00				£1,000.00
Election costs	£4,451.50				£4,451.50
Village gateways	£150.00				£150.00
Pump priming CLT	£0.00				£0.00
WNPSG	£0.00				£0.00
Legal advice	£705.00				£705.00
	£107,791.00	£51,534.91	-£20,617.12	£0.00	£138,708.79

**WESTBOURNE PARISH COUNCIL - FULL YEAR ACCOUNTS 2019-20**  
**Account number 1**

Opening balance	103,994.25																		
		INCOME						EXPENDITURE											
								Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingen cy fund	Grants	NP	Input VAT
Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total												
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
April	47,678.49	200.00	0.00	47,245.91	0.00	232.58	5,023.30	780.95	2,205.50	0.00	96.00	0.00	0.00	611.25	1,295.00	0.00	0.00	0.00	34.60
May	3,856.42	0.00	3,856.42	0.00	0.00	0.00	3,126.20	817.00	180.00	0.00	118.00	0.00	18.00	651.51	1,295.00	0.00	0.00	0.00	46.69
June	0.00	0.00	0.00	0.00	0.00	0.00	12,467.62	0.00	198.30	0.00	3,410.00	0.00	225.30	608.20	1,295.00	0.00	5,000.00	0.00	1,730.82
July	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
January	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	51,534.91	200.00	3,856.42	47,245.91	0.00	232.58	20,617.12	1,597.95	2,583.80	0.00	3,624.00	0.00	243.30	1,870.96	3,885.00	0.00	5,000.00	0.00	1,812.11
Closing balance	£ 134,912.04	0.00 Check digit																	

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2019-20  
Account number 1

Apr-19

	Opening balance:	103,994.25																			
			INCOME						EXPENDITURE												
Invoice reference and date	Description	Receipts Total	Rent	Admin/g rants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingen cy fund	Grants	NP	Input VAT	Payment method
05/04/2019	HMRC VAT rebate	232.58					232.58														
12/04/2019	CDC Precept 2019-20 1st payment	47,245.91			47,245.91																
1. 12/04/19	EE mobile phone							28.80							24.00					4.80	DD
2. 15/04/19	WSALC Ltd 2019-20 subscription							780.95	780.95												IB
3. 15/04/19	WSCC LGPS March 2019							417.85							417.85						IB
4. 15/04/19	Redshank paper for printing and ink cartridges							152.40							127.00					25.40	IB
5. 15/04/19	Longmeadows quarter 4 2018-19							2,070.50		2,070.50											IB
6.15/04/19	Chris Maple taxibus March 2019							96.00				96.00									IB
7. 23/04/19	S Cormack, GM Support playground inspections							135.00		135.00											IB
8. 23/04/19	C Kennett salary/expenses April 2019							1,313.00							18.00	1,295.00					IB
9. 23/04/19	Reimbursement C Kennett for Val Owen flowers and card, and folders for induction packs							24.40							24.40					4.40	IB
29/04/2019	Wagland, Access Licence for Sydenham Terrace	200.00	200.00																		
	Totals	47,678.49	200.00	0.00	47,245.91	0.00	232.58	5,018.90	780.95	2,205.50	0.00	96.00	0.00	0.00	611.25	1,295.00	0.00	0.00	0.00	34.60	5,023.30

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2019-20  
Account number 1

	Opening balance:	146,653.84																		
			INCOME																	
Invoice reference and date	Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerks salary	Contingency fund	Grants	NP	Input VAT
10. 12/05/19	EE mobile phone							28.80							24.00					4.80
13/5/19	SSALC reimbursement	60.00		60.00																
11. 17/05/19	WSCC LGPS April 2019							426.20							426.20					
13.17/05/19	Citizens Advice donation 2019							300.00	300.00											
14. 17/05/19	Closed churchyard donation 2019							200.00	200.00											
15. 17/05/19	Allotment Association donation 2019							50.00	50.00											
16. 17/05/19	Homestart Chichester donation 2019							250.00	250.00											
17. 17/05/19	LCR magazine subscription							17.00	17.00											
18. 17/05/19	Jacqueline Snow noticeboard refurbishment x 3 in The Square							118.00				118.00								
19. 21/05/19	C Kennett salary and expenses May							1,313.00							18.00	1,295.00				
20. 21/05/19	Reimbursement C Kennett Annual Parish Assembly refreshments plus travel to Aldi in Havant							60.31							48.91					11.41
21. 21/05/19	Mulberry & Co internal audit 2018-19							161.28							134.40					26.88
22. 21/05/19	GM Support playgrounds inspection							180.00		180.00										
23. 21/05/19	Vision ICT new email account							21.60						18.00						3.60
2/5/19	Closure of No2 account, balance transferred	3,796.42		3,796.42																
	Totals	3,856.42	0.00	3,856.42	0.00	0.00	0.00	3,126.19	817.00	180.00	0.00	118.00	0.00	18.00	651.51	1,295.00	0.00	0.00	0.00	46.69



WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2019-20  
Account number 1

Account number 1

Jun-19																								
	Opening balance:	147,384.07																						
			INCOME							EXPENDITURE														
Invoice reference and date	Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants	NP	Input VAT	Payment method			
24. 13/06/19	EE Mobile phone							28.80							24.00					4.80	DD			
25. 14/06/19	Westcotec SID systems							8,460.00				2,050.00						5,000.00		1,410.00	IB			
26. 13/06/19	M Reed & Co tree surgery							1,632.00				1,360.00								272.00	IB			
28. 25/16/19	Reimbursement C Kennett keys cut for Mill Road and Monk's Hill height barriers							18.30		18.30											IB			
29. 13/06/19	WSCC LGPS May 2019							426.20							426.20						IB			
30. 25/06/19	C Kennett salary and expenses June 2019							1,313.00							18.00	1,295.00					IB			
31. 17/06/19	SSALC Ltd councillors briefing on 18 June for Cllr Pearcey and Cllr Barker							168.00							140.00					28.00	IB			
32. 17/06/19	GM Support, playground inspections							180.00		180.00											IB			
33. 24/06/19	Media 3, summer newsletter delivery							241.30						225.30						16.02	IB			
	Totals		0.00	0.00	0.00	0.00	0.00	12,467.60	0.00	198.30	0.00	3,410.00	0.00	225.30	608.20	1,295.00	0.00	5,000.00	0.00	1,730.82	12,467.62			

**Westbourne Parish Council, 11 July 2019****Agenda item : Payments for approval**

(DD: payment made by Direct Debit, IB: payment made by Internet Banking, C: cheque payment including number, PC: payment made by petty cash, \*movement of an earmarked reserve, \*\* paid from No 2 account)

<b>Payments for approval</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
DD	EE&T Mobile	28.73	24.06	4.81
IB	Confidential payments	1,313.00	1,313.00	0.00
IB	WSCC LGPS contributions	426.20	426.20	0.00
IB	HMRC quarter 1	908.28	908.28	0.00
IB	CDC uncontested election 2019 costs	305.00	305.00	0.00
IB	Southern Electrickt quarter 1	262.92	250.40	12.52
IB	Summer newsletter printing	185.00	185.00	0.00
IB	Longmeadows quarter 1	3,265.60	3,265.60	0.00
		<b>6,694.73</b>	<b>6,677.54</b>	<b>17.33</b>

**Payments for retrospective approval**

IB	Media 3, summer newsletter delivery	241.30	225.30	16.02
		<b>241.30</b>	<b>225.30</b>	<b>16.02</b>

**1. Treasurers account number 1**

<b>Balance per statement 31/05/19</b>	<b>147,934.07</b>
Less outstanding payments	50.00 (invoice ref. 15)
Outstanding receipts	0.00
Add petty cash	0.00
<b>Revised bank</b>	<b>147,884.07</b>

**Cashbook control**

<b>Balance forward 01/04/19</b>	<b>103,994.25</b>
Add total receipts to date	51,534.91
Less total payments to date	20,612.69
<b>Cashbook at 31/04/19</b>	<b>134,916.47</b>

**FW: RE: JBC**

From: richardhitchcock@westbourne-pc.gov.uk <richardhitchcock@westbourne-pc.gov.uk>  
Sent: Thu, 27 Jun, 2019 at 09:27  
To: clerk@westbourne-pc.gov.uk

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[2019.06.17 Westbourne&Southbourne JBC Thrash Out Meeting v2.docx](#) (21.5 KB)

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Hi Clare,

Could this chain of emails please be forwarded to all parish councillors?

Bw  
Richard

-----Original Message-----

From: "jbrown@southbourne-pc.gov.uk" <jbrown@southbourne-pc.gov.uk>  
Sent: Monday, 24 June, 2019 09:24  
To: "richardhitchcock@westbourne-pc.gov.uk" <richardhitchcock@westbourne-pc.gov.uk>, roybriscoe@westbourne-pc.gov.uk  
Cc: "Robert Hayes" <rhayes@southbourne-pc.gov.uk>, cbulbeck@southbourne-pc.gov.uk  
Subject: RE: JBC

Hi Richard,

I've attached an updated copy of the meeting note. Re: your additional comments:

Both points under item 3 are to be clarified.

Could you propose a form of wording for the sites to be registered? I'm not exactly sure where all the boundaries are, but I think - as part of this process - we can only register land controlled by both parishes that are relevant to the JBC. If that includes all the way to Foxbury Lane, that's fine. If some of that land is nothing to do with the burial committee then I think Westbourne would need to register that separately. Sorry if I'm missing something obvious here.

Edit made to point 4.

Point 6 clarified to make clear that Southbourne have said that they think 6 on the committee would be too few. This can be reviewed later, but that's the thinking currently.  
It is well understood that if the balance on the committee was not resolved this would be a big problem.  
The strength of feeling is noted!

Will get back to you about the two outstanding questions around point 3 ASAP.

All the best,

Jonathan

-----Original Message-----

From: "richardhitchcock@westbourne-pc.gov.uk" <richardhitchcock@westbourne-pc.gov.uk>  
Sent: Sunday, 23 June, 2019 09:36  
To: jbrown@southbourne-pc.gov.uk  
Subject: JBC

Hi Jonathan,

in anticipation of the discussion about the JBC at our next Parish Council meeting, I think there are a couple of points that still need clarification.

Best wishes  
Richard

## **Westbourne & Southbourne 'Thrash Out The Issues' Meeting**

17.06.19 Westbourne

Westbourne: Richard Hitchcock; Roy Briscoe

Southbourne: Chris Bulbeck; Jonathan Brown; Robert Hayes

### **Scene setting:**

6 Questions. Intention to make sure we properly understand where members of both Parish Councils are coming from; separate out issues to try to reach agreement in principle on as many as possible – especially the urgent ones – and any issues that can't be agreed to be focussed on in due course.

### **1. The Lead Authority**

Agreed that both councils equal. Agreed that 'host' council was perhaps better language to reflect this but ultimately lead council is an administrative, not a leadership or decision-making choice.

Southbourne's greater capacity (office & IT) make Southbourne the logical choice for this.

- Westbourne to consider and confirm.

### **2. Funding for JBC**

Agreed both PCs should transfer earmarked funds to JBC as quickly as possible to allow 'normal service' to resume. Current bank account cannot be used because it belongs to an entity which is not legally constituted. So joint bank account – for JBC – should be set up ASAP (by Southbourne, subject to 1 above). Funds from existing JBC account to be transferred into the new one.

- Westbourne & Southbourne to consider and confirm.

### **3. Clerical Support for JBC**

JBC is not a committee like any other as it was set up by statute (incorrectly, but that's not the point). **[To be clarified.]** The new JBC will also have statutory powers which differentiate it from 'normal' committees. It will also manage assets far more significant than a 'normal' committee.

Each PC can only have one clerk. Neither Westbourne nor Southbourne's clerks have the capacity to provide clerical support to the JBC, so additional support is required. While there may be some potential for confusing the role of Clerk to the JBC with clerk to either PC, this is somewhat limited. While the job title could be changed, the only gain would be marginal and there would be extra cost in changing stationary, etc. **[To be clarified.]** Overall, the limited gain is not worth the (albeit limited) cost so retaining title of Clerk to the JBC should be agreed.

Agreed that the JBC needs someone to act as a clerk (whatever the job title). The clerk to the JBC will be just that: clerk to the JBC and NOT an additional clerk to either PC.

- Westbourne to consider and confirm.

### **4. Registration of Assets**

The land needs to be registered. Registering it as a single asset or as multiple assets is likely to be much of a muchness. Registering the assets separately now would give options for future PCs to consider – but would not be a sign of any commitment to disposal in the foreseeable future.

There could be some difficulties in physically splitting services (water, sewage, etc.) to different sites, but as all would be under joint ownership, this need not be an issue unless any future decision be taken to dispose of one or other of them.

Agreed that income from cottage is important to offset maintenance costs of JBC; that it cannot be disposed of without agreement of both PCs; that if it was disposed of the funds would have to be earmarked for capital expenditure and that there is no interest currently in disposing of the **cottage**.

- Southbourne to consider and confirm separate registration of assets.

## 5. Establishment of Terms of Reference of JBC

Agreed that the day to day operation of the JBC, as envisaged in current (non-compliant) ToR are the continued joint aim of both parishes. Agreed that the JBC will need delegated authority to enable it to manage day to day costs. Agreed in principle that the level of authority should be sufficient for it to do so – but that determining what this amount should be would require a report from the JBC to both councils. Agreed that if in the process of writing this report any opportunities for savings were identified, they would be given serious consideration (and if taken up that there might be an opportunity to reduce the JBC's delegated authority level). Agreed that large / out of the ordinary costs should require approval of both PCs following recommendation by the JBC.

ToR should specify that clerk will prepare minutes (and reports, as appropriate) for consideration by both PCs.

ToR should specifically empower JBC to respond to relevant planning consultations, if appropriate.

- Westbourne and Southbourne to consider and confirm.

## 6. Power-Sharing on JBC

Agreed that specific number of councillors on the JBC not important matter of principle (i.e. if Southbourne **continue to feel that** 6 is too few and 8 would be sufficient, Westbourne would have no objection).

Southbourne pay 2/3 of costs (and use 2/3 of burials). This provides an argument that Southbourne should have greater representation on the JBC.

The site is in the heart of Westbourne at a sensitive location affected by multiple recent planning issues. All assets are held jointly. It is common practice at other JBCs for different parish councils to have equal representation, no matter what proportion of the funding they provide. This all provides an argument that the JBC should have equal representation.

- Southbourne to note strength of feeling on this issue with Westbourne PC.
- Although this meeting was to reach – where possible – agreements in principle, this meeting is not where decisions will be made. Furthermore, this question is the one outstanding issue that might be expected to remain contentious and to require further thought, debate and perhaps fresh ideas.
- Westbourne to note that many of Southbourne's concerns with proposals stem from a) lack of appreciation as to what was driving proposals from Westbourne and b) worry that issues going unresolved was creating problems around legal status, signing contracts, authorising burials, etc.
- Agreed in principle that – for purposes of moving everything else forward – the balance would stay as currently BUT that this issue remains unresolved and will be returned to – and resolved – before the end of the year (i.e. this is not being kicked into the long grass).
- Once JBC operating on legal basis and 'business as normal' is resumed, both parish councils commit to looking at this issue afresh and reaching mutually acceptable arrangement re: balance on the JBC. It is hoped that with all other issues resolved and off the table, there will be less potential for this issue to be clouded by others.