

NW West Sussex Bus Steering Group

24th September at 6.00pm Rogate Village Hall

Meeting notes

1. Attending:

Kate O'Kelly (County & District Councillor), Rob Vince (Stagecoach Business Development Manager), Alison Thorpe (SDNPA), Mike Bracey (Harting Mini-bus), Rob Whittle (Chithurst), Ann Pearcey & Mike Mogill (Westbourne), John & Maureen Popplewell (Compton), Neil Ryder (Trotton), Max Harwood (Rogate), Andrew Shaxson & Trish Walker (Harting), Jamie Matthews (Petersfield TC/EHDC), Debbie Harknett (Rogate Clerk).

Apologies:

Lesley Gilbert (WSCC), Francis Jackson (yellow bus)

2. Review of action points from last meeting

- Discuss bus provision with Churcher's College. JM has spoken to the college – they use their own bus because it's better for their timings and it continues to be used during the day for runs to the junior school. Some students do use the 92 to get home after school activities.
- Consider possible timetable improvements for the start of the 20/21 financial year, particularly with reference to Rogate to Petersfield services. **Meeting with RW and Andy Wharton – dealt with later in agenda.**
- Look into drawing up a partnership framework in the light of these responses. **Action KOK with TFG at WSCC – discussion route 54 later on agenda.**
- WSCC – look at college route – not applicable with discussion about 54 later.

Future:

- SDNPA promote serpent trail/heathland unified project. **AT** new walk leaflets/transport maps are due to be produced before next summer.
- Look into sharing more resources with Hampshire - **Meeting with HCC to be discussed with WSCC bus team (KOK) – carry forward.**

3. Feedback from bus users

- a) Bus stop flags – new flags in place.
- b) Discussion about 'real-time' signs – would give more confidence in rural routes and help ramblers know when next buses due. Agreed would encourage use, help people who don't have a smart phone or poor phone coverage but costly and require power. Can you get small, solar powered panels?
- c) Westbourne have lost service into Hampshire so run a taxi-bus twice a week into Emsworth town with connections for Havant and Chichester (cost to them about £1,800). Difficult with county borders and provision of service across them. RV to speak to transport planners at Hampshire to see if can help.
- d) Concern has been expressed to Compton PC about possible loss of college service.

4. Report on current passenger data - comparing six-month periods in the last 12 months (subject to more fluctuation due to the transport of school pupils):

Figures for 54 service (small but steady increase) 85 people per day with 78 on a Saturday.

26 weeks (May – Oct 2018):	Passengers:	11,506	On Bus Revenue: £12,458
26 weeks (Nov 2018 - Apr 2019):	Passengers:	11,531	On Bus Revenue: £13,144
26 Weeks (Feb – Jul 2019):	Passengers:	11,630	On Bus Revenue: £13,721

Figures for service 91/92/93 - Route 91-45 day with 3 on a Saturday; Route 92-78 day with 55 on a Saturday; Route 93-21 day with 31 on a Saturday.

26 weeks (May – Oct 2018):	Passengers:	15,474	On Bus Revenue: £19,060
26 weeks (Nov 2018 - Apr 2019):	Passengers:	16,219	On Bus Revenue: £17,737
26 Weeks (Feb – Jul 2019):	Passengers:	16,488	On Bus Revenue: £18,262

5. Promotions

- a) SDNP press officer due to take photo of new bus shelter in Rogate village built by Ben Law (local craftsman using local wood) and half funded by a SDNP grant. He will contact KOK and Rogate Clerk with a date so they can let the shop know.
- b) Agreed route 54 is very pretty and could make good photos.

6. 54 – 07.34 route options

- a) Document outlining WSCC plans to cut the 54 service at 7.34 South Harting-Chichester had previously been distributed. Withdrawal of this 6-day-a-week service would save £10,148 from next year's budget. This (and more, reducing 54 service to 3-day week) had been proposed for the 2019 budget but a temporary reprieve of one year had been given to enable parish councils along the route to jointly provide this £10k funding.
- b) This is the commuter/college service to Chichester with Petersfield/Rogate bus connecting at Harting.
- c) Peak service more expensive to run than off-peak service.
- d) Agreed – Saturday service is not so important to retain.
- e) Save Monday-Friday priority – KOK to get costs for just this service.
- f) If 54 cancelled other options available, do not work well.
- g) Passenger numbers change daily as do the places people get on so not the same people.
- h) No requirement for CC to provide college transport.
- i) Timetable should be clear of connection between 91-54.
- j) Currently doesn't go through Westbourne – would add 10/15 mins to journey time but could gain more passengers. Westbourne PC to investigate if would be used.
- k) If community willing, we may be able to negotiate with WSCC to save service.
- l) WSCC to send out letter to all Parishes along route (Petersfield-Chichester) at the beginning of October to ask if they would be willing to contribute. Needs to be received in time for parish precept discussions.
- m) Suggested contributions relevant to number of residents in village.
- n) Bus-taxi or community bus service, if possible, likely to cost considerably more and entail a lot more organisation.
- o) Try to find out what passengers are using the service and what for.
- p) Passengers in all villages to let their parish clerk know that they use the service to give evidence base to parishes when they make their decision as to whether to support funding the service.

7. AOB

- a) JM asked if any of the routes could be varied into Petersfield to go via the Heath that has about 300,000 visitors per year.

8. Summary of action plans

- KOK talk to WSCC and explain urgency of letter due to parish meeting/precept deadlines
- John Popplewell talk to local Clerks (Stoughton, Funtington & East Ashling) to update as not present at meeting.
- Let people know service under review.
- SDNP Promotion of new bus shelters/flags.
- Communication prior to our next meeting with developments to include KOK and DH – will keep the group informed.

9. Date of next meeting – Tuesday 3 December 2019 at 6.00pm at Rogate Village Hall Pavilion.

Post meeting update from RV - First Bus service in Westbourne is operated by Emsworth & District (now Portsmouth City Coaches, I think?). However, it is a college route with only one early morning journey and a return in the afternoon so will not be much use to anybody. Additionally, it will be a commercial route rather than contracted by HCC.

Mrs Clare Kennett
Clerk of Westbourne Parish Council
53 Skylark Avenue
Emsworth
Hampshire
PO10 7GB

If calling please ask for: Emma Beeney
ebeeney@chichester.gov.uk
01243 534839

Our ref: NHB 44/19

Your ref:

25th September 2019

Dear Clare,

New Homes Bonus (Parish Allocations) 2019/20 – Westbourne Parish Council

A special meeting of the Grants and Concessions Panel was held on Wednesday 18th September 2019 to consider a number of applications made to the New Homes Bonus (Parish Allocations), including the application from Westbourne Parish Council in respect of enhancing play, sports and exercise facilities at Monks Hill recreation ground.

I am pleased to confirm that the Panel were supportive of your bid and up to £5,731.12 will be available to Westbourne Parish Council. The Panel noted that your request for £5,775 would represent 110.91% of the indicative allocation after orphan interest for Westbourne as previously circulated. The New Homes Bonus (Parish Allocations) Policy outlines circumstances in which bids in excess of the indicative allocation can be approved, but to a maximum of 110% (or plus £1,000, whichever is the lower). Accordingly the Panel capped your request at £5,731.12 being 110%.

The award is made subject to a number of standard conditions. Please find enclosed two copies of a proposed Agreement which have been signed on behalf of Chichester District Council. I would be grateful if you would sign both copies on behalf of Westbourne Parish Council, accepting the terms of the Agreement, and return one signed copy. It is important that the whole Parish Council is aware of the terms of the Agreement, particularly the restricted use of the monies and the requirement to seek the Grants and Concessions Panel's authority for changes to the project. Accordingly I would also be grateful if you can provide the relevant extract from the Parish Council minutes where the conditions are accepted and understood by the Council.

We wish you success in the delivery of your project and look forward to hearing from you in due course. If you have any questions, please contact myself or Emma Beeney (details above).

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Hyland'.

David Hyland
Community Engagement Manager
Enclosed: Agreement (2 copies)

AGREEMENT relating to New Homes Bonus (Parish Allocations) 2019/20

Westbourne Parish Council

THIS AGREEMENT is made on the twenty fifth day of September 2019

BETWEEN:

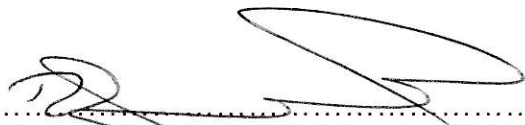
- (1) **THE DISTRICT COUNCIL OF CHICHESTER** of East Pallant House, 1 East Pallant Chichester West Sussex ("the Council") and
- (2) **THE PARISH COUNCIL of WESTBOURNE** Acting by Mrs Clare Kennett, Clerk to Westbourne Parish Council, 53 Skylark Avenue, Emsworth, Hampshire ("the Parish")

1. At a special meeting of the Grants and Concessions Panel held on 18th September 2019, the Council considered a number of applications made for New Homes Bonus (Parish Allocations), including one project (NHB 44/19) submitted by the Parish, a copy of which is annexed hereto.
2. The Council approved the application and has agreed to make available to the Parish the sum of £5,731.12 specifically for the above project. The Parish must comply with the following conditions:
 - 2.1.1 to act as responsible banker for the project and payments by the Council will only be made to the Parish and no other organisation.
 - 2.1.2 to obtain all necessary authorities for the expenditure of the New Homes Bonus (Parish Allocation)
 - 2.1.3 exercise proper due diligence in order to achieve best value for money, probity and a duty of care before releasing any monies to a third party or the direct payment of any invoices.
 - 2.1.4 to use the New Homes Bonus (Parish Allocation) only for the purpose given unless a variation is agreed by the Council. Any proposed change of purpose from that which was set out in the project originally submitted to the Council must be immediately reported to the Council. Unless and until any variations to the project are approved in writing by the Council, which may require further consideration by the Grants and Concessions Panel, no monies shall be expended on the project by the Parish (unless otherwise agreed in writing). If approval is not given to the variation the Council reserves the right to request the return of monies already forwarded to the Parish.
 - 2.1.5 monies shall be expended within three years from the date of this agreement. Any monies which have not been spent by the end of that period shall immediately be returned to the Council upon expiry of the third year including any VAT recovered where applicable.
 - 2.1.6 to monitor the project and any on-going release of monies in order to ensure the anticipated outcomes are achieved.

2.1.7 to provide a report to the Council when requested to do so, which shall provide information regarding the expenditure of the New Homes Bonus (Parish Allocation) and the progress of the project and an explanation of how the anticipated outcomes of the project have been achieved. Receipts and invoices should be retained for inspection by the Council.

3 The Parish hereby covenants with the Council that it will comply with the terms of the grant of the New Homes Bonus (Parish Allocation) set out in paragraph 2 above

IN WITNESS whereof the parties have hereunto set their hands the day and year first before written.

A handwritten signature in black ink, appearing to be 'D Hyland', written over a dotted line.

Signed on behalf of Chichester District Council
David Hyland, Community Engagement Manager

.....
Signed on behalf of Westbourne Parish Council
Clare Kennett, Parish Clerk

Clare Kennett
Clerk to Westbourne Parish Council
53 Skylark Avenue
Emsworth
PO10 7GB

If calling please ask for:

01243 534808
e-mail:
cmcgreal@chichester.gov.uk

Dear Clare,

Section 106 Application – Enhancing play, sports and exercise facilities at Monk’s Hill recreation ground in Westbourne

Your application for Section 106 funding on behalf of Westbourne Parish Council towards the cost of the enhancement of play, sports and exercise facilities at Monk’s Hill recreation ground in Westbourne has now been considered.

I am pleased to be able to confirm that this application was supported by our members and **£7,736.46** has been awarded. This is a contribution towards the project as outlined in your application form that includes a commitment to carry out regular inspections and budget for future repairs and maintenance.

All awards are made in accordance with the general conditions highlighted in the “Section 106 Agreement”, which I have attached. Payment of the award is made by BACS, we therefore ask you to confirm the organisation’s bank details (on Page 3 of the Agreement).

Please review the Agreement carefully and complete the information sections, signing and returning to us as directed.

If you have any questions about this Section 106 offer, please contact me on the details above.

Yours sincerely

Mr Ciaran McGreal
Sport & Leisure Officer

Section 106 Agreement

Date of Agreement: 02/10/2019

Recipient (Organisation)

Westbourne Parish Council

If you are receiving this agreement, it means you have been successful in your recent application for Section 106 funding from Chichester District Council. Please read this carefully, as we are asking you to sign and return this Agreement before we consider our Grant award "confirmed". This agreement lists a number of conditions which you are committing to work to – if you cannot commit to, or do not honour these conditions, then the award may be withdrawn, or we may seek the return of the funds from your project. It will also put you in dispute with the Council, which may prevent you from applying for future funding, or accessing other services. If you need clarification or have any questions about the Agreement please contact sport@chichester.gov.uk. To accept the award, an appropriately authorised person should sign and return this Agreement on behalf of the Recipient.

The Ward members, in consideration of your application, have decided to offer the Enhancement of Monk's Hill project Section 106 funding of £7,736.46 towards the total project cost of £12,986.47. The project costs include new play, sport and exercise facilities, inspections and a repair & maintenance programme to conform with Health and Safety regulations as outlined in your application.

We (meaning the S106 Recipient) understand and agree to:

- Use the award only for the purposes outlined in our application.
- Promptly return the unspent monies to the Council if we do not spend the entire award.
- Not make any major change to the project without first receiving the Council's agreement in writing. If we are unsure if a change is considered major, we will check with the Council before proceeding.
- Provide payment details at the end of this form. Where the award is paid in instalments, or subject to conditions that delay the release of funds, we will inform the Council of any future changes to our bank/building society account.
- Comply with any relevant legislation affecting the way we carry out our project.
- Keep all financial records and accounts, including paid invoices relating to the project and receipts for items bought with the award, for at least two years following receipt of the award. We will make those available to the Council on request.

I agree to the conditions outlined above and am authorised to accept this funding on behalf A2Dominion.

Name:

Signed:

Date:

Position in organisation:

Payment Details

Please provide details of where you would like grant payment(s) to be made to:

Account Name:		
Sort Code:	Account Number:	
Name and Address of Bank or Building Society:		
If a payment reference is required by yourselves (eg Building Society Roll Number) please provide it here:		
Please also provide details of the appropriate person in your organisation to contact if there are payment queries:		
Name:	Telephone (daytime):	E-mail:

Please return the signed and completed Section 106 Agreement to Chichester District Council. Scanned copies can be emailed to sport@chichester.gov.uk or hard copies can be posted to:

Ciaran McGreal
Chichester District Council,
East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY

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	134,916.47	123,079.29	118,663.26	163,313.26	163,313.26	163,313.26	163,313.26	163,313.26	163,313.26	
RECEIPTS	47,678.49	3,856.42	0.00	0.00	0.00	47,245.00	0.00	0.00	0.00	0.00	0.00	0.00	98,779.91
PAYMENTS	5,018.90	3,126.19	12,467.60	11,837.18	4,416.03	2,595.00	0.00	0.00	0.00	0.00	0.00	0.00	39,460.90
Closing balance	146,653.84	147,384.07	134,916.47	123,079.29	118,663.26	163,313.26	163,313.26	163,313.26	163,313.26	163,313.26	163,313.26	163,313.26	

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>
<u>Income</u>				
Rent		£200.00	£750.00	26.7%
Admin/grants	£28,553	£3,856.42		
Precept	£80,495	£94,490.91	£93,166.00	101.4%
NP		£0.00		
VAT reimbursed		£232.58		
Total income:	£109,048	£98,779.91	£93,916.00	105.2%
<u>Expenditure</u>				
Subs, S137, S142. donations		£1,597.95	£2,320.00	68.9%
Running costs		£12,786.20	£25,295.00	50.5%
Capital costs and repair (sinking fund)		£0.00	£20,000.00	0.0%
Capital schemes		£4,364.54	£6,530.00	0.0%
Services		£250.40	£2,500.00	10.0%
Communications		£701.70	£2,500.00	28.1%
Administration	£61,072	£4,282.17	£17,236.00	24.8%
Clerks salary	£13,431	£7,770.00	£18,810.00	41.3%
Contingency fund		£0.00	£50.00	0.0%
Grants/ER		£5,401.07		
NP		£0.00		
VAT to claim on expenditure		£2,306.87		
Total expenditure:	£74,503	£39,460.90	£95,241.00	41.4%
Income over expenditure	34,545.46	59,319.01	-1,325.00	

2. Earmarked reserves

	2018/19	2019/20
Balance forward (Bfwd)	£69,448.79	£103,994.25
Income	£109,048.33	£98,779.91
Expenditure	-£74,502.87	-£39,460.90
Carry forward (Cfwd)	£103,994.25	£163,313.26

	Bfwd	Income	Expenditure	Transfers	Cfwd
General reserve	£25,687.12	£72,483.49	-£33,026.03		£65,144.58
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		-£129.87		£24.48
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		-£305.00		£4,146.50
Village gateways	£150.00				£150.00
Pump priming CLT	£0.00				£0.00
WNPSG	£0.00				£0.00
Legal advice	£705.00				£705.00
CDC New Homes Bonus 2014 (village gateways)	£1,161.92				£1,161.92
CDC New Homes Bonus 2017 (JBC cemetery extension)	£1,000.00		-£1,000.00		£0.00
CDC New Homes Bonus 2018 (speed indicator signs)	£5,000.00		-£5,000.00		£0.00
	£103,994.25	£98,779.91	-£39,460.90	£0.00	£163,313.26

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

Opening balance	103,994.25	INCOME						EXPENDITURE											
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	Clerk's salary	Contingency fund	Grants	NP	Input VAT
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
April	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	30.20
May	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	605.84	1,295.00	0.00	45.67	0.00	46.68
June	0.00	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	1,730.80
July	0.00	0.00	0.00	0.00	0.00	0.00	11,837.18	0.00	7,596.60	0.00	372.15	250.40	373.40	1,520.48	1,295.00	0.00	355.40	0.00	73.75
August	0.00	0.00	0.00	0.00	0.00	0.00	4,416.03	0.00	2,080.80	0.00	168.39	0.00	0.00	468.20	1,295.00	0.00	0.00	0.00	403.64
September	47,245.00	0.00	0.00	47,245.00	0.00	0.00	2,595.00	0.00	525.00	0.00	200.00	0.00	85.00	468.20	1,295.00	0.00	0.00	0.00	21.80
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	98,779.91	200.00	3,856.42	94,490.91	0.00	232.58	39,460.90	1,597.95	12,786.20	0.00	4,364.54	250.40	701.70	4,282.17	7,770.00	0.00	5,401.07	0.00	2,306.87
Closing balance	£ 163,313.26	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						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	30.20	5,018.90

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 /ER	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	WSSC 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							3.24			45.67		11.40
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	605.84	1,295.00	0.00	45.67	0.00	46.68

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

Jun-19

Jun-19																								
	Opening balance:	147,384.07																						
			INCOME							EXPENDITURE														
Invoice reference and date	Description	Receipts Total	Rent	Admin/gr ants	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						16.00	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	1,730.80	12,467.60			

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

Jul-19																					
	Opening balance:	134,916.47																			
			INCOME						EXPENDITURE												
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	Clerk's salary	Contingency fund	Grants /ER	NP	Input VAT	Payment method
34a. 12/07/19	EE mobile phone							28.80							24.00					4.80	DD
34. 11/07/19	SSE quarter 1 2019/20							262.92					250.40							12.52	IB
35. 11/07/19	Chichester District Council, cost of election in 2019							305.00										305.00			
36. 11/07/19	WSCC LGPS							426.20							426.20						IB
37. 11/07/19	HMRC quarter 1 2019/20							908.28							908.28						IB
38. 11/07/19	C Kennett salary and expenses							1,313.00							18.00	1,295.00					IB
39. 11/07/19	Longmeadows quarter 1 2019/20							3,265.60		3,265.60											IB
40. 11/07/19	PCD Print summer newsletter							185.00						185.00							IB
41. 11/07/19	SSALC Ltd Chairs Networking Day, R Hitchcock							108.00							90.00					18.00	IB
42. 11/07/19	R Hitchcock, milage to attend Chairs Networking Day							50.40										50.40			
43. 11/07/19	Taxibus April, May and June							348.00				348.00									IB
44. 11/07/19	JBC first installment of grant 2019/20							4,106.00		4,106.00											IB
45. 11/07/19	D Mack reimbursement cost of padlocks for SIDs							28.98				24.15								4.83	IB
46. 22/07/19	Redshank ink cartridges							64.80							54.00					10.80	IB
47. 22/07/19	GM Support, playground inspections							225.00		225.00											IB
	C Kennett reimbursement for exhibition table cloth							74.40						74.40							
48. 22/07/19	Monster Creative, design and print of pull up banner for events							136.80						114.00						22.80	IB
	Totals	0.00	0.00	0.00	0.00	0.00	0.00	11,837.18	0.00	7,596.60	0.00	372.15	250.40	373.40	1,520.48	1,295.00	0.00	355.40	0.00	73.75	

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

Aug-19

[illegible]

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

Sep-19

	Opening balance:	118,663.26																				Sep-19	
			INCOME							EXPENDITURE													
Invoice reference and date	Description	Receipts Total	Rent	Admin/ grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	costs and repair (sinking	Capital schemes	Services	Comms	Admin	Clerk's salary	Contin gency fund	Grants	NP	Input VAT	Payment method		
12/09/2019	EE mobile phone							28.80							24.00					4.80	IB		
13/09/2019	WSCC LGPS August 2019							426.20							426.20						IB		
13/09/2019	C Kennett salary and expenses Sept 2019							1,313.00							18.00	1,295.00					IB		
13/09/2019	Vision ICT website accessibility statement							102.00						85.00						17.00	IB		
13/09/2019	Longmeadows top up play bark at Monk's Hill playground							300.00		300.00											IB		
13/09/2019	Matt Cane final payment for taxi-bus service							200.00				200.00									IB		
13/09/2019	GM Support playground inspections invoice 765							225.00		225.00											IB		
09/09/2019	CDC 2nd precept installment 2019-20	47,245.00			47,245.00																		
	Totals	47,245.00	0.00	0.00	47,245.00	0.00	0.00	2,595.00	0.00	525.00	0.00	200.00	0.00	85.00	468.20	1,295.00	0.00	0.00	0.00	21.80			

Smaller Authority Name: Westbourne Parish Council _____

NOTICE OF CONCLUSION OF ANNUAL AUDIT
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019
Accounts and Audit Regulations 2015

- 1 The audit of accounts for (Smaller Authority Name) Westbourne Parish Council for the year ended 31 March 2019 has been completed and the accounts have been published.
- 2 The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) Westbourne Parish Council _____ on application to
 - (a) (Name of Clerk)
Mrs Clare Kennett _____
 - (b) (Address of Clerk)
53 Skylark Avenue, Emsworth, PO10 7GB _____

 - (c) (Telephone/email, and hours and arrangements to view)
clerk@westbourne-pc.gov.uk _____
07775654483 _____
- 3 Copies will be provided to any person on payment of £0.00 _____ for each copy of the Annual Return

Announcement made by (Name of Clerk)

Clare Kennett _____

Date of Announcement

30 September 2019 _____

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		N/A

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

Westbourne Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ none.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

08/11/18 09/05/19

Name of person who carried out the internal audit

Mark Mulberry BA(L/ons) FCCA CMA

Signature of person who carried out the internal audit

[Signature]

Date

07/05/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Westbourne Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/04/2019

and recorded as minute reference:

14

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.westbourne-pc.gov.uk

Section 2 – Accounting Statements 2018/19 for

Westbourne Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	109,873	74,293	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	77,804	80,495	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	10,462	28,553	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	37,943	13,431	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	85,903	62,120	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	74,293	107,790	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	74,293	107,790	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	298,049	299,078	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

07/04/2019

I confirm that these Accounting Statements were approved by this authority on this date:

11/04/2019

as recorded in minute reference:

16

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 - External Auditor Report and Certificate 2018/19

In respect of

WESTBOURNE PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in the accordance with guidance issued by the National Audit Office (NAO) on behalf of the Controller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with the International Standards on Auditing (UK and Ireland) and **does not** provide the same level of assurance that such an audit would do.

2. External auditor report 2018/19

~~(Except for the matter reported below)~~ on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return. In our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(*delete as appropriate)

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

(continue on a separate sheet if required)

3. External auditor certificate 2018/19

We certify/ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

~~*We do not certify completion because:~~

External Auditor Name

MOORE

External Auditor Signature



Date 26/09/2019

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Westbourne Parish Council, 10 October 2019**Agenda item 16: 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)

Payments for approval		Total	Net	VAT
DD	EE&T Mobile	28.73	24.06	4.81
IB	Confidential payments Sept 2019	1,350.89	1,350.89	0.00
IB	WSCC LGPS Sept 2019	426.20	426.20	0.00
IB	HMRC quarter 2 2019-20	908.28	908.28	0.00
	C Kennett attendance at SSALC Legal			
IB	and Finance Day	144.00	120.00	24.00
IB	JBC NHB 2017 contribution	1,000.00	1,000.00	0.00
IB	SSE quarter 2	255.83	243.65	12.18
IB	Moore, external audit 2018-19	480.00	400.00	80.00
IB				
IB	Longmeadows quarter 2 2019-20	2,906.80	2,906.80	0.00
		7,500.73	7,379.88	120.99

Payments for retrospective approval

IB NONE

IB

0.00 0.00 0.00

1. Treasurers account number 1

Balance per statement 30/09/19	163,313.26
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	163,313.26

Cashbook control

Balance forward 01/04/19	103,994.25
Add total receipts to date	98,779.91
Less total payments to date	39,460.90
Cashbook at 30/09/19	163,313.26

10 October 2019 Westbourne Parish Council
Agenda item 17: Correspondence list

Councillors are invited to bring forward any items of correspondence for further discussion at the meeting.

- No further updates.