

Westbourne Parish Council, Thursday 9 January 2020.

Agenda item 9: Request to support in principle the closing of all but one gap in the hedge separating Mill Lane and the Mill Stream to protect water voles from disturbance by dogs.

This is an activity in support for the proposed Wildlife Corridor of which the Mill Stream forms an important artery. CDC's Wildlife Officer has confirmed the presence of water voles along this stretch of water.

I'll send you a draft poster: it's on a different machine. This needs amending to add that the gap nearest the A27 will remain open for dogs (with a barrier across the water upstream and a low bridge downstream to minimise disturbance) and provisionally shows the Parish Council as a supporter of the measures being taken.

Other gaps will be closed with soil to bring the level up to that of the existing bank (it appears to be ancient hedgerow), branches and vegetation to form a temporary barrier and planted whips/saplings of native hedge species such as hawthorn, wild rose, dogwood and crab apple being purchased from The Woodland Trust intended to grow into the spaces and restore the natural hedge.

No financial contribution is sought at this stage, but, when all the costs for saplings, printing of posters etc. are known, an application may be made to the Parish Council's Community Chest grant for match funding with Greening Westbourne.

I anticipate that we can cover the item in about five minutes unless members have a lot of questions or comments.

Please feel free to share this email and the draft poster with members.

Kind regards
Martin Yallop
Tel: 07714 877667

NO DOGS IN STREAM PLEASE

**Legally-protected water
voles and other wildlife at
risk from disturbance.**

Please use the dog-splash areas in
Brook Meadow, Emsworth or in River
Street or North Street, Westbourne.

**We thank you for helping to
preserve our wildlife.**

- Mill Meadows Farm (landowner)**
- Greening Westbourne Campaign**
- Westbourne Parish Council**

For more information search Greening
Westbourne online.



Westbourne Parish Council Community Chest Grant Application Form

Please fill in all sections.

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

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

When completed, please return this application form by email to westbournepc@outlook.com, or in writing to Clare Kennett, Clerk to Westbourne Parish Council, 53 Skylark Avenue, Emsworth, PO10 7GB.

1. Your organisation	
Name of organisation.	Westbourne Cricket Club
Contact name and address (inc. telephone number and/or email address).	Ben Cowdry 38 Mill Road PO10 8TH 07761478596 ben@johnpaul.co.uk
Position/Role in organisation.	Fundraising secretary
2. Details of organisation	
Brief description of your organisation's activities/aims.	<p>The Westbourne Cricket Club has been situated in the meadow opposite the Cricketers pub for some 130 years although, due to the two world wars, play hasn't been continuous throughout. In the early 1900s, Charlie Goddard, landlord of the Good Intent, claimed to have made 'the longest hit ever known – nearly a quarter of a mile'. According to an old newspaper cutting, 'he banged the ball with a mighty hit, it bounced on to the road alongside the common (Monks Hill) and rolled down the hill, a few yards only under the 440 yards from where it was struck'.</p> <p>Today there are some 30 adult players in the club. The season, from April to September, consists of 22 weekend fixtures and 16 evening fixtures, both home and away. A special annual memorial cricket match is organised by the</p>

	<p>Desais and the Patels in honour of Dr Patel's who, besides being the local doctor, was also an international cricketer, captaining the Kenyan side in the 1960s. Dr Patel's guest XI was recently led by Sandeep Patel and cheered on by 150 enthusiastic relatives, some arriving from as far away as Uganda.</p> <p>The clubs pitch at Commons side at the top of Covington Lane is picturesque and tranquil. With horses grazing in surrounding fields, the pitch is renowned for its wild orchids (Autumn Lady's Tresses), one or two of which have popped up inches from the stumps.</p>
How long has it been in existence?	150 years
Does your organisation have members and, if so, how many?	25-30 members
Are meeting and events open to members of the public?	Yes
What percentage of the members/people who attend your events are from the village of Westbourne?	75%
Is your organisation run by a committee?	Yes
Is your organisation a registered charity?	No
3. Purpose of organisation	
Please provide a summary of the activities/events your organisation has run in the last year.	<p>42 cricket matches (mix of midweek and Sunday matches)</p> <p>Charity cricket game on the August bank holiday weekend</p> <p>Fundraising quiz in December</p>

<p>Please describe how the local community benefits from your organisation.</p>	<p>WCC is a village club run by the villagers. Players range in age from 15 to 70 and we have a family of supporters.</p> <p>We are always open to new players and supporters and do a lot for the local community.</p> <p>The last 2 charity events have been for a local child who was undergoing surgery in the US and also St Wilfrids Hopsice in Bosham.</p>
<p>4. About the project</p>	
<p>Please provide details of the proposed activity/event/equipment/project for which you are applying for a grant.</p>	<p>We currently train and use facilities which has a cost to the club; Warblington School nets and Ditcham School nets.</p> <p>What we are looking for is the ability to use our own pitch to train in the summer.</p> <p>The options including prices are below and I am happy to discuss these.</p> <p>Option 1 A permanent net either in the corner of the pitch or on Monks Hill park with access to the community. There are obvious benefits to this in that a permanent feature means that we can use it anytime we need to and so can anyone in the community. However as a permanent structure there is a significant cost involved. A quote from total-play (same company that provided the quote for option 2) was between £13,500 - £14,500 plus VAT for a one lane system (including installation, carpets and nets).</p> <p>Option 2 A batting cage or portable net – please see attachment 1 for quote https://total-play.co.uk/products/cricket-ground-equipment/mobile-batting-cages/hd1-protection-cage/</p> <p>This is a more cost effective solution than option 1 and still provides us with the ability to</p> <p>Option 3 Portable net that can also be used as a safety net for spectators.</p>

	<p>We borrowed one of these for our summer charity event and it was perfect as it allowed us to screen off families that had come to watch the event but can also be set up as a cricket net.</p> <p>https://www.sportsequip.co.uk/acatalog/Wooden Pole Cricket Bay with Surround Netting and Sewn-in Roof.html#SID=83</p> <p>Price £500</p>
In what way will the local community benefit from the activity/event/equipment/project?	<p>There are 2 main reasons for this</p> <p>One is safety and one is training</p> <p>Safety: the ground is not the biggest pitch you will find and having a safety netting would mean spectators could relax and enjoy the game more.</p> <p>Training; having the ability to train in the village and not have to go to Portsmouth or Petersfield would mean we can hold village training sessions and invite more players along.</p>
What is the total activity/event/equipment/project cost?	£530 inc VAT
How much is the grant application for?	£530 or as close to
How will the rest of the cost be financed?	
Have you received or applied for funding from any other source for the activity/event/equipment/project?	No
5. Financial details	
Do you receive funding from other sources and, if so, who?	All funding is self raised on an individual basis

4. Westbourne Parish Council Community Chest Grant Policy

Please supply copies of your organisation's financial records where available.	
If you have received a community grant from Westbourne Parish Council in the last three years, please provide details.	n/a

Please complete the following declaration

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

On behalf ofWestbourne Cricket Club I accept the conditions in Westbourne Parish Council's Community Chest Grant Policy.

Signed: 

Date:30/12/2019.....

Position in organisation:Fundraising Secretary

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

Signed: Date:

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

Date of meeting at which the application was discussed: Grant agreed/refused
--

Amount:

Chairman:



Westbourne

Parish Council

Address for correspondence:
53 Skylark Avenue
Emsworth
Hampshire PO10 7GB

07775654483
clerk@westbourne-pc.gov.uk

January 2020

Dear Sir/Madam

Proposed CCTV in The Square, Westbourne

I write to inform you of proposals to install CCTV in The Square in Westbourne.

The Parish Council has been approached by a number of businesses in Westbourne who were unfortunately subject to a number of break-ins in November 2019 causing much damage and loss. They have requested support from the Parish Council in installing CCTV cameras to help prevent and deter possible future crime. Some of the businesses already have CCTV in their premises and the proposed additional cameras would give a street view to provide more evidence for the police to investigate.

The Parish Council has received quotes from three companies, along with outline plans. It is proposed that five cameras would provide sufficient coverage of The Square, The Grove, and the bottom of East Street and North Street. I have enclosed a map which details the location of each of the cameras. The footage would be captured in a secure box (location still to be decided) which only the Parish Council would be able to access to ensure that General Data Protection Regulations are met.

It is proposed that the Parish Council would contribute £5,000 towards the CCTV and the remaining cost would be incurred by the businesses.

The matter has been discussed at Parish Council meetings where it was agreed by members that there is a need to protect and support local businesses, and provide a safe environment for all. Members also agreed that residents who live near the proposed cameras should be informed before any final decision is made to install the CCTV.

If you would like to discuss this matter further or have any questions, please do not hesitate to contact me using the details above.

I look forward to hearing from you.

Yours faithfully

Councillor Richard Hitchcock
Chairman of Westbourne Parish Council

Westbourne Parish Council, Thursday 9 January 2020
Agenda item 12: Polite parking notices, draft copy

Side 1

Polite parking notice

You may have parked illegally or inappropriately.

Your vehicle may be blocking the road and/or pavement for other road users and pedestrians.

We respectfully ask that you find another place to park.

www.westbourne-pc.gov.uk

Side 2

Illegal and inappropriate parking, along with traffic congestion and speeding, are a concern to many in Westbourne.

We are working to tackle these issues with our partner organisations to ensure good road layout, markings, signage and enforcement. This complements the 20mph zone, speed indicator devices and Community Speed Watch Group which all aim to make a safe community environment where residents and businesses can prosper alike.

We thank you for your cooperation.

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

	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Total
Opening Balance	103,994.25	146,653.84	147,384.07	134,916.47	123,079.29	118,663.26	163,313.26	155,319.15	150,052.86	146,684.13	146,684.13	146,684.13	
RECEIPTS	47,678.49	3,856.42	0.00	0.00	0.00	47,245.00	4,441.60	500.00	0.00	0.00	0.00	0.00	103,721.51
PAYMENTS	5,018.90	3,126.19	12,467.60	11,837.18	4,416.03	2,595.00	12,435.71	5,766.29	3,368.73	0.00	0.00	0.00	61,031.63
Closing balance	146,653.84	147,384.07	134,916.47	123,079.29	118,663.26	163,313.26	155,319.15	150,052.86	146,684.13	146,684.13	146,684.13	146,684.13	

Westbourne Parish Council 2019/20: Budget monitoring report

1. Profit and loss budget v actuals

	2018/19	2019/20		
		YTD	Budget	% of Budget
<u>Income</u>				
Rent		£700.00	£750.00	93.3%
Admin/grants	£28,553	£5,930.44		
Precept	£80,495	£94,490.91	£93,166.00	101.4%
NP		£0.00		
VAT reimbursed		£2,600.16		
Total income:	£109,048	£103,721.51	£93,916.00	110.4%
<u>Expenditure</u>				
Subs, S137, S142. donations		£1,892.95	£2,320.00	81.6%
Running costs		£21,377.99	£25,295.00	84.5%
Capital costs and repair (sinking fund)		£0.00	£20,000.00	0.0%
Capital schemes		£6,179.04	£6,530.00	0.0%
Services		£494.05	£2,500.00	19.8%
Communications		£1,886.72	£2,500.00	75.5%
Administration	£61,072	£7,780.22	£17,236.00	45.1%
Clerks salary	£13,431	£11,655.00	£18,810.00	62.0%
Contingency fund		£24.99	£50.00	50.0%
Grants/ER		£6,401.07		
NP		£0.00		
VAT to claim on expenditure		£2,724.65		
Total expenditure:	£74,503	£60,416.68	£95,241.00	63.4%
Income over expenditure	34,545.46	43,304.83	-1,325.00	

2. Earmarked reserves

	2018/19	2019/20
Balance forward (Bfwd)	£69,448.79	£103,994.25
Income	£109,048.33	£103,721.51
Expenditure	-£74,502.87	-£60,416.68
Carry forward (Cfwd)	£103,994.25	£147,299.08

	Bfwd	Income	Expenditure	Transfers	Cfwd
General reserve	£29,313.10	£77,425.09	-£57,571.81		£49,166.38
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	-£700.00	£1,500.00			£800.00
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	-£1,410.00		£576.00
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
SDNPA CIL 2019	£2,074.02				£2,074.02
	£103,994.25	£103,721.51	-£60,416.68	£0.00	£147,299.08

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

Opening balance		103,994.25																	
Description	Receipts Total	INCOME					Payments Total	EXPENDITURE											
		Rent	Admin/grants	Precept	NP	VAT		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	468.20	1,295.00	0.00	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	4,441.60	0.00	2,074.02	0.00	0.00	2,367.58	12,475.00	65.00	7,192.80	0.00	0.00	243.65	545.02	1,942.65	1,295.00	0.00	1,000.00	0.00	190.88
November	500.00	500.00	0.00	0.00	0.00	0.00	5,340.79	50.00	1,263.99	0.00	1,624.00	0.00	455.00	542.20	1,295.00	0.00	0.00	0.00	110.60
December	0.00	0.00	0.00	0.00	0.00	0.00	3,139.99	180.00	135.00	0.00	190.50	0.00	185.00	1,013.20	1,295.00	24.99	0.00	0.00	116.30
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	103,721.51	700.00	5,930.44	94,490.91	0.00	2,600.16	60,416.68	1,892.95	21,377.99	0.00	6,179.04	494.05	1,886.72	7,780.22	11,655.00	24.99	6,401.07	0.00	2,724.65
Closing balance	£ 147,299.08		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

Jul-19

Opening balance:		134,916.47																				
Invoice reference and date	Description	INCOME							EXPENDITURE													Payment method
		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		
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	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

Oct-19

Opening balance:		163,313.26																					
Invoice reference and date	Description	INCOME							EXPENDITURE													Payment method	
		Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants/ER	NP	Input VAT			
65. 11/10/19	EE mobile phone						28.80														4.80	IB	
60. 01/10/19	Royal British Legion poppy wreath						65.00	65.00															cheque no 001914
65a. 11/10/19	SSALC Ltd C Kennett attendance at legal and finance day on 26/09/19						144.00							120.00							24.00	IB	
66. 11/10/19	JBC NHB allocations 2017 for cemetery						1,000.00										1,000.00					IB	
67. 11/10/19	SSE quarter 2 2019/20						255.83					243.65									12.18	IB	
68. 11/10/19	Moore external audit 2018-19						480.00							400.00							80.00	IB	
69. 11/10/19	Longmeadows quarter 2						2,906.80		2,906.80													IB	
70. 25/10/19	C Kennett salary and expenses						1,353.50							64.17	1,295.00							IB	
71. 11/10/19	WSCC LGPS September 2019						426.20								426.2							IB	
72. 11/10/19	HMRC quarter 2 2019-20						908.28								908.28							IB	
73. 11/10/19	Media 3 newsletter delivery autumn edition						241.30								225.28						16.02	IB	
74. 11/10/19	JBC 2nd instalment of 2019-20 grant						4,106.00		4,106.00													IB	
75. 11/10/19	Monster Creative						302.24								302.24						50.38	IB	
76. 25/10/19	C Kennett reimbursement batteries for online banking card readers for CK and RH						16.76																
77. 14/10/19	C Kennett reimbursement 2 frames for centenary commemorations A2 prints						21.00							17.50							3.50	IB	
78. 14/10/19	S Cormack playground inspections						180.00		180.00													IB	
22/10/2019	HMRC VAT refund 2018/19	2,367.58						2,367.58															
31/10/2019	SDNPA Cil grant	2,074.02		2,074.02																			
	Totals	4,441.60	0.00	2,074.02	0.00	0.00	2,367.58	12,435.71	65.00	7,192.80	0.00	0.00	243.65	545.02	1,942.65	1,295.00	0.00	1,000.00	0.00	190.88			
	Closing balance:	155,319.15																					

Westbourne Parish Council, 9 January 2020
Agenda item 14: Annual review of fees and charges

1. Rents

In order to comply with Financial Regulation 9.3, the Council will review all fees and charges at least annually following a report of the Clerk.

The Clerk reports that there are three items in the Council's 2019/20 budget which are fees/charges. These are:

1. Access licence – Mill Road	£50.00
2. Access licence – Sydenham Terrace	£200.00
3. Allotment Association rent	£500.00

Of these, no.1 increased from £50 to £200 in 2017/18, and no. 3 was reduced from £650 to £500 in 2018/19.

Members are asked to consider whether they wish to increase any of these charges for the financial year 2020/21.

2. Direct debits

The Clerk would like to bring to the attention of members the direct debits that are set up for the Council.

1. EE (Clerk's mobile phone on a monthly basis)
2. SSE (payment of electricity for street lights on a quarterly basis)
3. Information Commissioners Office (annual data protection fee)

Westbourne Parish Council budget projections 2019-20 and draft budget 2020-21

Budget Head	2018-19	2019-20	2019-20	2019-20	2019-20	Notes	2020-21
	Actual on 31/03/19	Budget	Actual at 30/09/19	% of budget	Revised estimate		Budget
	£	£	£		£		£
Subscriptions, S137/S147 payments/donations							
West Sussex Association of Local Councils, National Association of Local Councils, Local Council Review magazine quarterly magazine	718.60	740.00	737.95	99.7%	737.95	Add 5% for 2020-21	760.00
Society of Local Council Clerks	175.00	200.00	175.00	87.5%	175.00	Add 5% for 2020-21	200.00
Sussex Playing Fields Association	15.00	15.00	0.00	0.0%	0.00	Standing Order	15.00
British Legion Poppy Appeal	65.00	65.00	65.00	100.0%	65.00		65.00
Westbourne Allotment Association	50.00	50.00	50.00	100.0%	50.00		50.00
Closed churchyard	200.00	200.00	200.00	100.0%	200.00		200.00
Homestart	0.00	250.00	250.00	100.0%	250.00		250.00
Citizens Advice	300.00	300.00	300.00	100.0%	300.00		300.00
Parish Online subscription	0.00	0.00	0.00	0.0%	0.00	New for 20/21	150.00
Community Chest Grants	200.00	500.00	0.00	0.0%	0.00	No earmarked reserve if n	500.00
Total:	1,723.60	2,320.00	1,777.95	76.6%	1,777.95		2,490.00
Running Costs							
Burial/cemetery grounds	7,294.00	8,220.00	8,220.00	100.0%	8,220.00	Confirmation in Dec 19	8,250.00
Monk's Hill grounds maintenance	5,650.80	6,500.00	1,805.40	27.8%	1,805.40		6,500.00
Mill Road grounds maintenance	6,314.60	7,500.00	1,760.20	23.5%	1,760.20		7,500.00
Playground inspections	1,755.00	1,800.00	1,125.00	62.5%	1,125.00	40 times at £45	1,800.00
Footway lighting maintenance, WSCC	1,152.30	1,175.00	0.00	0.0%	0.00	Add 5% for 2020/21	1,200.00
Rent to CDC for Mill Road field	100.00	100.00	100.00	100.0%	100.00		100.00
Total:	22,266.70	25,295.00	13,010.60	51.4%	13,010.60		25,350.00
Capital cost and repair (sinking fund)							
New Initiatives Fund (NIF) (earmarked reserve)	0.00	20,000.00	0.00	0.0%	0.00		20,000.00
Total:	0.00	20,000.00	0.00	0.0%	0.00		20,000.00

Budget Head	2018-19	2019-20	2019-20	2019-20	2019-20	Notes	2020-21
	Actual on 31/03/19	Budget	Actual at 30/09/19	% of budget	Revised estimate		Budget
Capital schemes							
Play equipment Monk's Hill (earmarked reserve)	0.00	0.00	0.00	0%	0.00	New earmarked reserve?	0.00
Play equipment Mill Road (earmarked reserve)	0.00	0.00	0.00	0%	0.00	Is this enough?	2,500.00
Village Gateways (NHB grant 2014)	0.00	0.00	0.00	0%	0.00		0.00
Fingerpost signs (earmarked reserve)	4,030.00	1,000.00	1,410.00	141%	1,410.00		500.00
Tree for Tim Peake	167.74	0.00	0.00		0.00		0.00
Office equipment (earmarked reserve)	0.00	0.00	0.00	0%	0.00		0.00
Scope and design options environmental enhancement village square (see Business Plan) (earmarked reserve)	0.00	0.00	0.00	0%	0.00		0.00
Tree survey/surgery (earmarked reserve)	700.00	1,500.00	1,360.00	0%	1,360.00		1,500.00
Community Speedwatch Online	566.20	0.00	93.39	0%	93.39		100.00
Speed activated road signs (SID system)	0.00	1,700.00	2,149.15	0%	2,149.15	Is this enough?	5,000.00
CCTV	0.00	0.00	0.00	0%	0.00	Is this enough?	5,000.00
Community taxibus service	96.00	1,500.00	644.00	0%	644.00		1,500.00
Road signs (Roads not suitable for HGV's)	0.00	330.00	0.00	0%	0.00		0.00
Salt/grit supply and bins	0.00	500.00	0.00	0%	0.00		570.00
WW1 centenary	334.24	0.00	55.80	0	55.80		0.00
Total:	5,894.18	6,530.00	5,712.34	1.41	5,712.34		16,670.00
Services							
Footway lighting energy, SSE	984.01	1,000.00	250.40	25.0%	250.40	Add 5%	1,000.00
Waste bins x 7 and emptying	1,507.58	1,500.00	0.00	0.0%	0.00	Add 5%	1,600.00
Total:	2,491.59	2,500.00	250.40	10.0%	250.40		2,600.00
Communications							
Community Consultation (See Business Plan)	0.00	500.00	225.00	0%	225.00		250.00
Newsletter/printed communications	1,278.96	1,500.00	426.30	28.4%	426.30		1,500.00
Website and email accounts	2,489.14	500.00	106.60	21.3%	106.60		250.00
Total:	3,768.10	2,500.00	757.90	30.3%	757.90		2,000.00

Budget Head	2018-19	2019-20	2019-20	2019-20	2019-20	Notes	2020-21
	Actual on 31/03/19	Budget	Actual at 30/09/19	% of budget	Revised estimate		Budget
General administration and disbursements							
External audit	400.00	410.00	400.00	97.6%	400.00	Add 2% for 2020/21	410.00
Insurance	2,332.59	2,600.00	2,359.60	90.8%	2,359.60	Fixed contract until 01/04/2	2,500.00
Internal auditor	324.10	400.00	0.00	0.0%	0.00	Add 2% for 2020/21	400.00
Information Commissioner Office (ICO)	35.00	35.00	35.00	100.0%	35.00	£40, £5 reduction if paid by	35.00
Planning consultant	0.00	5,000.00	0.00	0.0%	0.00	£4k for planning consultant	0.00
Legal advice (budget virement NIF)	1,795.00	500.00	0.00		0.00		0.00
Professional Fees	0.00	1,000.00	0.00	0.0%	0.00	Is this enough?	2,500.00
Hire of hall and meeting expenses (£10 front hall, £7 back hall)	338.00	400.00	352.00	88.0%	352.00		400.00
Stationery/printing (admin)	150.50	200.00	176.00	88.0%	176.00	NB Printer inks approx £60	200.00
Postage	0.00	20.00	0.00	0.0%	0.00		20.00
Telephone	276.00	276.00	144.00	52.2%	144.00	EE contract is £23.94 a mo	276.00
Clerks salary, gross	15,455.59	18,810.00	7,770.00	41.3%	7,770.00	2% NALC pay award for 20	19,190.00
Employer national insurance	843.76	1,450.00	702.03	48.4%	702.03		1,480.00
Pension	3,353.80	4,150.00	2,040.12	49.2%	2,040.12		4,230.00
Travelling (Clerk)	77.36	75.00	40.50	54.0%	40.50		75.00
Home used as office	1,210.56	220.00	108.00	49.1%	108.00		220.00
Courses and publications	280.00	500.00	350.00	70.0%	350.00		500.00
Chairman's expenses (earmarked reserve)	73.50	0.00	129.87	0.0%	129.87		250.00
Councillor's expenses (earmarked reserve)	16.20	0.00	0.00	0.0%	0.00		0.00
Total:	26,961.96	36,046.00	14,607.12	40.5%	14,607.12		32,686.00
Contingency fund							
Staff absence (earmarked reserve)	0.00	0.00	0.00	0.0%	0.00		0.00
Plants/soil for flower troughs	35.00	50.00	0.00	0.0%	0.00		50.00
Vandalism and insurance excess (earmarked reserve)	100.00	0.00	0.00	0.0%	0.00		0.00
IT support	0.00	0.00	0.00	0.0%	0.00		0.00
General reserve	0.00	0.00	0.00	0.0%	0.00	Build up reserve?	904.00
Total:	135.00	50.00	0.00	0.0%	0.00		954.00
Total expenditure:	63,241.13	95,241.00	36,116.31	37.9%	36,116.31		102,750.00

Budget Head	2018-19	2019-20	2019-20	2019-20	2019-20	Notes	2020-21
	Actual on 31/03/19	Budget	Actual at 30/09/19	% of budget	Revised estimate		Budget
Income							
Access licence - Mill Road	50.00	50.00	0.00		0.00		50.00
Access licence - Sydenham Terrace	200.00	200.00	200.00	100%	200.00		200.00
Rent - Allotment Association	650.00	500.00	0.00		0.00	£150 from general reserve	500.00
Total income:	900.00	750.00	200.00	26.67%	200.00		750.00
General reserve + earmarked reserve estimate			58,574.60		58,574.60		
Precept = total expenditure - total income:		£94,491.00	£94,490.91		£94,490.91		£102,000.00
Less CDC grant		£1,324.91	£1,324.91		£1,324.91		£0.00
Final precept figure		£93,166.09	£93,166.00		£93,166.00		£102,000.00
Final precept figure rounded-up =		£93,166	£93,166		£93,166		£102,000

1. Precept required for 2019/20	£93,166
2. Precept required 2020/21	£102,000
3. Taxbase 2019/20	£947
4. Taxbase 2020/21	£961.60
5. Charge per band D property 2019/20	£98.38
6. Charge per band D property 2020/21	£106.07
7. % increase in Precept (cash terms)	9.4%
8. % increase in Precept per band D property	7.8%



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Our Ref: MARK/WES010

Mrs C Kennet
Westbourne Parish Council
53 Skylark Avenue
Emsworth
PO10 7GB

Date 12 December 2019

Dear Clare

Re: Westbourne Parish Council
Internal Audit Year Ended 31st March 2020

Following completion of our interim internal audit on the 12th December 2019 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text.**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Interim Audit – Summary Findings

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments
- Review of the budgeting process
- Proper bookkeeping – review of the use of the accounts package
- Review of salaries
- Review of fixed asset register

It is our opinion that the systems and internal procedures at Westbourne Parish Council are well established, and followed. The Clerk is very experienced and ensures the council follows best practice regulations and has overseen changes to the internal procedures as regulations and technologies have changed to maintain compliance.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose. I would like to thank Clare for her assistance and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

The council continues to use Excel as a day to day accounting package. The system is used regularly to report on and record the financial transactions of the council. The Clerk has developed a suite of monitoring records demonstrating performance against budget and other information. These are clear and easy to read and appropriate for a council of this size at present. However, with the continuing developing nature of the council's activities, and associated increased complexity of the financed, the council may want to consider moving towards a bespoke accounting package, such as RBS.

The council is not VAT registered. VAT reclaims are completed on an annual basis. The last VAT reclaim was for the period to the end of March 2019 and the refund amount was verified as received on the bank statement on 22 October. The Clerk had to make arrangements to forward detailed information to HMRC to complete the return, but this proved successful.

My audit testing showed that financial documentation could be easily located from records and overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

At the interim audit date, I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)

Interim Audit

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The external auditors report was not qualified in 2018/19. The notice of conclusion of audit and audited AGAR have been posted to the council website and were reported to the council at the meeting of 10 October 2019.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors have signed "Acceptance of Office" forms and Register of Members' Interests, in line with regulations. Register of Members' Interest forms are loaded on to the council website. The councillors have also signed acceptance to receive information by electronic means.

Confirm that the council is compliant with the relevant transparency code

I note that the council is not required by law to follow the 2015 Local Government Transparency Code, although it is recommended best practice for all councils to do so. A review of the web site shows that the code is being followed through the publication of expenditure information, grant details, staffing information and constitution documents. The Clerk has developed a website which is both eye catching and easy to navigate, with all information logically stored and every link that was tested during the audit working correctly.

Confirm that the council is compliant with the GDPR

The council is aware of GDPR and has undergone training. The council has introduced common email addresses internally and for councillors, although it was noted that one councillor is continuing to use their personal email address. It is recommended to use common email addresses because it gives a natural segregation between personal and councillor business, so it is clear beyond doubt in what capacity a councillor is acting, gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers, and for this reason **I recommend the remaining councillor follows the system established by the council.**

The council has not appointed an external Data Protection Officer (DPO) but has a Privacy Notice and Data Protection policies on the website.

Confirm that the council meets regularly throughout the year

The council is set up through a number of committees as below:

- Council – meets monthly (except August)
- Recreation, Leisure and Amenities – meets three times per year
- Public Services – meets three times per year
- Finance and General Purposes – meets twice per year
- Planning – meets monthly

Check that agendas for meetings are published giving 3 clear days' notice

The Clerk was able to demonstrate that at least 3 clear days' notice is given on both web site and hard copy agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It is noted that the non-confidential supporting documentation referred to in the agendas is also included on the website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website usually within a week of the meeting. A notice on the website makes it clear that these are in draft format prior to approval by the council.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the NALC 2018 model and were adopted by council in November 2019, with no major changes to the model version.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

The Financial Regulations are based on the NALC 2019 model and were adopted by council in September 2019, with no major changes to the model version. The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

Financial regulation 2.2 deals with bank reconciliations, the council is performing a monthly bank reconciliation and these are being signed by a councillor, who is not a signatory. Evidence of this was verified for the October and September 2019 reconciliations, although it was noted that the original bank statement had not been signed and the activity is not being reported to council as required in the regulations and **I recommend these actions are put in place.**

Financial regulation 4 deals with budgetary control and authority to spend. The council has thresholds in place at which authorisations to spend must be obtained as below:

- The council for all items over £600
- A duly delegated committee for items over £600
- The Clerk, in conjunction with Chairman of Council or Chairman of Appropriate committee or Vice-Chair of the council up to £2,000 in an emergency
- The Clerk is authorised to purchase stationary and other office requirements up to £600 for the day to day running of the Parish Council

Through discussion with the Clerk, these thresholds seem appropriate.

Financial Regulation 5 deals with authorisation of payments. The minutes include an attachment of the authorisation of payments lists in accordance with regulations. Sample checking of invoices and payment lists confirm correct processes are being followed.

Financial regulation 6 deals with making payments. The council makes payments by BACS with some direct debits and an occasional cheque. Renewal of direct debits was confirmed by council at the December meeting. There is a clear segregation of duties with online payments.

Financial regulation 7 deals with approval and authorisation of salaries, the minutes and files show evidence of authorisation of changes and of wages generally.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.12 per elector

The council has the General Power of Competence and the section 137 limit does not apply.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and councillor, committee and council level. I am under no doubt that council properly approves expenditure.

At the interim audit date, I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for" has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)

Interim Audit

The council has a Risk Management Policy which was adopted by council in 2017. There are regular risk assessments completed for the playground, and a financial risk assessment which was last reported to council in February 2019.

The council has a valid insurance policy in place, with Public Liability cover of £15 million, Employers Liability cover of £10 million, and a Fidelity Guarantee of £250,000.

At the interim audit date, I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)

Interim Audit

I confirmed that the 2020/21 budget and precept setting process has begun. A draft proposal has been prepared and the final budget and precept is planned to be agreed by council in January 2020.

The council has a business plan and action plan, which has resulted been open for comments from residents. A forward budget plan is included in the action plan.

The council held circa £29,000 in general reserves at the start of the year and a further £103,000 number of specified earmarked reserves, including CIL with the relevant expiry dates for use. General guidance recommends the Council's general reserve should be circa 50% of precept, adjusted for local conditions and the level held is slightly lower than expected, although there are considerable earmarked reserves.

At the interim audit date, the council's year to date position showed expenditure of 62.4% against budget and 110.4% against income. This demonstrates that the budget was accurately set and closely monitored during the year.

At the interim audit date, I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

E. INCOME (INTERIM AND FINAL AUDIT)

Interim Audit

Apart from the precept, the council's other income is through allotment lease income, land rental income, grants and CIL/s.106 money.

The whole precept has been received properly accounted for. The support grant has been correctly accounted for.

At the interim audit date, I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

F. PETTY CASH (INTERIM AUDIT)

The council has no petty cash.

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for" has been met.

G. PAYROLL (INTERIM AND FINAL AUDIT)

Interim Audit

The council uses HMRC online payment tools for calculating salaries. Payments are made by the council and approved using the same system. There are no councillor allowances. The Clerk has a signed contract of employment and are all on the NJC scale.

At the interim audit date, I am of the opinion that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)

Interim Audit

The council has a detailed fixed asset register in place including all the required information. Assets are correctly stated at historic or proxy cost. The asset register was up to date with all relevant assets as at the current financial year end. Additions and deletions are completed in year.

At the interim audit date, I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)

Interim Audit

At the interim audit date the council had a reconciled bank position as at the end of October, which has been signed in accordance with Financial Regulations.

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

To be tested at year end.

K. TRUSTEESHIP (INTERIM AUDIT)

The council has a complicated position with regard to the Monk's Hill recreation ground where they are currently receiving advice on how to proceed.

L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

To be tested at year end.

Should you have any queries please do not hesitate to contact me.

Kind regards

Yours sincerely

A Beams

Andy Beams

Westbourne Parish Council, 9 January 2020**Agenda item 17: 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 Jan 2020	1,313.00	1,313.00	0.00
IB WSCC LGPS Dec 2019	426.20	426.20	0.00
IB HMRC quarter 3 2019/20	908.28	908.28	0.00
IB Alpha Cars, taxibus December 19	101.08	101.80	0.00
IB			
	2,777.29	2,773.34	4.81

Payments for retrospective approval

PDC Print newsletter printing autumn			
IB 2019 edition	185.00	185.00	0.00
IB GM Support playground inspections	135.00	135.00	0.00
Surrey Hills Solicitor, advice on Monk's			
IB Hill recreation ground	570.00	475.00	95.00
IB ICO data protection fee for 2020	35.00	35.00	0.00
D Mack reimbursement ladder for			
IB SIDS	99.00	87.50	16.50
	1,024.00	917.50	111.50

1. Treasurers account number 1

Balance per statement 31/12/19	146,744.12
Less outstanding payments	24.99
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	146,719.13

Cashbook control

Balance forward 01/04/19	103,994.25
Add total receipts to date	103,721.51
Less total payments to date	60,996.63
Cashbook at 31/12/19	146,719.13