

Amendment to Standing Orders for the period 4 April 2020 to 6 May 2021

1. Introduction

Due to the Covid-19/coronavirus public health emergency, the Government has passed legislation to enable local authorities to continue to conduct business with new provisions for the following:

- virtual/remote meetings
- access to documents
- notice requirements
- audit deadlines

This paper outlines the above provisions which must be used as a supplementary document to the Parish Council's Standing Orders which can be found in full at http://www.westbourne-pc.gov.uk/Policies_and_procedures_24529.aspx

2. Government regulations

The Government's regulations can be found at:

http://www.legislation.gov.uk/ukxi/2020/392/contents/made?utm_source=Members&utm_campaign=998d211e2a-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-998d211e2a-323671277&mc_cid=998d211e2a&mc_eid=219897cee8

The National Association of Local Councils (NALC) has issued guidance on the regulations which can be found at:

<https://www.nalc.gov.uk/library/news-stories/3234-101-20-the-local-authorities-and-police-and-crime-panels-coronavirus-flexibility-of-local-authority-and-police-and-crime-panel-meetings-england-and-wales-regulations-2020/file>

In summary, headline points of the regulations are as follows:

- The Parish Council can hold and alter the frequency and occurrence of meetings without requirement for further notice.
- The Parish Council can determine not to hold an annual meeting if wished.
- Current appointments will continue until the next annual meeting, or when the Parish Council determines.
- All meetings, including any annual meetings, can be held remotely, including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming.
- Requirements for public and press access to meetings and documents can also be complied through similar remote access.
- We can make standing orders in respect of remote meetings, and will not be constrained by any existing restrictions.

3. Virtual/remote meetings

The regulations are permissive, and use of video conferencing or interactive streaming for example will be considered acceptable even if particular members of

the public cannot access them (e.g. for reasons of network coverage or preference for other systems).

Westbourne Parish Council has agreed to use <https://zoom.us> to conduct its meetings.

NALC has issued guidance on how to hold virtual/remote meetings which the Parish Council will follow. This is available at <https://www.nalc.gov.uk/library/news-stories/3232-holding-remote-meetings-3april/file>

4. Access to documents

The Regulations make provision for local authority members and officers, and the public, to have access to documents without attending council buildings.

Regulations 15-17 provide that, where the Local Government Act 1972, the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and the Openness of Local Government Bodies Regulations 2014 require that certain documents be made available for inspection by members of the public, it will be sufficient for local authorities to publish the documents on their website. This includes notices, agendas, reports and background papers and minutes.

The obligation under the 2012 Regulations to supply copies of such documents in response to requests made by members of the public and on behalf of newspapers is disapplied by reg.16(6). However, the Parish Council is mindful of its obligations under the general public law as to openness of decision making, Freedom of Information Act 2000 and the Environmental Information Regulations 2004 when requests for information are made and shall provide email access to documents.

5. Notice requirements

The requirement in England for five clear days' notice to be given of principal council meetings, including annual meetings, still applies. Albeit that such notice can now be given on the parish councils website alone.

Regulation 4(1) provides that a local authority can hold its meetings at such an hour and on such days, and alter the frequency, more or cancel such meetings as they determine, without requirement for further notice. Advice received from Chichester District Council with regards to this is that where notice of a meeting is required and has been given, but the meeting is subsequently cancelled, altered or moved, further notice does not need to be given in respect of that change.

6. Audit deadline

The deadline for the submission of the Annual Government and Accountability Return has been moved to 30 November 2020, instead of 30 September 2020.

**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.	GREENING WESTBOURNE
Contact name and address (inc. telephone number and/or email address).	MARTIN YALLOP, TRUDGETTS COTTAGE, THE SQUARE, WESTBOURNE PO10 8UE 07714 877667, martin.yallop@hushmail.com
Position/Role in organisation.	SECRETARY
2. Details of organisation	
Brief description of your organisation's activities/aims.	PROTECTION & IMPROVEMENT OF THE NATURAL ENVIRONMENT IN WESTBOURNE AND ALL THAT ENVIRONMENT CONTAINS.
Does your organisation have members and, if so, how many?	'SUPPORTERS', NOT MEMBERS. ABOUT 70 RECEIVE EMAIL UPDATES
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?	ABOUT 90%
Is your organisation run by a committee?	YES
Is your organisation a registered charity?	NO
3. Purpose of organisation	
Please describe how the local community benefits from your organisation.	PROMOTION & PARTICIPATION IN ACTIVITIES TO PROTECT WILDLIFE AND HABITATS, REDUCE CLIMATE CHANGE EFFECTS AND PROMOTE PHYSICAL AND MENTAL WELLBEING OF THE COMMUNITY.
4. About the project	
Please provide details of the proposed activity/event/equipment/project for which you are applying for a grant.	REPAIR & RESTORATION OF HEDGE SEPARATING MILL STREAM FROM MILL LANE TO PROTECT LEGALLY PROTECTED WILDLIFE AT RISK FROM DOGS ENTERING THE WATER.
In what way will the local community benefit from the activity/event/ equipment/project?	RESTORED HEDGEGROW (WITH NATIVE HEDGE PLANTS) & STRENGTHENING CASE FOR WILDLIFE CORRIDOR PROPOSED IN CDC LOCAL PLAN.

What is the total activity/event/equipment/project cost?	£194.09 (NOTICES, HEDGE PLANTS, ETC.)
How much is the grant application for?	£64.70 (1/3 of TOTAL)
How will the rest of the cost be financed?	1/3 FROM GREENING FUNDS, 1/3 MILL MEADOWS FARM.
Have you received or applied for funding from any other source for the activity/event/equipment/project?	No
If you have received a community grant from Westbourne Parish Council in the last three years, please provide details.	GRANT FOR INSTALLATION OF CYCLE STANDS IN SQUARE SUBSEQUENTLY TRANSFERRED TO PRINTING OF POSTERS + LEAFLETS FOR 'WESTBOURNE WILDLIFE WATCH'.

Please complete the following declaration

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

On behalf of ... GREENING WESTBOURNE I accept the conditions in Westbourne Parish Council's Community Chest Grant Policy.

Signed: [Signature] 16 March 2020 Date:

Position in organisation: SECRETARY

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

Signed: NA 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:

Section 1 – Annual Governance Statement 2019/20

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 2020, that:

	Agreed			<i>'Yes' means that this authority:</i>
	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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*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 must be published with the Annual Governance Statement.

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

16/04/2020

and recorded as minute reference:

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

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	146,719.13	145,855.52	141,418.71	
RECEIPTS	47,678.49	3,856.42	0.00	0.00	0.00	47,245.00	4,441.60	500.00	0.00	5,731.12	0.00	241.30	109,693.93
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	3,333.73	6,594.73	4,436.81	7,687.98	79,716.15
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	146,719.13	145,855.52	141,418.71	133,972.03	

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	£11,661.56		
Precept	£80,495	£94,490.91	£93,166.00	101.4%
NP		£0.00		
VAT reimbursed		£2,600.16		
Total income:	£109,048	£109,452.63	£93,916.00	116.5%
<u>Expenditure</u>				
Subs, S137, S142. donations		£2,387.95	£2,320.00	102.9%
Running costs		£24,710.49	£25,295.00	97.7%
Capital costs and repair (sinking fund)		£0.00	£20,000.00	0.0%
Capital schemes		£7,159.98	£6,530.00	0.0%
Services		£2,240.72	£2,500.00	89.6%
Communications		£2,457.84	£2,500.00	98.3%
Administration	£61,072	£11,932.27	£17,236.00	69.2%
Clerks salary	£13,431	£15,540.00	£18,810.00	82.6%
Contingency fund		£24.99	£50.00	50.0%
Grants/ER		£9,585.04		
NP		£0.00		
VAT to claim on expenditure		£3,676.87		
Total expenditure:	£74,503	£79,716.15	£95,241.00	83.7%
Income over expenditure	34,545.46	29,736.48	-1,325.00	

2. Earmarked reserves

	2018/19	2019/20
Balance forward (Bfwd)	£69,448.79	£103,994.25
Income	£109,048.33	£109,452.63
Expenditure	-£74,502.87	-£79,716.15
Carry forward (Cfwd)	£103,994.25	£133,730.73

	Bfwd	Income	Expenditure	Transfers	Cfwd
General reserve	£18,581.98	£83,156.21	-£66,718.04		£35,020.15
New initiatives fund	£42,651.00	£20,000.00	-£635.02		£62,015.98
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	-£1,360.00		-£560.00
Chairman's allowance	£154.35		-£118.47		£35.88
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		-£1,283.00		-£578.00
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
CDC New Homes Bonus 2019 (Monk's Hill play/sports)	£5,731.12		-£1,886.62		£3,844.50
SDNPA CIL 2019	£2,074.02				£2,074.02
	£103,994.25	£109,452.63	-£79,716.15	£0.00	£133,730.73

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	651.51	1,295.00	0.00	0.00	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	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	494.64	1,950.94	1,295.00	0.00	1,000.00	0.00	193.68
November	500.00	500.00	0.00	0.00	0.00	0.00	5,766.29	50.00	1,263.99	0.00	1,624.00	0.00	455.00	967.70	1,295.00	0.00	0.00	0.00	110.60
December	0.00	0.00	0.00	0.00	0.00	0.00	3,333.73	180.00	135.00	0.00	190.50	228.74	185.00	978.20	1,295.00	24.99	0.00	0.00	116.30
January	5,731.12	0.00	5,731.12	0.00	0.00	0.00	6,594.73	450.00	3,152.50	0.00	101.80	80.13	0.00	1,486.50	1,295.00	0.00	0.00	0.00	28.80
February	0.00	0.00	0.00	0.00	0.00	0.00	4,436.81	45.00	90.00	0.00	196.00	78.02	177.20	469.45	1,295.00	0.00	1,799.00	0.00	287.14
March	241.30	0.00	0.00	0.00	0.00	0.00	7,687.98	0.00	90.00	0.00	683.14	1,359.78	444.30	1,751.64	1,295.00	0.00	1,430.64	0.00	633.48
Totals	109,693.93	700.00	11,661.56	94,490.91	0.00	2,600.16	79,716.15	2,387.95	24,710.49	0.00	7,159.98	2,240.72	2,457.84	11,932.27	15,540.00	24.99	9,585.04	0.00	3,676.87
Closing balance	£ 133,972.03		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/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	
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							48.91					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	651.51	1,295.00	0.00	0.00	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							58.50	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								251.86						50.38	IB	
76. 25/10/19	C Kennett reimbursement batteries for online banking card readers for CK and RH						16.76								13.96						2.80	IB	
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	494.64	1,950.94	1,295.00	0.00	1,000.00	0.00	193.68			
	Closing balance:	155,319.15																					

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

Mar-20

Opening balance		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/E R	NP	Input VAT	Payment method	
		£ 141,418.71																				
129. 02/03/20	Gritbins.net bins							682.97				569.14								113.83	IB	
130. 04/03/2020	EE mobile phone							29.35							24.46					4.89	DD	
131. 06/03/20	Media 3 newsletter delivery							241.30						241.30								IB
132. 16/03/20	Vision ICT email accounts							21.60						18.00						3.60	IB	
133. 16/03/20	Alpha Cars taxi bus Feb							114.00			114.00											IB
134. 16/03/20	WSSC LGPS Feb							426.20							426.20							IB
135. 25/03/20	C Kennett salary and expenses							1,317.14							22.14	1,295.00						IB
136. 20/03/20	SSE							72.04					68.62							3.42	IB	
137. 16/03/20	GM Support							90.00		90.00												IB
138. 16/03/20	PDC Print newsletter printing							185.00						185.00								IB
139. 16/03/20	Reimbursement M Yallop for defibrillator items							235.02										235.02				IB
140. 16/03/20	Postcode Publications, defibrillator for North Street							480.00										400.00		80.00		IB
141. 23/03/20	Sovereign exercise equipment deposit							954.74										795.62		159.12		IB
142. 23/03/20	Zurich insurance 2020-21							1,226.84							1,226.84							IB
	CDC litter bins 2019-20							1,549.38					1,291.16								258.22	IB
	Redshank ink cartridges							62.40							52.00					10.40		IB
	Media 3 newsletter delivery refund spring edition	241.30		241.30																		
	Totals	241.30	0.00	241.30	0.00	0.00	0.00	7,687.98	0.00	90.00	0.00	683.14	1,359.78	444.30	1,751.64	1,295.00	0.00	1,430.64	0.00	633.48		
	Closing balance	£ 133,972.03																				

7,687.98

Section 2 – Accounting Statements 2019/20 for

Westbourne Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	74,293	107,790	<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	80,495	93,166	<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	28,553	12,732	<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	13,431	15,540	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</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	62,120	64,176	<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	107,790	133,972	<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	107,790	133,972	<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	229,078	310,108	<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 certify that for the year ended 31 March 2020 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

07/04/2020

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

16/04/2020

as recorded in minute reference:

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

Westbourne Parish Council, 16 April 2020**Agenda item 18: 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 April 2020	1,339.86	1,339.86	0.00
IB WSCC LGPS March 2020	426.20	426.20	0.00
IB HMRC quarter 4	908.28	908.28	0.00
IB Alpha Cars taxibus February 2020	120.00	120.00	0.00
IB WSALC Ltd subscription 2020-21	733.30	733.30	0.00
IB Playdale 50% deposit for play equipment	4,945.50	4,945.50	989.10
DD SSE	76.99	73.33	3.66
IB CDC rent for Mill Road land 2020-21	100.00	100.00	0.00
IB Longmeadows quarter 4	1,764.50	1,764.50	0.00
	10,443.36	10,435.03	997.57

Payments for retrospective approval

IB Sovereign play equipment deposit	954.74	795.62	159.12
IB Zurich insurance 2020-21	1,226.84	1,226.84	0.00
IB CDC litter/dog bins 2019-20	1,549.38	1,291.16	258.22
IB Redshank ink cartridges	62.40	52.00	10.40
IB			
	3,793.36	3,365.62	427.74

1. Treasurers account number 1

Balance per statement 31/03/20	133,972.03
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	133,972.03

Cashbook control

Balance forward 01/04/19	103,994.25
Add total receipts to date	109,693.93
Less total payments to date	<u>79,716.15</u>
Cashbook at 29/02/20	133,972.03

16 April 2020 Westbourne Parish Council Agenda item 19: Correspondence list

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

- Email from a resident. Dear Sir/Madam, Dogs Barking Non Stop - Meadow View Stables/Mr Wicken, Monks Hill, Westbourne I have been meaning to write for ages to you on this subject, but until now, have never had the time. Mr Wicken, who lives opposite us at Meadow View Stables, keeps at least 2 dogs in his stables, which seemingly are in permanent and enforced isolation! They are locked up and PERMANENTLY bark, whine or whimper. A while ago, I had a convivial chat about it with Frank Wicken and he seemed to suggest that it was only temporary, as he had more than the usual number of dogs. He was perfectly pleasant about me approaching him, but was nevertheless unapologetic. Sadly however, the problem has not gone away. Both dogs bark very loudly a lot of the time during the day and then whine or howl at night. This is a) unacceptable in a quiet neighbourhood, b) Antisocial & inconsiderate and c) inhumane to the animals. He might not think so, as he is simply so used to it, but it has become a real nuisance. Before I write formally to the Parish and District Councils, I would welcome your advice and observations and look forward very much to hearing from you.
Recommendation: to ask the resident to inform CDC and for the Parish Council to write a letter to CDC in support of the residents complaint.
- Email from CDC recommending the taping off of public benches.
- Correspondence from a resident about the defibrillator outside the Co-op on North Street.
Recommendation: To include the defibrillator(s) to the weekly/fortnightly inspection contract with Stewart Cormack (playground inspector) to ensure they are running correctly.