

OBG /MILL MEADOWS FARM- CAMP OUT PROPOSAL

1. IDEA

We have noted the lack of community based sponsored activities for young people in the parish during the holiday periods. We are interested in hosting activities for young people in the Westbourne Parish Council area (aged 12 – 15 years) on the farm either in the spring holiday or summer holiday period. The aim would be to offer at least one opportunity a year (either during the spring or summer holiday period) for young people within the parish to camp over on the farm in an activity filled couple of days centered around meeting new people, team building, sustainability, wildlife and a lot of fun. We feel the emphasis should be largely fun and activity driven with links to life skills and environmental education.

A. BREAKDOWN

- i. OBG-Mill Meadows Farm will host the event on the farm for approx. 20-25 young people. (ages can be discussed but we currently are thinking of 12 -15yrs). We will offer opportunity to parent volunteers to also camp and assist with keeping an eye on the youths.
- ii. The event will run e.g. arrival on Saturday morning leave on Sunday afternoon. (this is the shortest stay, there is scope for 2 nights and 3 days)
- iii. The farm staff will host and entertain the group with planned activities that incorporate their surrounding as well as offering healthy competition in the form of games and challenges. There can be as much or as little 'education' built into the days as we feel necessary utilising the animals, the River Ems and our work within sustainable farming and living (for example the aquaponics project) .
- iv. Food will be provided by OBG-Mill Meadows Farm in the form of breakfast, lunch and dinner (BBQ) on site. The camp site will have a fire pit and seating area for all to enjoy in the evening.

2. NEXT STEPS

- i. We would need support and funding. We are hoping that Westbourne Parish Council and Chichester District Council would be interested in giving us some funding towards the cost of equipment and facilities required to enable us to host the event. We are not intending to make profit but cover our cost, as we see this as one of our contribution to the community.

What do we need to fund?

- ii. There is an area of the farm we have previously used for family camping but this is not separate from grazing pasture. We would look into fencing off this area for use for the camping event , so that the animals would not use it for grazing immediately prior and during the event.
- iii. We would be looking at supplying all that the guests would need to camp out. Tent (2person), sleeping bag and ground mat. The intention is to keep these for use year on year.
- iv. The area of the farm we will be camping in is far enough away from existing farm buildings so seem remote. This means there are currently no facilities the area. We can either look into hiring toilets or creating/building compost loos and basic washing facilities that will be permanently sited in this area

3. QUESTION FOR THE PARISH COUNCIL

- i. Will the Parish Council be interested in funding us? Is there any CDC grant that we can access to fund this?
- ii. Is there a specific area the parish wishes to target/age range?

- iii. The young people in Westbourne parish will be given priority.
- iv. We are keen to make it as affordable as possible running at costs. The attendee's participation price will cover food and drink for their stay.
- v. To make it inclusive there is scope to hold a number of spaces back to allow for young people from more disadvantaged backgrounds have access to the opportunity. These spaces could be sponsored by the parish.
- vi. 3 members of OBG staff are DBS checked. There will be a requirement for parent volunteers for the stay.

Westbourne Parish Council, 8 October 2020
Item 12, Westbourne Help

Extension of Emergency Plan - Revised proposal

- The initial purpose of the network is to respond to the needs of villagers in the context of the current Covid-19 crisis, providing, as far as possible, a similar level of service as that provided by Westbourne Help from mid-March to the end of June of this year. This consists primarily of collection and delivery of prescriptions, small shopping deliveries, assistance with online shopping, guidance on accessing healthcare and offers of food packages to those in need.
- Westbourne Help would be triggered if another national lockdown (level 5) is put in place by the Government. Notice of around a week is anticipated in order to launch the service. As much preparation as possible should be done beforehand.
- For the sake of continuity - the people of Westbourne are familiar with Westbourne Help - the name 'Westbourne Help' is to be retained. Murray, Ed and Paul (the founders of Westbourne Help) are happy with this arrangement.
- Volunteers would be recruited from the existing Westbourne Help database as well as the database of 242 residents who have signed up for the WPC e-newsletter.
- MailChimp would provide a platform for holding personal data for a volunteer database, keeping volunteers' information separate to the newsletter subscriber list.
- We would draw on the Westbourne Support Network Policy (circulated previously)
- The WPC contact person would be Lade Barker (we need a second person just in case Lade is unavailable).
- The availability of the service would be publicised via the WPC website, Facebook, the Westbourne Magazine and posters in the parish.
- A specific WPC email address would be set up so that Murray et al can set their account to auto direct any messages to ours.

Once the danger presented by Covid-19 has passed, or at least has dramatically diminished, Westbourne Help would transition to the 'Westbourne Support Network'. At this point we may want to identify other projects/initiatives that a smaller group of volunteers may be interested in helping with.

When asked how many 'man' hours were needed to set up Westbourne Help, the following response was received from Murray Macdonald.

"Not including any deliveries but in terms of initial organisation including but not limited to:

- Initial scoping and proposal
- Policy Development
- Advertising (physical and online)
- Communicating with volunteers
- Liaising with other volunteer groups
- Leaflet deliveries
- Recording volunteers initial details by email and phone

I'd say around 50 hours. You shouldn't need to do all that as a lot of it can be ported across using the documentation and model we developed".

Before taking this any further, it is proposed that Clare and Richard have a Zoom meeting with Sue Furlong, Community Initiatives Principal Theme Lead at WSCC. It is very much hoped that the scheme will have been set up and in operation by the time WPC meets in October.

RH. 08/09/20

Notes of meeting on 24 September 2020

RH – to find out which logos we need to use on promotional material (previously it was the Church, WW and Emsworth Community Christmas)

RH – to ask Murray if he can email the current volunteers to ask if they are happy to be contacted by members of the Parish Council. It was agreed that if enough volunteers come forward from Murray's list, not to contact the list of residents who have subscribed to the Parish Council newsletter.

RH – to write process notes of how enquiries will be handled

RH – to find out from Murray how they contacted volunteers. Any lessons learnt?

RH – to find out from Murray if we can take over the Westbourne Help Facebook Group.

CK – to set up the email address westbournehelp@westbourne-pc.gov.uk Set up distribution lists for each of the three zones

CK – to get the old parish council mobile phone from Nigel and buy a PAYG sim card with data

CK – circulate a risk assessment to RH and LB for comment/input

CK – organise the design, print and distribution of 50 posters and 1500 flyers. Speak to Monster Creative and Media 3 to find out if they can support at short notice.

CK – prepare draft articles for the website/Facebook/Westbourne Magazine

CK – set up a spreadsheet to share in Dropbox so that enquiries/responses can be recorded.

Westbourne Parish Council Communications Plan 2020-21

1. Purpose

Development of the Parish Council's identity to improve communications to target audiences and to improve community engagement to inform residents of the Parish Council activities.

2. Development of the Parish Council's identity

To develop an integrated and consistent approach to all communications by working with Monster Creative and other agencies to develop high-quality print and online media. Activities include:

- Redesign of the printed newsletter to be distributed in November and March.
- Improved Mailchimp e-newsletter template. Segmenting the Mailchimp contact list to target audiences.
- Developing a poster template to advertise Parish Council activities for the noticeboards/local businesses
- Graphic design support with boosted posts on Facebook
- Photography
- Videos to use online
- Flyers/leaflets

3. Current communications activities

The Parish Council's activities are to be communicated on a regular basis using all communications tools. The projects listed below require more communications support.

3.1 Co-option to the Parish Council

The Parish Council should constantly look for new parish councillors to fill its vacancies and for people to support its committees and community projects. This involves speaking to residents and community groups and advertising as widely as possible using the tools below:

- Poster in the noticeboards/local businesses
- Signposting to information on the website
- Articles on the website, newsletter, e-newsletter and local publications
- Facebook posts and boosted posts to target audiences/postcodes
- Video of councillors to share online

3.2 Petition to reduce speed limit on Monk's Hill

A petition presented to Cllr Mike Magill, West Sussex County Councillor for the Bourne Division, to show community support for the reduction of the speed limit from 60mph to 30mph outside the recreation ground and to be included with the Traffic Regulation Order request – this needs to be signed by a local resident not the Parish Council.

- Online petition using Change.org
- Poster in noticeboards/local businesses

- Printed copy of the petition to be put in local businesses
- Articles on the website, newsletter, e-newsletter and local publications
- Facebook posts and boosted posts to target audiences/postcodes
- Video of Mike Magill explaining the petition to share online
- Flyer to be delivered to properties/businesses to ask people to sign the petition online. To include a QR code.
- Ask residents to present the petition to Cllr Magill at Monk's Hill recreation ground and invite the Chichester Observer. Take photographs to promote online.

3.3 Westbourne Help

- Poster for the noticeboards/local businesses
- Signposting to information on the website
- Articles on the website, newsletter, e-newsletter and local publications
- Flyer to be delivered to properties to inform people about the service. QR code to direct people to the information on live

3.4 Support to businesses

To work with the Business Association to promote local businesses, share information from CDC and details about grants/financial support.

- Business focus - feature articles in newsletter/e-newsletter about a business
- I love local – an online directory of local businesses that could be hosted on the Parish Council website. Further discussion required with Monster Creative.
- Opportunity to promote I love local on A5 Westbourne Help flyer to ask local businesses to sign up.

3.5. Friends of the Ems

Instagram would provide an opportunity to promote the work of the group, as well as other local environmental groups. The Parish Council could facilitate this by setting up an account and publishing photos to the page.

4.0 Other activities

The Parish Council will need to consider how it will hold its annual spring clean day and annual parish assembly which take place in April 2021 as further guidance on holding public events is available from the government.

The Parish Council started a consultation on installing CCTV in early 2020. It has been agreed to postpone this as a result of the pandemic.

5.0 Budget

A budget of £2k has been allocated in the Precept for communications in 2020-21. Quotes for the above will be sourced and approved by the Council before work is undertaken.

6. Recommendations

The Parish Council is asked to consider and discuss the above communications plan at its meeting on 8 October.

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 29/20, 30/20 & 31/20

Your ref:

23rd September 2020

Dear Clare,

New Homes Bonus (Parish Allocations) 2020/21 – Westbourne Parish Council

A special meeting of the Grants and Concessions Panel was held on Wednesday 16th September 2019 to consider a number of applications made to the New Homes Bonus (Parish Allocations), including the three applications from Westbourne Parish Council in respect of planting new trees, benches and picnic table, and interpretation board at Monks Hill recreation ground.

I am pleased to confirm that the Panel were supportive of your bids and up to £4,742.38 will be available to Westbourne Parish Council for the following purposes:

Our reference	Project description	Awarded
NHB 29/20	Planting of small, decorative trees	£2,250
NHB 30/20	Interpretation board at Monks Hill	£795
NHB 31/20	Benches and picnic table for Monks Hill	£1,697.38

The awards are 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

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

AGREEMENT relating to New Homes Bonus (Parish Allocations) 2020/21

Westbourne Parish Council

THIS AGREEMENT is made on the twenty third day of September 2020

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 16th September 2020, the Council considered a number of applications made for New Homes Bonus (Parish Allocations), including three projects (NHB 29/20, 30/20 & 31/20) submitted by the Parish, a copy of which is annexed hereto.
2. The Council approved the applications and has agreed to make available to the Parish the sum of £4,742.38 specifically for the above projects. 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.


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


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

Westbourne Parish Council 2020-21: Budget monitoring report

1. Profit and loss budget v actuals

	2019-20	2020-21		
			<u>YTD</u>	<u>Budget % of Budget</u>
<u>Income</u>				
Rent	£700.00	£275.00	£750.00	36.7%
Admin/grants	£11,902.86	£8,266.96		
Precept	£94,490.91	£101,000.00	£101,000.00	100.0%
NP	£0.00	£0.00		
VAT reimbursed	£2,600.16	£3,736.91	£3,736.91	
Total income:	£109,693.93	£113,278.87	£105,486.91	107.4%
<u>Expenditure</u>				
Subs, S137, S142. donations	£2,387.95	£1,548.00	£2,490.00	62.2%
Running costs	£24,710.49	£12,212.06	£25,350.00	48.2%
Capital costs and repair (sinking fund)	£0.00	£171.20	£20,000.00	0.9%
Capital schemes	£7,159.98	£218.90	£14,170.00	0.0%
Services	£2,240.72	£446.76	£2,600.00	17.2%
Communications	£2,457.84	£282.74	£2,000.00	14.1%
Administration	£11,932.27	£12,287.94	£14,996.00	81.9%
Clerks salary	£15,540.00	£8,099.58	£19,190.00	42.2%
Contingency fund	£24.99	£0.00	£954.00	0.0%
Grants/ER	£9,585.04	£14,734.35		
NP	£0.00	£0.00		
VAT to claim on expenditure	£3,676.87	£5,102.35		
Total expenditure:	£79,716.15	£55,103.88	£101,750.00	54.2%
Income over expenditure	£29,977.78	58,174.99	3,736.91	

2. Earmarked reserves

	2019-20	2020-21
Balance forward (Bfwd)	£103,994.25	£133,972.03
Income	£109,693.93	£113,278.87
Expenditure	-£79,716.15	-£55,103.88
Carry forward (Cfwd)	£133,972.03	£192,147.02

	Bfwd	Income	Expenditure	Transfers	Cfwd
General reserve	£14,980.49	£88,028.87	-£34,775.89	£0.00	£68,233.47
New initiatives fund	£62,015.98	£20,000.00			£82,015.98
Play equipment Monk's Hill	£723.85		-£723.85		£0.00
Play equipment Mill Road	£5,296.42	£3,000.00			£8,296.42
Office equipment	£1,731.71		-£434.47		£1,297.24
Scope and design environmental enhancement village square	£2,500.00				£2,500.00
Tree survey	-£560.00	£1,500.00	-£1,034.33		-£94.33
Chairman's expenses	£35.88	£250.00			£285.88
Councillors expenses	£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	£576.00	£500.00			£1,076.00
Waste bin	£300.00				£300.00
Equipment for an emergency	£1,000.00				£1,000.00
Election costs	£4,146.50				£4,146.50
Village gateways	£150.00				£150.00
Pump priming CLT	£0.00				£0.00
WNPSG	£2,000.00				£2,000.00
Planning/highway consultant	£5,000.00		-£5,683.66		-£683.66
Legal advice/professional fees	£4,922.00		-£705.00		£4,217.00
CDC New Homes Bonus 2014 (village gateways)	£1,161.92				£1,161.92
CDC New Homes Bonus 2019 (Monk's Hill play/sports)	£3,844.50		-£3,844.50		£0.00
S106 Monk's Hill recreation ground 2020	£7,780.96		-£7,902.18		-£121.22
SDNPA CIL 2019	£2,074.02				£2,074.02
	£133,972.03	£113,278.87	-£55,103.88	£0.00	£192,147.02

WESTBOURNE PARISH COUNCIL - FULL YEAR ACCOUNTS 2020-21
Account number 1

Opening balance		133,972.03																		
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	57,332.12	0.00	6,832.12	50,500.00	0.00	0.00	19,286.45	1,298.00	1,954.50	0.00	120.00	73.33	0.00	6,040.90	1,321.86	0.00	6,235.97	0.00	2,241.89	
May	461.00	225.00	236.00	0.00	0.00	0.00	8,895.98	250.00	4,355.00	171.20	0.00	73.33	172.37	2,137.86	1,321.86	0.00	0.00	0.00	414.36	
June	998.84	50.00	948.84	0.00	0.00	0.00	7,795.96	0.00	275.00	0.00	0.00	75.59	0.00	1,032.86	1,321.86	0.00	4,155.82	0.00	934.83	
July	250.00	0.00	250.00	0.00	0.00	0.00	7,366.40	0.00	3,932.26	0.00	25.00	73.33	0.00	1,918.57	1,321.86	0.00	0.00	0.00	95.38	
August	3,736.91	0.00	0.00	0.00	0.00	3,736.91	8,982.31	0.00	1,420.30	0.00	0.00	80.13	0.00	482.86	1,321.86	0.00	4,342.56	0.00	1,334.60	
September	50,500.00	0.00	0.00	50,500.00	0.00	0.00	2,776.78	0.00	275.00	0.00	73.90	71.05	110.37	674.89	1,490.28	0.00	0.00	0.00	81.29	
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	113,278.87	275.00	8,266.96	101,000.00	0.00	3,736.91	0.00	1,548.00	12,212.06	171.20	218.90	446.76	282.74	12,287.94	8,099.58	0.00	14,734.35	0.00	5,102.35	
Closing balance	£ 247,250.90																			

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21

Account number 1

Apr-20

Opening balance:		133,972.03	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	
1. 16/04/20	EE mobile phone							29.42							24.52						4.90	DD
2. 17/04/20	WSCC LGPS							426.20							426.20							IB
3. 17/04/20	HMRC quarter 4 2019/20							908.28							908.28							IB
4. 17/04/20	Alpha Cars March 20							120.00				120.00										IB
5. 17/04/20	WSALC subscription 2020/21							733.30	733.30													IB
6. 17/04/20	Playdale play equipment for Monk's Hill 50% deposit							5,934.60										4,945.50			989.10	IB
7. 17/04/20	CDC Mill Road rent 2020-21							100.00		100.00												IB
8. 17/04/20	Longmeadows quarter 4 2019-20							1,764.50		1,764.50												IB
10.17/04/20	M Reed tree surgeon removal of ash trees at Monk's Hill							1,070.00										856.00			214.00	IB
11. 17/04/20	GM Support play inspections							90.00		90.00												IB
12. 17/04/20	St John Baptist Church, closed churchyard donation							200.00	200.00													IB
13. 17/04/20	Allotment Association, annual donation							50.00	50.00													IB
17/04/2020	CDC precept first installment 2020-21	50,500.00			50,500.00																	
14. 17/04/20	Homestart Chichester, annual donation							250.00	250.00													IB
15. 17/04/20	Reimbursement C Kennett, Norton anti virus, Royal Mail PO Box address and Zoom account							521.37										434.47			86.90	IB
16. 17/04/20	Mulbery and Co audit meeting in December 2019							262.80							210.24						52.56	IB
17. 17/04/20	Brightplan transport consultant, cemetery lane inquiry							3,703.99							3,086.66						617.33	IB
18. 17/04/20	Phillippa Jarvis, planning consultant, cemetery lane inquiry							1,316.44							1,097.00						219.44	IB
19. 20/04/20	SSE							76.99					73.33								3.66	IB
20. 25/04/20	C Kennett salary/expenses April 2020							1,339.86							18.00	1,321.86						IB
21. 27/04/20	Greening Westbourne Community Chest grant							64.70	64.70													IB
22. 27/04/20	Kompan playground inspections							324.00							270.00						54.00	IB
28/04/2020	CDC S106 funding Monk's Hill	6,832.12		6,832.12																		
	Totals	57,332.12	0.00	6,832.12	50,500.00	0.00	0.00	19,286.45	1,298.00	1,954.50	0.00	120.00	73.33	0.00	6,040.90	1,321.86	0.00	6,235.97	0.00	2,241.89	19,286.45	

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21
Account number 1

	Opening balance:	172,017.70																			
			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	
23. 12/05/20	EE mobile phone							29.42							24.52					4.90	
24. 18/05/20	WSCC LGPS April 2020							440.34							440.34						
25. 17/05/20	SSE street lights							76.99					73.33							3.66	
26. 18/05/20	Brightplan traffic consultants, Cemetery Lane							1,800.00							1,500.00					300.00	
27. 18/05/20	JBC first Precept payment							4,125.00		4,125.00											
28. 18/05/20	GM Support playground/defib inspections							230.00		230.00											
29. 18/05/20	M Magill reimbursement business leaflet printing							215.37						172.37						43.00	
30. 18/05/20	M Reed and Co Ltd tree stump removal Monk's Hill							214.00			171.20									42.80	
31. 18/05/20	C Kennett salary and expenses May							1,339.86							18.00	1,321.86					
32. 28/05/20	Surrey Hills Solicitors advice on charity for Monk's Hill							175.00							155.00					20.00	
33. 28/05/20	Tuppenny Barn Community Chest grant funding							250.00	250.00												
4/5/20	Wagland and Bray access licence Sydenham Terrace, Covington Road	200.00	200.00																		
18/5/20	Reeve access licence first installment for 2019-20	25.00	25.00																		
26/5/20	Southern Co-op grant funding for defibrillator costs	236.00		236.00																	
Totals		461.00	225.00	236.00	0.00	0.00	0.00	8,895.98	250.00	4,355.00	171.20	0.00	73.33	172.37	2,137.86	1,321.86	0.00	0.00	0.00	414.36	

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21
 Account number 1

Jun-20

Opening balance:		163,582.72																				
Invoice reference and date	Description	INCOME						EXPENDITURE														Payment method
		Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants/E R	NP	Input VAT		
02/06/2020	Reeve access licence second (and final) installment for 2019-20	25.00	25.00																			
34. 12/06/20	EE mobile phone						29.42							24.52							4.90	DD
35. 12/06/20	New Dawn Furniture VE Day 75 bench						1,078.02										898.35			179.67	IB	
36. 12/06/20	Steve Hayward, electrician installed defib at Village Stores						75.00										75.00				IB	
37. 12/06/20	WSCC LGPS May 2020						440.34							440.34							IB	
38. 12/06/20	C Kennett salary and expenses June 2020						1,339.86							18.00	1,321.86						IB	
39. 19/06/20	SSE street light electricity						79.36					75.59								3.77	DD	
40. 24/06/20	GM Support playground/defib inspections						275.00			275.00											IB	
41. 24/06/20	Sovereign adult exercise equipment Monk's Hill						3,818.96										3,182.47			636.49	IB	
42. 24/06/20	Surrey Hills Solicitor advise on Monk's Hill Charity						660.00							550.00						110.00	IB	
12/06/2020	Reeve access licence first installment for 2020-21	25.00	25.00																			
30/06/2020	CDC S106 final payment	948.84		948.84																		
	Totals	998.84	50.00	948.84	0.00	0.00	0.00	7,795.96	0.00	275.00	0.00	0.00	75.59	0.00	1,032.86	1,321.86	0.00	4,155.82	0.00	934.83	7,795.96	

Westbourne Parish Council, 8 October 2020**Agenda item 20: 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	29.42	24.52	4.90
IB Confidential payments Sept 20	1,367.93	1,367.93	0.00
IB WSCC LGPS August 20	500.42	500.42	0.00
IB HMRC quarter 2	1,105.02	1,105.02	0.00
IB Millstream Productions, photo NHB grant	60.00	50.00	10.00
IB L Mortimer reimbursement plants for troughs	24.99	24.99	0.00
IB WSCC trees for Homefield/Churcher/Edgell Rd NHB grant	2,700.00	2,250.00	0.00
IB SSE street light electricity	74.59	71.05	3.54
	5,862.37	5,393.93	18.44

Payments for retrospective approval

IB C Kennett reimbursement Wel Medical defibrillator spare paediatric pad and sundry pack	88.68	73.90	14.78
IB			
	88.68	73.90	14.78

1. Treasurers account number 1

Balance per statement 30/09/20	192,147.02
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	192,147.02

Cashbook control

Balance forward 01/04/20	133,972.03
Add total receipts to date	113,278.87
Less total payments to date	55,103.88
Cashbook at 30/09/20	192,147.02

8 October 2020 Westbourne Parish Council
Agenda item 21: Correspondence list

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

- Updates from CDC and WSCC regarding the Covid-19 outbreak and the delivery of services.
- Emails about a future consultation on the West Sussex Association of Local Council's working relationship with Surrey and Sussex Association of Local Councils. A number of emails from West Sussex parish councils asking questions about the consultation and proposed restructure have been received.