WSCC Councillor's Report for October: Westbourne

1 November 2026

Cllr Tracie Bangert, Member for the Bournes Division

For the first time, I have divided my report into two parts. One is my personal report on activity during the month, while the other includes general information of interest from WSCC, covering the last month or so.

PERSONAL REPORT

Westbourne Co-op. I have written to the Competition Markets Authority (CMA) and the Board of the Co-operative Group, voicing my objection to the closure of the Co-op and supporting the letters sent by the Parish Council to these addressees. I noted that SOSCA also put out a post on social media saying that the Co-op were looking for a buyer who would take it on as a shop.

Full Council. A motion was presented from Reform, which called for West Sussex to withdraw from all voluntary resettlement schemes for refugees and asylum seekers. This was voted down by all of the councillors present not belonging to Reform (the motion was lost by 43 votes to 20). The Authority currently participates in four voluntary schemes – the United Kingdom Resettlement Programme, the Afghan Resettlement Scheme, the Homes for Ukraine Scheme, and the Hong Kong British National (Overseas) Visa Scheme. The debate highlighted the fact that many of the services provided to refugees and asylum seekers are statutory and paid for by Government. Jane Davey, Cabinet Member for Finance, told the meeting that other Authorities which had withdrawn from voluntary resettlement schemes had become financially disadvantaged when refugees moved into their areas. She said that there were already high pressures on areas such as SEND and social care, due to changes in the system and the cost of complex care. She added that there was no evidence that large numbers of refugees were presenting with special needs and disabilities. Government data showed that at the end of June, 740 asylum seekers were supported in West Sussex, including 139 children.

Separate to this debate, I took a question on the White Ribbon, which is an organisation taking action to prevent Violence Against Women and Girls (VAWG), which West Sussex Fire and Rescue Service, through the White Ribbon Accreditation Programme, are supporting. Key areas of focus are:

- Using the Accreditation Programme to encourage staff to make the White Ribbon promise, actively supporting the prevention of violence against women and girls.
- Strengthen staff training including zero tolerance of sexism, harassment and abuse.
- Working with partners across Safeguarding, Community Safety and Policing Networks to align the abuse.
- Increasing awareness of White Ribbon to encourage wide participation.

I want to highlight the fact that 25 November is the International Day to Eliminate Violence Against Women and Girls, followed by 16 days of activism, which will be visible across the County, including Chichester.

Visit to My Sister's House. Following on from VAWG, this is one of the most prominent charities in our area dealing with the issue, and I met with their CEO, Avril Robinson, at their Bognor Headquarters (their other site is in Chichester) and they deal with 600-700 clients a year, with a team of 30 staff. They are particularly looking at working with the growing cohort of young women reporting violence both in Secondary School and between the ages of 21 and 24. This organisation would like to expand, because there is a known need, and anybody interested in the work they are undertaking should contact them.

Military Conference. I chaired the West Sussex Military Conference, held in Horsham, which discussed Veteran's Breakfast Clubs, the Crisis and Resilience Fund and Young People's Strategy. The next meeting, in March, will focus on business and whole society resilience.

Conference on Food Crisis. I attended the conference, in Chichester, which discussed National resilience and lack of preparedness. The leading guest speaker was Professor Timothy Lang, who is working with Government and the military on the need for greater preparedness. From this, I am working on a motion to be brought to Full Council, on this full subject.

West Sussex Fire and Rescue Service (WSFRS) is undergoing an inspection by HM Inspectorate, and I will be interviewed on 2 November as part of this. WSFRS transfer to the Sussex and Brighton Strategic Authority in April 2027, so the statutory instrument will pass through Parliament in the middle of November.

Southbourne Library has re-opened after substantial renovation work, with the use of 106 developer contribution.



Supporting Rural Areas. Residents can get help with the cost of heating oil through the Crisis and Resilience Fund.

Record Office. The Sussex copy of the United States Declaration of Independence is now the centrepiece of the 250 Independence Exhibition at the British Museum.

Jessie Younghusband School. I visited this new school, in Minerva Heights. The Headteacher, Luke Hanna, used to Deputy Head at Southbourne Junior School and we talked through teething problems, and I was able to get a representative from West Sussex to speak to him about his concerns.



Update on Local Traffic. Most residents will have been affected by traffic delays recently, due to the closure of Stockbridge Road in Donnington, and other unforeseen disruption with road and rail connections. The work on Stockbridge Road is absolutely necessary for Southern Gas to replace an aging gas main, but since then two substantial potholes on the B2201 have caused some of the diversions from it to be closed. A sinkhole also appeared near Fishbourne Station, causing the closure of the railway and the crossing at Black Boy Lane. Havant Station is also closed due to a footbridge replacement.

GENERAL INFORMATION FROM WSCC

Trading Standards expose rogue trader who defrauded homeowners. A rogue trader who defrauded customers out of more than £68,000 has been sentenced to three years' imprisonment at Lewes Crown Court following an extensive investigation by West Sussex Trading Standards.

Greg Hames operated a home improvement business specialising in orangeries and conservatories across West Sussex and the South of England. However, behind a succession of false identities, trading names and limited companies, he systematically deceived homeowners into paying for work and products that were never delivered. Action is now being taken to recover as much as possible of the lost money under the Proceeds of Crime Act.

Cllr Tracie Bangert, Cabinet Member for Community Support, Fire and Rescue, said: "Rogue traders can cause significant financial and emotional distress to their victims, often targeting people who are simply trying to improve their homes.

"This case demonstrates the persistence and dedication of our Trading Standards team in bringing offenders to justice, and I am pleased that this investigation has resulted in a successful conviction.

"I would encourage residents to protect themselves by carrying out thorough checks before employing a trader and by using trusted schemes such as the Buy With Confidence website to find approved local businesses."

To report rogue traders to Trading Standards please visit Report an incident or issue to Trading Standards - West Sussex County Council or you can call Citizens Advice on 0808 223 1133.

Children & Education. October funding secured: WSCC secured £182.7 million in Government funding following approval of its Special Educational Needs and Disabilities (SEND) Reform Plan. This will cover 90% of the council's existing SEND funding deficit, although longer-term funding pressures remain.

Highways & Transport. Improvements reported in October: Almost £1.8 million invested in four completed walking, wheeling and cycling schemes across Horsham, Arundel, Shoreham and Worthing. Improvements include safer school crossings, upgraded pavements and cycling routes.

WSCC launched a trial using **AI-assisted road inspections** in eight highway vehicles to identify potholes, cracks and road defects more efficiently, with the aim of improving road maintenance and staff safety.

Winter readiness campaign about to launch – info will be sent to parishes and WSCC members as well as being published more generally.

Adult Social Care. New guidance and support introduced to help residents plan for future care needs and costs, including an updated Care Guide, telephone advice and face-to-face library sessions.

Communities and WSFR - **Trading Standards**. September enforcement: A Crawley retailer was banned from selling tobacco and vaping products for 12 months following repeated illegal sales to children.

Fire & Rescue. September delivery: Six new on-call firefighters joined stations across West Sussex, including Horsham, Arundel, Shoreham and Bognor, strengthening local emergency response capacity.

January to August 2026 results: Firefighters attended 22 wildfires, 21 other large outdoor fires and 677 smaller outdoor fires. The service also reported plans to acquire eight specialist 4x4 vehicles to strengthen wildfire and water-rescue capabilities.

Environment and Climate Change - **Environment & Waste**. September launch: WSCC launched its Stop the Spark campaign, encouraging residents to dispose of batteries, vapes and electrical items safely rather than placing them in household bins, reducing the risk of fires in waste vehicles and recycling facilities.

Longer-term achievements and results reported during the period:

Environment & Climate Change – reported in October: WSCC's **energy-saving** investment programme is now reducing council energy bills by more than £63,000 annually, helping reduce operating costs and carbon emissions.

Support Services - Customer Services – January to June 2026 results: WSCC handled 137,231 resident telephone calls, averaging 5,278 weekly, with 85% customer satisfaction. Reception teams also supported 17,191 residents face to face.

Please feel free to contact me and I will endeavour to answer your queries:
tracie.bangert@westsussex.gov.uk

Westbourne Parish Council, 12 November 2026
Item 97: Clerk's report

The purpose of this report is to provide the Council with an overview of activities since the last Full Council meeting.

1. Clerk's update on current projects

- Fitness equipment and basketball hoop at Monk's Hill installed and amphitheatre near completion.
- Newsletter written, designed and being printed. Booked into distribution late November.
- Budget prepared for 2027/28.
- Researched website quotes.
- Extraordinary meeting organised and response regarding the potential Co-op closure sent to the CMA.

2. Actions from the last meeting not otherwise on the agenda

- Written agendas, supporting papers and minutes for Full Council and Planning Committee.
- Submitted planning responses following the last Planning Committee meeting.
- Circulated correspondence to councillors.
- Entered all invoices to the Rialtas software and reconciled the income and expenditure against the bank statements each month to be signed at meetings.
- Set up all payments on Lloyds Bank for payment.
- Recorded paper copies for all expenditure and invoices in a file to be kept for seven years.
- Updated the website.

3. Assistant Clerk's update on current projects

- Dog Wash research including contacting utility companies for quotes
- Defib pads replaced
- Quotes
    1. Varnishing of noticeboards – Long Meadows £620 ex VAT
    2. Cleaning of fingerposts. Cost of painting one post where needed £1370 ex VAT
    3. Bark for Monks Hill Children's play area £1400 ex VAT plus cost of laying
    4. Beacon with metal pole for Monks Hill £2630 ex VAT
- Ordered Remembrance wreath
- Collated grants
    1. Brent Lodge £100
    2. Chichester district Food bank £1050
- Ordered Remembrance wreath
- Bolder now in place outside church
- Reported weeds outside church to Rangers, they wont do it as not big enough job, also reported to Highways
- Hitchcock Close weeds cut down apart from one area where access wasn't available. Need to be sprayed in spring.
- Attended Clerks forum

- Set up councillors' WhatsApp group
- Set up petition for co-op put on social media
- Reported car parked at WOW clinic to PCSO and Council
- Attended AI training

Westbourne Parish Council, 12 November 2026
Item 98a. Website quotes

www.westbourne-pc.gov.uk

The Council built its current website in 2018 and it has served the Council well. The invoice for 2026-27 for hosting is due in December at a cost of £370.58.

The Council is asked to consider quotes to create a new website as a refreshed and more modern look would improve communications with the public, along with enabling the Council to meet current accessibility standards required as part of the audit process.

It is necessary to work with a website provider who specialise in the local council sector, rather than build a bespoke website, as this would provide the Clerk with technical support, an easy system to update and assurances that the latest standards were being met.

The aim is to include village organisations on the website following the loss of the Village Website.

Quote 1: Aubergine - Website Designer | Councils, Businesses and Associations | Leighton Buzzard | UK-wide
Design and build £999 +Vat (£899 + Vat if member of SLCC) plus extras such as £10 + Vat per extra page, WCAG £299 + Vat per year, extended support 12 hours £720 + Vat. Year 2 £399 + Vat (plus any extras as above)


New website quote
WestbournePC-16092

Quote 2: Parish Council Websites - Parish Council Websites UK | Parish Website Packages
Design and build £749 + Vat
Hosting and support £25 +Vat paid annually at £300 +Vat


Website proposal for
Westbourne Parish Cc

Quote 3: Website Success - **Leading Website Design & Digital Marketing in Chichester**
Design and build £2,550, £135 per month for Isadore - Mini Monthly Licence Fee
Document from Website Success

Recommendation

The Council is asked to approve the quote provided by Parish Council Websites as the most competitive. The website is built in Wordpress and the company provides a good quality service with ability to customise the layout and easily add new pages as needed. The company would be able to build the website by December and the clerk's could review contact thereafter. There is budget available in the communications budget for 2026/27 – see budget report.

Westbourne Parish Council Grant Scheme
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 clerk@westbourne-pc.gov.uk or in writing to Clerk to Westbourne Parish Council, PO Box 143, Emsworth, PO10 9DX.

1. Your organisation	
Name of organisation and address	Brent Lodge Wildlife Hospital
Contact name	Asha Park
Position/role in organisation	Funding Manager
Contact address	Cow Lane, Sidlesham, PO20 7LN
Telephone number	01243 641672
Email address	enquiries@brentlodge.org
2. Details of organisation	
Brief description of your organisation's activities/aims.	For over 55 years, Brent Lodge Wildlife Hospital has been a trusted provider of wildlife casualty care, rehabilitation, conservation and education. Based in Sidlesham, West Sussex, our charity rescues and treats sick, injured and orphaned British wildlife, with the ultimate aim of releasing healthy animals back into their natural habitats whenever possible. We work closely with local veterinary practices, RSPCA inspectors, Wildlife Police Officers, Fire & Rescue emergency services and members of the public to provide essential care and advice. Alongside treating casualties, we raise awareness of the threats facing wildlife, promote responsible behaviour and deliver educational talks, outreach activities and work experience opportunities to inspire the next generation of conservationists. Our objectives are to improve wildlife welfare, support biodiversity, educate local communities and help address the causes of wildlife casualties, including human-related injuries and habitat loss.

Does your organisation have members and, if so, how many?	Our primary beneficiaries are the thousands of wild animals we care for each year, treating up to 3,000 casualties through our rescue, rehabilitation and release services. However, our work also benefits the wider community. We have a large and loyal network of supporters and regular donors, reaching around 3,500 newsletter subscribers and 17,000 social media followers. Through our wildlife advice, educational activities and public engagement, we help people understand the challenges facing local wildlife and encourage them to play an active role in protecting it.
Are meeting and events open to members of the public?	As a working wildlife hospital unfortunately we are not open to the public as many of our patients are receiving life saving care. We do regularly attend local events in the community most recently we attended a Greening Westbourne event to talk about our work and how to help local wildlife.
What percentage of the members/people who attend your events are from the village of Westbourne?	Brent Lodge Wildlife Hospital provides an important service to the residents of Westbourne by delivering vital wildlife casualty care that benefits both the local community and natural environment. Although we are based in Sidlesham, our reach extends across the South Coast. Each year, we treat thousands of sick, injured and orphaned wild animals, including dozens of casualties from the Westbourne and surrounding area. These include garden birds, foxes injured by road traffic, pigeons caught by cats and hedgehogs affected by habitat loss and other human-related activities. Wherever possible, we provide the specialist care needed to rehabilitate these animals before releasing them back into the wild, ideally close to where they were found. Through our work, we not only give vulnerable wildlife a second chance but also provide local residents with expert advice and practical support when they encounter animals in need. This helps protect local biodiversity, promotes a greater understanding of wildlife welfare and encourages the community to play an active role in protecting the natural environment.
Is your organisation run by a committee?	We have a board of trustees

Is your organisation a registered charity?	Yes Charity number 1199715
3. Purpose of organisation	
Please describe how the local community benefits from your organisation.	Brent Lodge Wildlife Hospital benefits the local community by providing essential wildlife rescue, rehabilitation and advice services, helping residents support sick, injured and orphaned animals. We care for thousands of casualties each year, giving wildlife the best possible chance of recovery and release back into the wild. Our advice service offers practical guidance to residents who find animals in need, while our education and outreach work raises awareness of wildlife welfare, conservation and biodiversity. Through our work, we encourage compassion for wildlife, empower local people to take positive action and help protect the natural environment for future generations. We recently attended a talk at Westbourne Greening Group and engaged with local residents about how to maintain wildlife-friendly habitats. We have also received contacts from residents to be added to our hedgehog release programme. If their gardens are suitable, we hope to release some healthy hedgehogs back to local habitats and contribute to building a network of hedgehog walkways.
4. About the project	
Please provide details of the proposed activity, event, equipment or project for which you are applying for a grant.	Funding will help Brent Lodge Wildlife Hospital continue providing a trusted wildlife advice and casualty care service to local residents. It will support the treatment and rehabilitation of sick, injured and orphaned wildlife, alongside offering practical advice to people who encounter animals in need. The service is aimed at residents across Westbourne and surrounding communities. Funding will help ensure local people can access expert guidance and wildlife receives the care they need, with the aim of rehabilitating and releasing animals back into the wild wherever possible. Through our work we will also promote wildlife welfare, protect local biodiversity and encourage greater understanding of how to help and protect British wildlife at events or online.
In what way will the local community benefit?	

	Westbourne village is fortunate to be surrounded by outstanding natural beauty, providing habitats for a diverse range of wildlife. Sadly, this also means that many wild animals experience injury, illness or harm through road traffic, human activity and other environmental pressures. With dozens of wildlife casualties from the local area already brought into our care, it is clear that the local community has a network of caring residents who want to help protect local wildlife. Brent Lodge Wildlife Hospital is proud to support these residents by providing essential wildlife casualty care, rehabilitation and advice, helping give vulnerable animals the best possible chance of recovery and return to the wild. Our services support the Parish Council's commitment to protecting and enhancing local biodiversity, as outlined on its biodiversity and environmental plan. By rescuing, treating and rehabilitating sick and injured wildlife, we help protect local species and support healthy ecosystems across Westbourne Parish and surrounding area. Our work complements the Council's efforts to improve wildlife corridors, encourage community involvement and raise awareness of environmental issues. Our Education Outreach Coordinator lives in Westbourne Village and is well connected and engages personally, and through her role, with local residents. Through our wildlife advice service, educational activities and engagement with local residents, schools and community groups, we aim to encourage practical action to protect wildlife and its habitats. By working together, we can help preserve the parish's unique coastal and countryside environment, strengthen biodiversity and ensure local wildlife can thrive for future generations.
What is the total cost?	£1,500
How much is the grant application for?	£100
How will the rest of the cost be financed?	So far this year, we have continued to raise funds through general public donations, fundraising activities and support from our existing network of supporters. We have also applied to several neighbouring Parish Councils for funding, with the

	aim of building a network of caring local communities committed to protecting wildlife and supporting our casualty care services. By working with local councils, we hope to strengthen community relationships, raise awareness of the challenges facing wildlife and encourage more residents to support our work. As a charity, we rely heavily on donations and grants to continue providing essential wildlife rescue, rehabilitation and advice services across the local area.
Have you received or applied for funding from any other source?	We continue to apply for grant funding from other local Parish councils to help fund the services we provide within those areas. We have successfully raised £500 from Southbourne Parish Council, £200 Birdham and £2,000 from Chichester City Council. We are also one of the Charities selected for the Coop Community Fund in West Sussex. Allowing local residents to select us as they do their shopping the local Coop stores and funding going to help care for wildlife in the local area.
If you have received a grant from Westbourne Parish Council in the last three years, please provide details.	No
Will the project still be able to go ahead without financial support from the Parish Council?	Brent Lodge Wildlife Hospital already invests significant resources in providing wildlife casualty care, rehabilitation and advice to residents across the local area. Our existing staff and volunteers contribute their time, skills and expertise to support injured wildlife and engage with the community. We also maintain our patient database, share wildlife advice and promote conservation through our outreach activities. This work is funded through our existing charitable income and donations so our service will be able to continue without support from the Parish Council. However, a grant would build on this established contribution, enabling us to extend our reach, raise greater awareness of our services and provide continued support to more local residents and wildlife in need.

Supporting information

Please provide as much supporting information as possible to allow the Parish Council to determine priorities. The following is required:

- A completed application form.

- Any relevant supporting information required as per the application form.
- Full details of the project or activity.
- A copy of their last year end accounts and demonstration of a clear need for funding.
- Evidence that the organisation has sought funding from elsewhere and is not asking the Parish Council to be the full donor.
- A business or project plan.
- A copy of their constitution or details of their aim or purpose.
- The number, or percentage, of members that belong to the organisation and that live within Westbourne Parish.
- Details of any restrictions placed on who can use/access their service.
- Evidence that the project actively promotes equal access for all.
- Details about the impact of your project.
- Three quotes, if applicable, to show best value for money.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

Where additional information is required in order to consider the grant application, applicants may be invited to meet with members of the Parish Council to further discuss the application, prior to the grant being determined by Full Council.

Application deadlines

Community Chest grants (small grants) will be considered by the Parish Council during the financial year. Applications for funding that is greater than is available through the Community Chest scheme will be considered by the Parish Council on a case by case basis. Applications should be received by **1 November in the year preceding the funding requirement**. The grant will be planned into the budget of the next financial year and awarded in the April.

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
Brent Lodge Wildlife Hospital
I accept the conditions in Westbourne Parish Council's Community Chest Grant Policy.

Signed: ……

Date: 23/10/2026

Position in organisation:

Funding Manager

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: ……

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BRENT LODGE WILDLIFE HOSPITAL

Unaudited

TRUSTEES' REPORT & FINANCIAL STATEMENTS

For the year ended 30 June 2025

Registered in England & Wales Charity No. 1199715

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BRENT LODGE WILDLIFE HOSPITAL

Reference and administrative details of the Charity, its Trustees and advisers for the year ended 30 June 2025.

Charity Names:	Brent Lodge Wildlife Hospital
Registered Charity Number:	1199715
Trustees:	Ms Sharon Turner, Chair Mr Ross Kynvin Mr George Sayer Ms Amy Stride
Principal Office:	Cow Lane, Sidlesham, Chichester, West Sussex, PO20 7LN
General Manager:	Mr Robert Knight
Founder:	Mr Dennis Fenter MBE
Voluntary Vet Advisor:	Mr Richard Edwards MSc MA VetMB MRCVS
Accountants:	Morris Crocker Chartered Accountants Station House, North St, Havant PO9 1QU
Bank:	Barclays Bank PLC United Trust Bank The Cambridge Building Society Redwood Bank Ltd Virgin Money Hampshire Trust Bank Charity Bank Cambridge and Counties Bank HSBC

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1.0 INTRODUCTION

The Trustees are pleased to present their annual report together with the financial statements of Brent Lodge Wildlife Hospital. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 1 January 2019 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

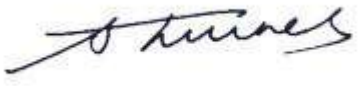
2.0 CHAIR'S SUMMARY

The ongoing effects of human actions, habitat loss, agricultural practices, depleted food sources and shrinking territories continue to have a devastating impact on British wildlife. During the 2024 calendar year the Charity admitted 2,884 wildlife casualties and orphans requiring treatment or care.

This year the Charity faced significant operational challenges, most specifically from the risks associated with widespread Avian Influenza outbreaks in wild bird populations across the UK. The cost of running the Charity has been negatively impacted by ever-increasing operational costs and a downward-trend in some previously reliable funding streams.

Despite the challenges, we are proud that in our care hundreds of birds and mammals were successfully rehabilitated and returned to their natural habitats. The Charity continued to deliver on its mission and remains indebted to our staff, volunteers, supporters, and donors for enabling our work to benefit UK wildlife.

I am pleased to present the Trustees Report and Annual Accounts for the year beginning 1st July 2024 and ending 30th June 2025.



Sharon Turner

Chair of the Board of Trustees

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3.0 STRUCTURE AND GOVERNANCE

3.1 GOVERNING DOCUMENTS

Brent Lodge Wildlife Hospital is a Charitable Incorporated Organisation (CIO), Charity number 1199715. It was registered with the Charity Commission on 20th July 2022, is governed by its Constitution dated 16th June 2022, and was incorporated on 1st July 2023.

The CIO is the result of a change to the charitable status of Brent Lodge Bird & Wildlife Trust - a Charitable Association 276179 - and is, in effect, a continuation of that Charity. The legal transfer of assets from the Trust to the CIO was dated 7th July 2023.

3.2 GOVERNANCE

The Charity is governed by the Trustees whose meetings are held typically once a quarter. Meetings are also held between the Trustees and management team to discuss the affairs and management of the Charity, together with a review of the quarterly financial reports.

The Charity has a rolling 5-year strategic Charity Plan. On an annual basis, the Trustees and management team prepare and agree a budget, together with the operational and fundraising priorities for the following 12 months.

3.3 RECRUITMENT & TRAINING OF TRUSTEES

Trustees shall not at any time be less than 3. Formal procedures for the recruitment and appointment of Trustees are in place.

Appointments are formally made at a Trustees' meeting by majority vote. Appointees are provided with and required to sign a copy of a Trustee Code of Conduct Document and Conflict of Interest Policy. The Trustee eligibility declaration and registration with the Charity Commission is undertaken by the Chair of Trustees. As part of the induction process, new Trustees are provided with a secure Cloud account where they have access to financial information, meeting minutes, and other relevant information.

Trustees are encouraged to use self-learning guidance on the websites of the Charity Commission and NCVO. New Trustees spend time at the Charity to meet staff and volunteers, and to understand the operational and functional aspects of the Charity.

3.4 DAY-TO-DAY OPERATIONAL MANAGEMENT

The Charity is managed by a General Manager – Mr Robert Knight, who is responsible for the oversight and day-to-day management of all the Charity's operational functions and employed staff. The operational management team comprises:

- Animal Care Management
- Site Management
- Financial Management
- Fundraising & Supporter Management
- Charity Shops Management
- Education & Outreach Coordinator
- The employed staff complement for the year was 22

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A Financial Controls Policy is in place. It details thresholds for spending and those requiring Trustee pre-approval. Any significant spending request for an unbudgeted item needs a supporting business case and majority Trustee approval.

The Financial Controls Policy is reviewed annually. Any changes made are minuted in the Charity's records. Financial spot checks are undertaken by a Trustee.

Staff remuneration is apportioned by the General Manager with reference to benchmark salaries obtained by comparisons with local charities of a similar size. The salary of the General Manager is decided by the Trustees and reviewed annually and based on the broad nature of the role and any specific performance targets set by the Trustees.

ORGANISATION DIAGRAM

The adjacent diagram illustrates the functions and activities of the Charity, and how the delivery of our Core Mission is interdependent upon the Charity's facilitators and enablers.

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3.5 EXTERNAL VETERINARY ADVISOR

We are not able to fund a full-time vet. We are fortunate to have the help of Mr Richard Edwards, RCVS, as a voluntary external veterinary advisor, together with local practices which assist with patients requiring veterinary treatment either on a free-of-charge or cost-only basis.

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3.6 RISK MANAGEMENT

The Trustees and General Manager undertake an annual review of the risks the Charity may face and the appropriate means to mitigate them. They are recorded by the Trustees in a risk register.

Annual compliance, inspections, and insurances associated with the Charity's work or sites are organised and recorded by the General Manager. An outsourced business service is contracted for regulatory advice and good practice concerning health and safety, personnel and HR, and aspects of facilities management.

In a 2025 audit concerning compliance, legislation and health & safety, the Charity received a pass rating of 100%.

3.7 STRATEGY

On an annual basis, the Trustees and management team meet to discuss and update a 5-year Strategic Charity Plan. This plan enables the Charity to focus on delivering agreed priorities, to better target fundraising, and to communicate more effectively to our volunteers, supporters and donors. A 12-month priority action plan is agreed with the team for implementation, funding, and outcomes.

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4.0 MISSION & AIM

MISSION

OUR CHARITY MISSION & AIMS



The charity provides and maintains a hospital and other facilities to enable the care, treatment and rehabilitation of sick, injured or orphaned wild birds and mammals. The aim is to relieve the suffering of wild animals in need of care and attention and in particular, the successful return and release of healthy birds and mammals into their natural habitats.

For over 50 years, Brent Lodge Wildlife Hospital has been a trusted authority in wildlife casualty care and rehabilitation to sick, injured or orphaned wildlife. Our animal care staff and volunteers undertake this vital work with dedication and compassion to patient welfare, with the aim to responsibly release healthy wild animals back into the wild.

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5.0 IMPACTS & OUTCOMES SUMMARY

5.1 ACHIEVEMENTS AND PERFORMANCE

The Trustees and staff are pleased to report that the Charity successfully delivered on its Mission during the year. The following summary identifies the primary achievements and performance during the 2024 calendar year.



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5.2 WILDLIFE PATIENT CARE

In 2024 we treated 2,884 wildlife casualties. These were admitted from members of the public, RSPCA inspectors, wildlife police officers, veterinary clinics, animal emergency services and other local conservation organisations. We successfully treated and released many of our patients, and when necessary for others, we were able to provide appropriate care and relief from suffering quickly and humanely.

Of note this year:

- A 16% annual rise in wildlife casualty admissions, particularly during the peak spring and summer months.
- Our new Admission Building and quarantine facility has been a huge asset in reducing the risk of patient disease transmission by enabling us to safely take in, triage, and treat wildlife casualties.
- Avian influenza cases in our immediate locale required the implementation of our highest level of bio-security protocols. We were unable to admit certain high-risk species, redirecting these birds to local veterinary clinics. We treated low-risk avian species in quarantine.
- Changes in wildlife euthanasia legislation necessitated changes to our protocols and we are grateful to several local veterinary clinics who assist us with humane euthanasia when necessary.
- Best practice knowledge is maintained via collaboration with other well-established UK wildlife centres.
- Staff training was delivered by our volunteer veterinarian. Several staff members attended CPD courses and conferences run by Secret World Wildlife Hospital and the British Wildlife Rehabilitation Council.
- From patient admissions we noted a rise in wildlife cruelty and catapult attacks, with birds in particular being targeted. We are working with Sussex Crime and Wildlife Police, community network groups and local authorities on a programme to educate young people in local schools and the wider community to respect and protect wildlife.
- We improved our out-of-hours emergency phone line via a duty member of staff accepting calls throughout the evening/night. An emergency care team is now in place to assist with round-the-clock intensive treatment to critical and neonatal animals throughout the spring and summer months.

5.3 WILDLIFE PATIENT FACILITIES IMPROVEMENTS

Over recent years the Charity has been able to fund improvements to the Hospital facilities and patient welfare.

Of note this year:

- Construction began on a new deer paddock enclosure.
- Construction was completed on new gull enclosures.
- Large mammal transportation cages were purchased.
- All patient incubators were serviced or upgraded to house the most cricitially ill or youngest patients.

5.4 VOLUNTEERS

Volunteers continue to be at the heart of the Charity's work, providing vital support across the Hospital, our Charity shops and fundraising activities. A Volunteer Handbook supports inductions, training, and compliance with health and safety, and risk assessment requirements. Hospital-based volunteers are given additional training on anti-avian-flu protocols. This year, we offered 60 work experience placements to students studying animal care–related courses, or those aspiring to careers

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in veterinary medicine and nursing. We utilised Community Payback schemes and local businesses charity support days. Larger volunteer groups made a substantial contribution to projects including the construction of new bird and mammal enclosures.

5.5 GENERAL FUNDRAISING

Rising operational expenses and animal care costs are a worrying trend and additional fund-raising is not keeping pace with costs. This year we actively sought to diversify income streams, while maintaining recurring donations from our supporters.

Additionally, we have seen a reduction in legacy donations and Gifts in Wills – a trend that appears to be affecting the Charity sector generally.

5.6 RETAIL FUNDRAISING

Our 4 charity shops are led by a dedicated team of staff and community volunteers. A significant amount of funding for the Hospital comes from retail profits.

Of note this year:

- £224,951 total donated sales
- £21,142 generated in Retail Gift Aid income
- £41,285 total new goods sales
- 22.19 tonnes recycled of unsalable goods, generating £1,909

The Charity has responded to the changing habits of the high street by devising a plan to increase profitability in 2025/26, to includes savings from amending shop opening hours, and the piloting of a pop-up café as a means of potentially increasing revenue and awareness of the Charity.

5.7 COMMUNICATIONS

This year our external communications continued to be effective at raising awareness of the Charity, our work, and maintaining public trust. We strengthened our digital presence with informative blogs and on-line talks, and our social media platforms shared patient stories, supporter engagement and fundraising awareness.

We are active members of the British Wildlife Rehabilitation Council, which has established key principles for media engagement in wildlife charities.

5.8 EDUCATION & OUTREACH

The aim of our ‘Respect and Protect” educational outreach work is to raise greater public awareness of the challenges facing British wildlife. We undertake wildlife-focused workshops, community visits and public speaking events to encourage people to support our work and respect and protect local wildlife.

Of note this year:

- 82 school and extra-curricular/youth group workshops
- 17 adult and community group talks
- 38 local community events were attended
- We joined with local community and network groups to raise awareness about the rise in wildlife targeted cruelty.
- Our Education & Outreach Coordinator has completed their Level 3 Forest School training.

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We are grateful for the many funders who support our outreach work, such as the Aviva 'Eco Fund' and Animal Friends Insurance 'Tails of Nature'.

5.9 PUBLIC BENEFIT

The Charity benefits the public through the following:

- The provision of a wildlife Hospital for members of the public to take sick, injured or orphaned wildlife to be cared for with compassion and expertise
- The rehabilitation of wildlife in our care and their responsible release into suitable wild habitats whenever possible.
- Being a respected source of wildlife casualty care and knowledge for the public, RSPCA inspectors, police wildlife officers and veterinary nurses
- Providing a helpline to answer wildlife queries from members of the public
- Communicating with the public to increase awareness and promote respect for wildlife and their natural habitats

5.10 ACKNOWLEDGEMENTS

We would like to acknowledge and offer our sincere thanks to the following:

- All our supporters and donors to whom we are indebted for their financial support
- Our volunteers – we could not function effectively without them
- The members of the public who donate goods or shop at our charity shops
- All the local businesses that support us
- The landowners who allow us to release patients responsibly back into suitable habitats
- Our dedicated and loyal staff that work so hard to provide patient care, the outreach, the fundraising, and the support systems needed to run the Charity.

Our thanks extend to the following grant funders for their donations towards general funds or special projects for 2024-2025:

- D M Frances Hayhurst Foundation
- Audrey Emma Lamb Charitable Trust
- Patricia Routledge Foundation
- Jean Sainsbury Charitable Trust
- Gallus Charitable Trust
- The Shirley and Michael Hunt Charitable Trust
- Wagner Renewable Solar Eco Fund
- M J Camp Charitable Trust
- Rose Animal Welfare Trust
- Edith Murphy Foundation
- Theodore Maxxy Charitable Trust
- Culra Charitable Trust
- Seachangers
- Ostacchini Charitable Trust
- JADE Charitable Trust
- Fonthill Foundation
- Ferry Farm
- Arnold Clark Foundation

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6.0 FINANCIAL SUMMARY

Financial review for the year ended 30 June 2025.

6.1 FINANCIAL HIGHLIGHTS

The Charity ended the year with a positive financial position with a very small net surplus despite the impacts of extra costs protecting against Avian Influenza and the increasing operating financial pressures.

To support our operational costs, we are very grateful to have received:

- Recurring donations that grew to £47,777
- £40,550 in grant funding
- £18,493 in memorial donations
- The public support given to our Charity shops
- £287,517 in legacy income generously donated by those who chose to remember us in their Will.

The Trustees are not aware of any financial considerations that could affect the continuing ability of the Charity to operate.

6.2 OPERATIONAL EFFICIENCY

The Trustees review income and expenditure against the budget at quarterly meetings. Capital expenditure projects have specific budgets, and funding is designated by Trustees, with any restricted funds assigned accordingly.

We believe our general management team is effective at controlling costs and achieving the best value for the Charity. On an annual basis, the management team review all the Charity's suppliers, contracts, leases, products and services to ensure best value.

6.3 FINANCIAL RESERVES POLICY

The Charity is required to hold an estimated six-month's of operating costs in reserve. The sum is updated annually following sign-off of the budget for the year.

The reserves position this year is described below:

- £248,940 set as the reserves target
- £2,178,446 total funds held (as of the date of the Statement of Financial Position)
- £20,147 are restricted funds
- £16,877 are funds designated by the Trustees for Rehabilitation Units
- £384,593 are funds designated by the Trustees for future phases of the Big Build
- £170,000 is invested in long-term accounts to be released in the closing phases of the Big Build
- £1,291,029 are tied to tangible fixed assets
- £295,800 is the remainder of unrestricted reserves. This sufficient to cover the amount stated in our Finance Policy.

6.4 CAPITAL PROJECTS

The Big Build Programme:

The Charity is in its fifth year of planned capital projects.

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Phase One

11 Bird of prey aviaries commenced in 2017 and was completed in 2018. Total Cost £44,985.

Phase Two

5 new water pool enclosures and 2 general-purpose enclosures commenced in 2018 and was completed in 2019. Total Cost £48,225.

Phase Three

5 new large mammal enclosures to house the increasing number of large mammals we are now treating. Completed in 2021. Total Cost £25,457.

Phase Four

A new patient Admissions Building opened in early 2023. Construction costs and fit-out totalled £590,652.

6.5 STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently; observe the methods and principles in the charities SORP;
- Make judgments and accounting estimates that are reasonable and prudent;
- Prepare the financial statements the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 28th April 2026 and signed on their behalf by Ms Sharon Turner, Chair of the Board of Trustees.



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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRENT LODGE WILDLIFE HOSPITAL

Independent examiner's report to the trustees of Brent Lodge Wildlife Hospital ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 June 2025.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

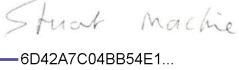
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed by:

6D42A7C04BB54E1...

S Mackie FCA

Morris Crocker
Chartered Accountants
Lake House
2 Port Way
Port Solent
Portsmouth
Hampshire
PO6 4TY

Date: 29 April 2026

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BRENT LODGE WILDLIFE HOSPITAL

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 JUNE 2025

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	505,293	34,946	540,239	452,528
Other trading activities	3	277,550	-	277,550	296,531
Investment income	4	29,777	-	29,777	21,214
Total		812,620	34,946	847,566	770,273
EXPENDITURE ON					
Raising funds	5	401,076	1,084	402,160	201,561
Charitable activities	6				
Care for birds and other wildlife		389,252	21,743	410,995	641,736
Total		790,328	22,827	813,155	843,297
NET INCOME/(EXPENDITURE)		22,292	12,119	34,411	(73,024)
RECONCILIATION OF FUNDS					
Total funds brought forward		2,136,007	8,028	2,144,035	2,217,059
TOTAL FUNDS CARRIED FORWARD		2,158,299	20,147	2,178,446	2,144,035

The notes form part of these financial statements

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BRENT LODGE WILDLIFE HOSPITAL

BALANCE SHEET
30 JUNE 2025

	Notes	2025 £	2024 £
FIXED ASSETS			
Tangible assets	12	1,291,028	1,262,715
CURRENT ASSETS			
Stocks	13	30,966	24,295
Debtors	14	90,955	129,305
Cash at bank		793,158	751,855
		915,079	905,455
CREDITORS			
Amounts falling due within one year	15	(27,661)	(24,135)
NET CURRENT ASSETS		887,418	881,320
TOTAL ASSETS LESS CURRENT LIABILITIES		2,178,446	2,144,035
NET ASSETS		2,178,446	2,144,035
FUNDS	18		
Unrestricted funds		2,158,299	2,136,007
Restricted funds		20,147	8,028
TOTAL FUNDS		2,178,446	2,144,035

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

Signed by:
Sharon Turner
80278410E8704FF...

28 April 2026

.....
Ms S Turner - Trustee

The notes form part of these financial statements

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BRENT LODGE WILDLIFE HOSPITAL

CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2025

	Notes	2025 £	2024 £
Cash flows from operating activities			
Cash generated from operations	1	90,256	36,218
Net cash provided by operating activities		90,256	36,218
Cash flows from investing activities			
Purchase of tangible fixed assets		(78,730)	(246,640)
Interest received		29,777	21,214
Net cash used in investing activities		(48,953)	(225,426)
Change in cash and cash equivalents in the reporting period		41,303	(189,208)
Cash and cash equivalents at the beginning of the reporting period		751,855	941,063
Cash and cash equivalents at the end of the reporting period		793,158	751,855

The notes form part of these financial statements

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NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2025

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2025 £	2024 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	34,411	(73,024)
Adjustments for:		
Depreciation charges	50,417	53,971
Interest received	(29,777)	(21,214)
Increase in stocks	(6,671)	(9,528)
Decrease in debtors	38,350	82,609
Increase in creditors	3,526	3,404
Net cash provided by operations	90,256	36,218

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.7.24 £	Cash flow £	At 30.6.25 £
Net cash			
Cash at bank	751,855	41,303	793,158
	751,855	41,303	793,158
Total	751,855	41,303	793,158

The notes form part of these financial statements

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1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The Charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

As explained in the trustees report the charity converted from an unincorporated charity (charity number 276179) to a Charitable Incorporated Organisation (charity number 1199715) from 7 July 2023. Although Brent Lodge Wildlife Hospital has changed its legal form, its purposes and beneficiaries remains unchanged. All operations, assets and liabilities were transferred over to the CIO from that date. Merger accounting has been applied in accordance with the FRS 102 SORP.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can e measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Other income is recognised in the period in which is it receivable and to the extent the goods have been provided or on completion of the service.

continued...

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1. ACCOUNTING POLICIES - continued

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	-	2% on cost
Plant and machinery	-	25% on reducing balance

Individual fixed assets costing £250 or more are capitalised at cost.

Stocks
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments
The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable and investments in stocks and shares. The measurement basis used for these instruments is detailed below.

Debtors and cash at bank
Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Cash at bank and in hand included cash held on deposit or in a current account.

Creditors and provisions

continued...

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1. ACCOUNTING POLICIES - continued

Financial instruments
Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. DONATIONS AND LEGACIES

	2025	2024
	£	£
Donations	150,652	207,634
Gift aid	39,465	44,128
Legacies	287,517	168,356
Grants	60,150	31,000
Other income	2,455	1,410
	540,239	452,528

Grants received, included in the above, are as follows:

	2025	2024
	£	£
Marjorie Coote Animal Charity Trust	-	1,000
The Michael & Shirley Hunt Charitable Trust	1,000	1,000
The Jean Sainsbury Animal WelfareTrust	10,000	-
Chichester District Council	5,000	-
The Rose Animal Welfare Trust	10,000	10,000
Mrs D M France-Hayhurst Foundation	4,000	-
The Beryl Evetts and Robert Luff Animal Welfare Trust	3,500	-
Animal Friends Insurance	-	10,000
Arnold Clark Foundation	100	-
The Audrey Lamb Trust	2,000	-
M J Camp Charitable Foundation	3,000	2,000
The Ostacchini Family Charitable Trust	1,000	-
R G Hills Charitable Trust	-	2,000
The Prowting Charitable Foundation	-	5,000
The Fonthill Foundation	3,800	-
Selsey Community Ferry Farm	1,200	-
The P Routledge Trust	2,000	-
Sea Changers	2,500	-
The Jade Charitable Trust	1,000	-
The Gallus Trust	3,000	-
Edith Murphy Foundation	2,000	-
Prosperity Law	1,000	-
The Culra Charitable Trust	500	-
Wagner Renewables	300	-
Pagham Pram Race	250	-
Other small grants	3,000	-
	60,150	31,000

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3. OTHER TRADING ACTIVITIES

	2025	2024
	£	£
Shop donations	10,249	3,121
Trading income	267,301	293,410
	277,550	296,531

4. INVESTMENT INCOME

	2025	2024
	£	£
Deposit account interest	29,777	21,214

All investment income is derived from assets held in the United Kingdom.

5. RAISING FUNDS

Raising donations and legacies

	2025	2024
	£	£
Staff costs	117,461	-
Sundries	15,522	-
	132,983	-

Other trading activities

	2025	2024
	£	£
Staff costs	143,323	105,148
Other operating leases	61,421	59,503
Other costs	64,433	36,910
	269,177	201,561
Aggregate amounts	402,160	201,561

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 7)	Totals
	£	£	£
Care for birds and other wildlife	394,960	16,035	410,995

continued...

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7. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Care for birds and other wildlife	4,652	11,383	16,035

Support costs, included in the above, are as follows:

Management

	2025 Care for birds and other wildlife	2024 Total activities
	£	£
Postage and stationery	3,711	10,175
Sundries	1	4,177
Motor expenses	940	5,225
	4,652	19,577

Governance costs

	2025 Care for birds and other wildlife	2024 Total activities
	£	£
Professional fees	9,329	6,121
Independent examination fees	2,054	2,971
	11,383	9,092

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2025	2024
	£	£
Depreciation - owned assets	50,417	53,971
Other operating leases	61,421	59,503

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2025 nor for the year ended 30 June 2024.

continued...

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9. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

During the year no Trustees (2024 - 1) were reimbursed for out of pocket expenses.

10. STAFF COSTS

The key management personnel of the Charity comprise of the general manager and two animal care managers. The total employee benefits of the key management personnel of the Charity were £112,888 (2024: £105,148).

The average monthly number of employees during the year was as follows:

	2025	2024
Management	3	4
Hospital	9	8
Shops	10	10
	22	22

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	431,428	21,100	452,528
Other trading activities	296,531	-	296,531
Investment income	21,214	-	21,214
Total	749,173	21,100	770,273
EXPENDITURE ON			
Raising funds	199,912	1,649	201,561
Charitable activities			
Care for birds and other wildlife	600,790	40,946	641,736
Total	800,702	42,595	843,297
NET INCOME/(EXPENDITURE)	(51,529)	(21,495)	(73,024)
RECONCILIATION OF FUNDS			
Total funds brought forward	2,187,535	29,524	2,217,059
TOTAL FUNDS CARRIED FORWARD	2,136,006	8,029	2,144,035

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12. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Totals £
COST			
At 1 July 2024	1,245,792	255,534	1,501,326
Additions	66,947	11,783	78,730
At 30 June 2025	1,312,739	267,317	1,580,056
DEPRECIATION			
At 1 July 2024	77,156	161,455	238,611
Charge for year	23,952	26,465	50,417
At 30 June 2025	101,108	187,920	289,028
NET BOOK VALUE			
At 30 June 2025	1,211,631	79,397	1,291,028
At 30 June 2024	1,168,636	94,079	1,262,715

Included in freehold property is non depreciated land with a deemed cost of £112,500 (2024: £112,500).

13. STOCKS

	2025 £	2024 £
Stocks	30,966	24,295

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade debtors	278	594
Other debtors	63,489	109,595
VAT	3,568	1,600
Prepayments and accrued income	23,620	17,516
	90,955	129,305

continued...

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15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade creditors	11,001	9,026
Other creditors	11,690	9,768
Accruals and deferred income	4,970	5,341
	27,661	24,135

16. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2025	2024
	£	£
Within one year	55,950	57,700
Between one and five years	110,626	121,978
	166,576	179,678

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2025 Total funds	2024 Total funds
	£	£	£	£
Fixed assets	1,291,028	-	1,291,028	1,262,715
Current assets	894,932	20,147	915,079	905,455
Current liabilities	(27,661)	-	(27,661)	(24,135)
	2,158,299	20,147	2,178,446	2,144,035

18. MOVEMENT IN FUNDS

	At 1.7.24	Net movement in funds	Transfers between funds	At 30.6.25
	£	£	£	£
Unrestricted funds				
General Operational Costs	1,684,619	40,048	32,162	1,756,829
Big Build Capital projects	429,694	(12,939)	(32,162)	384,593
Wildlife Hospital Improvements	17,456	(579)	-	16,877
Accessibility	299	(299)	-	-
Other Small Projects	3,939	(3,939)	-	-
	2,136,007	22,292	-	2,158,299
Restricted funds				
'Respect & Protect' Outreach Project	8,028	9,518	-	17,546
Small Projects	-	2,601	-	2,601
	8,028	12,119	-	20,147
TOTAL FUNDS	2,144,035	34,411	-	2,178,446

continued...

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18. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Operational Costs	802,619	(762,571)	40,048
Big Build Capital projects	1	(12,940)	(12,939)
Wildlife Hospital Improvements	10,000	(10,579)	(579)
Accessibility	-	(299)	(299)
Other Small Projects	-	(3,939)	(3,939)
	812,620	(790,328)	22,292
Restricted funds			
'Respect & Protect' Outreach Project	23,771	(14,253)	9,518
Small Projects	11,175	(8,574)	2,601
	34,946	(22,827)	12,119
TOTAL FUNDS	847,566	(813,155)	34,411

Comparatives for movement in funds

	At 1.7.23 £	Net movement in funds £	At 30.6.24 £
Unrestricted funds			
General Operational Costs	1,724,739	(40,120)	1,684,619
Big Build Capital projects	392,796	36,898	429,694
Wildlife Hospital Improvements	70,000	(52,544)	17,456
Accessibility	-	299	299
Other Small Projects	-	3,939	3,939
	2,187,535	(51,528)	2,136,007
Restricted funds			
Animal Rehabilitation Enclosures	342	(342)	-
'Respect & Protect' Outreach Project	3,891	4,137	8,028
Big Build	968	(968)	-
Small Projects	24,323	(24,323)	-
	29,524	(21,496)	8,028
TOTAL FUNDS	2,217,059	(73,024)	2,144,035

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18. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Operational Costs	554,173	(594,293)	(40,120)
Big Build Capital projects	85,000	(48,102)	36,898
Wildlife Hospital Improvements	-	(52,544)	(52,544)
Accessibility	-	299	299
Other Small Projects	110,000	(106,061)	3,939
	749,173	(800,701)	(51,528)
Restricted funds			
Animal Rehabilitation Enclosures	5,000	(5,342)	(342)
'Respect & Protect' Outreach Project	16,100	(11,963)	4,137
Big Build	-	(968)	(968)
Small Projects	-	(24,323)	(24,323)
	21,100	(42,596)	(21,496)
TOTAL FUNDS	770,273	(843,297)	(73,024)

Rehabilitation Unit appeal:
Funds were raised specifically for the purchase of the new rehabilitation units for animal care inside the hospital.

'Respect & Protect' project:
Funds were raised specifically for 'Respect & Protect' an outreach initiative aimed to educate schools, youth groups and other community groups about wildlife habitats.

Hospital Appeal/Big Build:
Fund for use specifically for the Hospital Extension Appeal and associated building projects.

Small Projects:
Small Projects is made up of appeals for care units, a recovery shed, bio security upgrades, an animal ambulance and ecological upgrades to site buildings. Funds were raised specifically for these appeals.

Designated funds:
Big Build - Funds have been designated to complete future phases of the Big Build project.
Accessibility - Funds were designated to improve site accessibility.
Eco projects - Funds were designated to improve the energy sustainability of the site
Rehabilitation Units - Funds were designated for the fit-out of the new animal ambulance, the new admissions and replacing old units in the main hospital and adding specialist units.

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19. RELATED PARTY DISCLOSURES

There are no related party transactions within the year.

20. MATERIAL LEGACIES

Legacy income is only included in incoming resources where the legacy has been received or both the receipt and amount has been quantified. As at 30 June 2025 the Charity has not been notified of any legacies which have not been recognised as income in these accounts.

21. ULTIMATE CONTROLLING PARTY

The charitable company is not under the control of another entity or any one individual.

(CIO 'Foundation' model constitution)

Date of constitution (last amended): 16 June 2022

1. NAME

The name of the Charitable Incorporated Organisation ("the CIO") is BRENT LODGE WILDLIFE HOSPITAL.

2. NATIONAL LOCATION OF PRINCIPAL OFFICE

The CIO must have a principal office in England or Wales. The principal office of the CIO is in England.

3. OBJECTS

The objects of the CIO are for the benefit of the public to provide and maintain hospitals and other facilities to enable the care, treatment and rehabilitation of sick, injured or orphaned wild birds and mammals. The aim of the CIO is to relieve the suffering of wild animals in need of care and attention and in particular, the successful return and release of healthy birds and mammals into their natural habitats.

4. POWERS

4.1. The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

4.1.1. Acquire the assets and undertaking of the unincorporated charity known as BRENT LODGE BIRD AND WILDLIFE TRUST registered with the Charity Commission with registered number 276179 in furtherance of its objects.

4.1.2. Borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land.

4.1.3. Buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use.

4.1.4. Sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011.

4.1.5. Employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause.

4.1.6. Accept or refuse gifts and donations and raise funds (but not by means of Taxable Trading).

4.1.7. Establish or acquire subsidiaries.

4.1.8. Deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. APPLICATION OF INCOME AND PROPERTY

5.1. The income and property of the CIO must be applied solely towards the promotion of the objects.

5.1.1. a charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

5.1.2. a charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

5.2. None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.

5.3. Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by clause 6.

6. BENEFITS AND PAYMENTS TO CHARITY TRUSTEES AND CONNECTED PERSONS

6.1. General provisions

No charity trustee or connected person may:

6.1.1. Buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public.

6.1.2. Sell goods, services, or any interest in land to the CIO.

6.1.3. Be employed by, or receive any remuneration from, the CIO.

6.1.4. Receive any other financial benefit from the CIO.

Unless the payment or benefit is permitted by clause 6.2 or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

6.2. Scope and powers permitting trustees' or connected persons' benefits

6.2.1. A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.

6.2.2. A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.

6.2.3. Subject to clause 6.3 a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

6.2.4. A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

6.2.5. A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

6.2.6. A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

6.3. Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by clause 6.2.3 if each of the following conditions is satisfied:

6.3.1. The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the supplier").

6.3.2. The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

6.3.3. The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

6.3.4. The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.

6.3.5. The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

6.3.6. The reason for their decision is recorded by the charity trustees in the minute book.

6.3.7. A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

6.4. In clause 6.2 and clause 6.3:

6.4.1. "The CIO" includes any company in which the CIO:

a. holds more than 50% of the shares; or

b. controls more than 50% of the voting rights attached to the shares; or

c. has the right to appoint one or more directors to the board of the company.

6.4.2. "Connected person" includes any person within the definition set out in clause 30 (Interpretation).

7. CONFLICTS OF INTEREST AND CONFLICTS OF LOYALTY

7.1. A charity trustee must:

7.1.1. Declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared.

7.1.2. Absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

7.2. Any charity trustee absenting himself or herself from any discussions in accordance with clause 7.1 must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. LIABILITY OF MEMBERS TO CONTRIBUTE TO THE ASSETS OF THE CIO IF IT IS WOUND UP

If the CIO is wound up, each member of the CIO is liable to contribute to the assets of the CIO such amount (but not more than £1) as may be required for

payment of the debts and liabilities of the CIO contracted before that person ceases to be a member, for payment of the costs, charges and expenses of winding up, and for adjustment of the rights of the contributing members among themselves.

8.1.1. In clause 8(a) "member" includes any person who was a member of the CIO within 12 months before the commencement of the winding up.

8.1.2. But subject to that, the members of the CIO have no liability to contribute to its assets if it is wound up, and accordingly have no personal responsibility for the settlement of its debts and liabilities beyond the amount that they are liable to contribute.

9. CHARITY TRUSTEES

9.1. Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

9.1.1. To exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

9.1.2. To exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

a. any special knowledge or experience that he or she has or holds himself or herself out as having; and,

b. if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

9.2. Eligibility for trusteeship

9.2.1. Every charity trustee must be a natural person.

9.2.2. No individual may be appointed as a charity trustee of the CIO:

a. if he or she is under the age of 16 years; or

b. if he or she would automatically cease to hold office under the provisions of clause 12.1.5.

9.2.3. No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

9.2.4. At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

9.3. Number of charity trustees

9.3.1. There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

9.3.2. The maximum number of charity trustees is nine. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

9.4. First charity trustees

The first charity trustees are as follows, and are appointed for the following terms:

Sharon Turner for 4 years

Ross Alan Kynvin for 3 years

George Edward Sayer for 2 years

10. APPOINTMENT OF CHARITY TRUSTEES

10.1. Appointment for fixed term

10.1.1. Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

10.1.2. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. INFORMATION FOR NEW CHARITY TRUSTEES

11.1. The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

11.1.1. A copy of the current version of this constitution.

11.1.2. A copy of the CIO's latest Trustees' Annual Report and statement of accounts.

12. RETIREMENT AND REMOVAL OF CHARITY TRUSTEES

12.1. A charity trustee ceases to hold office if he or she:

12.1.1. Retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings).

12.1.2. Is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated.

12.1.3. Dies.

12.1.4. In the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months.

12.1.5. Is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

12.1.6. Is removed from office in accordance with clause 13.4

12.2. Any person retiring as a charity trustee is eligible for reappointment.

12.3. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

12.4. A charity trustee may be removed from office by a resolution of not less than two thirds of the other trustees that it is in the best interests of the CIO that the charity trustee be removed from office provided that:

12.4.1. The meeting at which the resolution is to be considered is held upon not less than twenty one days' notice;

12.4.2. The charity trustee whose removal is to be considered by the meeting is given to details for the reasons why the resolution is to be considered; and

12.4.3. The charity trustee has been permitted to make submissions to the meeting either orally or in writing

13.5 A decision taken by the charity trustees under clause 13.4 shall be final and there shall be no right of appeal.

13. TAKING OF DECISIONS BY CHARITY TRUSTEES

13.1. Any decision may be taken either:

13.1.1. At a meeting of the charity trustees.

13.1.2. By resolution in writing or electronic form agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the

resolution in like form to which a majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that:

a. a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and

b. the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

14. DELEGATION BY CHARITY TRUSTEES

14.1. The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

14.2. This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

14.2.1. A committee may consist of two or more persons, but at least one member of each committee must be a charity trustee.

14.2.2. The acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable.

14.2.3. The charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. MEETINGS OF CHARITY TRUSTEES

15.1. Calling meetings

15.1.1. Any charity trustee may call a meeting of the charity trustees.

15.1.2. Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

15.2. Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present

within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

15.3. Procedure at meetings

15.3.1. No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

15.3.2. Questions arising at a meeting shall be decided by a majority of those eligible to vote.

15.3.3. In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

15.4. Participation in meetings by electronic means

15.4.1. A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.

15.4.2. Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

15.4.3. Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. MEMBERSHIP OF THE CIO

16.1. The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.

16.2. Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. INFORMAL OR ASSOCIATE (NON-VOTING) MEMBERSHIP

17.1. The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

17.2. Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. DECISIONS WHICH MUST BE MADE BY THE MEMBERS OF THE CIO

18.1. Any decision to:

18.1.1. Amend the constitution of the CIO.

18.1.2. Amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011.

18.1.3. Wind up or dissolve the CIO (including transferring its business to any other charity).

Must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

18.2. Decisions of the members may be made either:

18.2.1. By resolution at a general meeting.

18.2.2. By resolution in writing, in accordance with clause 18.4.

18.3. Any decision specified in clause 18.1 must be made in accordance with the provisions of clause 28 (Amendment of constitution), clause 29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

18.4. Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

18.4.1. A copy of the proposed resolution has been sent to all the members eligible to vote.

18.4.2. The required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. GENERAL MEETINGS OF MEMBERS

19.1. Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to

discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 18 (Decisions which must be made by the members of the CIO).

19.2. Notice of general meetings of members

19.2.1. The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.

19.2.2. Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

19.2.3. Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

19.3. Procedure at general meetings of members

The provisions in clause 15.2 to clause 15.4 governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to charity trustees to be taken as references to members.

20. SAVING PROVISIONS

20.1. Subject to clause 20.2, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

20.1.1. who was disqualified from holding office;

20.1.2. who had previously retired or who had been obliged by the constitution to vacate office;

20.1.3. who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

If, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

20.2. Clause 20.1 does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for Clause 20.1, the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest and conflicts of loyalty).

21. EXECUTION OF DOCUMENTS

21.1. The CIO shall execute documents either by signature or by affixing its seal (if it has one).

21.2. A document is validly executed by signature if it is signed by at least two of the charity trustees.

21.3. If the CIO has a seal:

21.3.1. It must comply with the provisions of the General Regulations.

21.3.2. The seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. USE OF ELECTRONIC COMMUNICATIONS

22.1. General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

22.1.1. The requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form.

22.1.2. Any requirements to provide information to the Commission in a particular form or manner.

22.2. Use of electronic communications

22.2.1. To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

22.2.2. By the CIO

a. Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

b. The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:

(A) Provide the members with the notice referred to in clause 19.2 (Notice of general meetings of members).
(B) Give charity trustees notice of their meetings in accordance with clause 15.1 (Calling meetings).
(C) Submit any proposal to the members or charity trustees for decision by written resolution in accordance with the CIO's powers under clause 18 (Decisions which must be made by the members of the CIO) and clause 18.4 (Decisions taken by resolution in writing).

22.2.3. The charity trustees must:

a. Take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal.

b. Send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

23. KEEPING OF REGISTERS

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

24. MINUTES

24.1. The charity trustees must keep minutes of all:

24.1.1. Appointments of officers made by the charity trustees.

24.1.2. Proceedings at general meetings of the CIO.

24.1.3. Meetings of the charity trustees and committees of charity trustees including:

a. the names of the trustees present at the meeting;

b. the decisions made at the meetings; and

c. where appropriate the reasons for the decisions;

24.1.4. Decisions made by the charity trustees otherwise than in meetings.

25. ACCOUNTING RECORDS, ACCOUNTS, ANNUAL REPORTS AND RETURNS, REGISTER MAINTENANCE

25.1. The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

25.2. The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. RULES

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. DISPUTES

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. AMENDMENT OF CONSTITUTION

28.1. As provided by sections 224-227 of the Charities Act 2011:

28.1.1. This constitution can only be amended:

a. by resolution agreed in writing by all members of the CIO; or

b. by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).

28.1.2. Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

28.1.3. No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

28.1.4. A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. VOLUNTARY WINDING UP OR DISSOLUTION

29.1. As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

29.1.1. At a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:

a. by a resolution passed by a 75% majority of those voting, or

b. by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

29.1.2. By a resolution agreed in writing by all members of the CIO.

29.2. Subject to the payment of all the CIO's debts:

29.2.1. Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.

29.2.2. If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

29.2.3. In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

29.3. The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:

29.3.1. The charity trustees must send with their application to the Commission:

a. a copy of the resolution passed by the members of the CIO;

b. a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

c. a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;

29.3.2. The charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

29.4. If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. INTERPRETATION

30.1. In this constitution:

"connected person" means:

30.1.1. A child, parent, grandchild, grandparent, brother or sister of the charity trustee.

30.1.2. The spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above.

30.1.3. A person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above.

30.1.4. An institution which is controlled:

a. by the charity trustee or any connected person falling within sub-clause (a), (b) or (c) above; or

b. by two or more persons falling within sub-clause (d)(i), when taken together.

30.1.5. A body corporate in which:

a. the charity trustee or any connected person falling within sub-clause (a) to (c) has a substantial interest; or

b. two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

"Dissolution Regulations" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The "Communications Provisions" means the Communications Provisions in the General Regulations.

"Charity trustee" means a charity trustee of the CIO.

A "poll" means a counted vote or ballot, usually (but not necessarily) in writing;

‘Taxable Trading’ means carrying on a trade or business in such manner or on such a scale that some or all of the profits are subject to corporation tax.

Westbourne Parish Council Grant Scheme
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 clerk@westbourne-pc.gov.uk or in writing to Clerk to Westbourne Parish Council, PO Box 143, Emsworth, PO10 9DX.

1. Your organisation	
Name of organisation and address	Chichester District Foodbank, Unit 10, Chichester Trade Centre, Quarry Lane, Chichester, PO19 8ET
Contact name	Sarah Adams
Position/role in organisation	CEO
Contact address	Chichester District Foodbank, Unit 10, Chichester Trade Centre, Quarry Lane, Chichester, PO19 8ET
Telephone number	01243 773 687
Email address	sarah@chichesterdistrict.foodbank.org.uk
2. Details of organisation	
Brief description of your organisation's activities/aims.	Chichester District Foodbank is an independent charity supporting people on the lowest incomes across Chichester, Midhurst, Petworth and Selsey. We provide emergency food parcels containing three days' worth of food for each person in a household, as well as essential items such as toiletries, hygiene products, nappies and pet food if needed. But our work goes beyond food. Our team offers a friendly, listening ear and helps people find practical, longer-term solutions to the challenges they are facing. We connect people with trusted local advice and services around finances, employment, caring, housing, wellbeing and more. Through our Beyond Food: Stronger Futures programme, delivered in partnership with local organisations, we create welcoming

	opportunities for people of all ages to access support, connect with other local people and develop new skills. These include family sessions during the school holidays featuring healthy snack-making, creative activities and practical support, a weekly walking for wellbeing group and a weekly support group with a shared meal and access to advice on a range of issues. At the heart of everything we do is a belief that, by working with our community, we can both prevent people from reaching crisis and support those who are already facing difficult times. By helping people access the right support early, while also providing practical help when they need it most, we can address the causes of food insecurity as well as its immediate impact, ultimately reducing and, one day, hopefully ending, the need for food banks For more information please visit: www.chichesterdistrict.foodbank.org.uk
Does your organisation have members and, if so, how many?	No
Are meeting and events open to members of the public?	Yes, our food bank parcel collection sessions and support groups are open to the public.
What percentage of the members/people who attend your events are from the village of Westbourne?	Last year we supplied 35 emergency food parcels directly to residents in Westbourne Parish. In total across the district, we supplied 5,714. This is 0.6%. Our services are available to all Westbourne residents, and are not means tested and available to anyone, whatever their circumstances. All our events are also offered free of charge to anyone who would like to attend.
Is your organisation run by a committee?	We have a board of 5 trustees.
Is your organisation a registered charity?	Yes, we are registered and our number is: 1155197
3. Purpose of organisation	
Please describe how the local community benefits from your organisation.	We provide emergency food parcels and practical support to people experiencing hardship, helping them through immediate crises while addressing the underlying challenges they face. Our wider work focuses on building stronger futures by connecting people with the right support, improving wellbeing,

	reducing isolation and helping individuals and families move towards greater stability and independence.
4. About the project	
Please provide details of the proposed activity, event, equipment or project for which you are applying for a grant.	The project provides free three-day emergency food parcels and practical support to anyone experiencing hardship in the Chichester area. People can access support through our food bank sessions, where volunteers offer guidance and signposting, or through food parcel deliveries for those unable to attend in person, with support and signposting also available by telephone.
In what way will the local community benefit?	The project will help local people access essential food while connecting them with organisations that can provide further support, including local authorities, community organisations and other charities. By identifying individual needs and offering tailored signposting during food bank sessions or by telephone for delivery recipients, we help people access the right advice and services to address the challenges they face and reduce the likelihood of future crises.
What is the total cost?	We provided 35 emergency food parcels directly to Westbourne Parish residents. 37% were for children. The cost is approximately £1,050, based on food and support being provided per person at a cost of £30.
How much is the grant application for?	£1,050
How will the rest of the cost be financed?	Through our monetary donations.
Have you received or applied for funding from any other source?	We receive funding from individual donors, through fundraising at events, from local businesses and also through applying for grants. We have received funding this year from other Parish councils to put towards the cost of directly supporting people in their Parish. This includes Fishbourne, Boxgrove, Birdham, Chidham & Hambrook and Southbourne,.
If you have received a grant from Westbourne Parish Council in the last three	n/a

years, please provide details.	
Will the project still be able to go ahead without financial support from the Parish Council?	Yes, we will continue to provide support to Westbourne residents.

Supporting information

Please provide as much supporting information as possible to allow the Parish Council to determine priorities. The following is required:

- A completed application form.
- Any relevant supporting information required as per the application form.
- Full details of the project or activity.
- A copy of their last year end accounts and demonstration of a clear need for funding.
- Evidence that the organisation has sought funding from elsewhere and is not asking the Parish Council to be the full donor.
- A business or project plan.
- A copy of their constitution or details of their aim or purpose.
- The number, or percentage, of members that belong to the organisation and that live within Westbourne Parish.
- Details of any restrictions placed on who can use/access their service.
- Evidence that the project actively promotes equal access for all.
- Details about the impact of your project.
- Three quotes, if applicable, to show best value for money.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

Where additional information is required in order to consider the grant application, applicants may be invited to meet with members of the Parish Council to further discuss the application, prior to the grant being determined by Full Council.

Application deadlines

Community Chest grants (small grants) will be considered by the Parish Council during the financial year. Applications for funding that is greater than is available through the Community Chest scheme will be considered by the Parish Council on a case by case basis. Applications should be received by **1 November in the year preceding the funding requirement**. The grant will be planned into the budget of the next financial year and awarded in the April.

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 Chichester District Foodbank I accept the conditions in Westbourne Parish Council's Community Chest Grant Policy.

Signed:  Date: 21 October 2026……

Position in organisation: CEO

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: ……

Chichester District Foodbank
Together with Trussell

Chichester District Foodbank — Vision & Strategy (2025–2028)

Vision statement: to end poverty and hunger in Chichester District.

Mission

Chichester District Foodbank aims to unite the community to end hunger and poverty by offering compassionate, dignified support and challenging the root causes of poverty, so that everyone has the opportunity to thrive.

Values (1-4 shared with Trussell)

- **Compassion** – to stand alongside people facing hardship and provide support and care for individuals.
- **Dignity –** recognising the inherent value of each individual and seeking to prioritise their needs and concerns, fostering a spirit of mutuality and respect.
- **Justice–** a desire to see a more just society where everyone can afford the essentials, advocating for policies that address the root causes of poverty and hunger.
- **Community** – the shared responsibility to support one another in communities, working together to create a fairer society.
- **Accountability & Integrity** — We are open, transparent, and responsible in all we do, committed to learning and improving together.

Strategic Aims & Goals

1. **Strategic Aim 1: develop effective & stable foodbank centres.**
   Goal: Ensure all centres are well-managed, legally compliant and consistently delivery high quality support through:
- Ensuring all staff and volunteers are trained in the relevant processes e.g H&S, safeguarding .
- Ensuring everyone within the foodbank understands the “more than food” message.
- Creating a client advisory panel to help shape how services run.

2. **Strategic Aim 2: provide appropriate support to alleviate crisis**
   Goal: Empower clients through signposting, referrals, support and partnership with referral agencies through:
- Develop comprehensive signposting support across all centres
- Establish a community navigator programme to offer individual support to navigate a path to independence.
- Forge stronger links with referral partners.

3. **Strategic Aim: champion causes to end local poverty**
   Goal: Build local momentum to address root causes of poverty and influence decision makers through:

- Forging stronger links with MPs and councillors, especially in light of change in local authorities.
- Collaborating with other Trussell foodbanks through data sharing and united voice to campaign for change
- Collaborating with key stakeholders to produce Anti-Poverty strategy to be adopted by the County Council.
- Introducing client-led campaigning at both a local and national level.

4. **Strategic Aim 4: Establish a resilient charity**
   Goal: Ensure the foodbank has secure resources for long-term sustainability. This includes staff, volunteers as well as sufficient funding through:

- Developing a stewardship strategy to grow the number of individual donors and nurture existing relationships
- Establishing foodbank ambassadors in churches across the district to provide year-round support.
- Securing funding for ongoing rent at Quarry Lane
- Build stronger working relationships between trustees and staff to ensure strategic support.

5. **Strategic Aim 5: Integrate participation into foodbank life**
   Goal: Involve people with lived experience in shaping services and decision-making through:

- Rolling out current participation events across the district
- Creating ambassador roles taken up by those with lived experience to support events and co-design future projects
- Showcasing in depth case studies, outcomes and lessons learned

These overarching goals are mapped out in more detail in the operational plan with specific actions, timelines and responsible teams.

REGISTERED CHARITY NUMBER: 1155197

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2026

FOR

CHICHESTER DISTRICT FOODBANK

CHICHESTER DISTRICT FOODBANK

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2026

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CHAIR AND CEO FOREWORD
FOR THE YEAR ENDED 31 MARCH 2026

A Year of Transformation and Long-Term Investment
2025-2026 has been a year of strategic transformation for Chichester District Foodbank.

Against a backdrop of sustained cost-of-living pressures, rising housing insecurity and increasing complexity of need, we have continued to provide emergency food support whilst investing in long-term solutions that help people move towards greater stability and resilience.

This year, we relocated our operations into a new central site, launched a new three-year strategy, strengthened our Beyond Food - Stronger Futures programme, and expanded partnerships across the district.

While demand for food support remains significantly above pre-pandemic levels, we are encouraged by signs that holistic support is making a difference. Fewer households required repeat emergency food parcels this year, and more people engaged with practical support, financial guidance and peer-led wellbeing activities.

We remain committed to working collaboratively with local organisations, churches, schools, businesses and statutory partners to address both the immediate impact and root causes of poverty across Chichester District.

This report highlights not only the scale of need in our communities, but also the impact that relationship-based support, partnership working and community investment can achieve.

The trustees present their report with the financial statements of the charity for the year ended 31 March 2026. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

About Chichester District Foodbank

Chichester District Foodbank exists to provide emergency food and practical support to people facing hardship across Chichester District.

As part of the Trussell community, we work to ensure that no one in our district has to face hunger alone.

Over recent years, our work has evolved beyond emergency food provision. Through our Beyond Food - Stronger Futures approach, we now combine food support with practical advice, community connection, financial resilience support and wellbeing activities that help people address the underlying causes of crisis.

Our work is guided by three core principles:

- Responding compassionately to immediate need
- Supporting people towards resilience and independence
- Working collaboratively to tackle the root causes of food insecurity

ACHIEVEMENTS AND PERFORMANCE

Our Impact in 2025-2026

Headline Impact

During 2025-2026:

- 5,714 emergency food parcels were provided
- 2,220 parcels supported children
- 69% of food parcels supported households with children
- 900 Kids Lunch Packs were distributed before each Easter, summer and Christmas holidays
- Food parcel demand remained over 70% higher than pre-pandemic levels
  Approximately 92 tonnes of food was bought or donated, which is equivalent to around 900 full shopping trolleys.
- 1,227 points of contact were delivered through outreach, workshops and peer support
- Over 700 attendances took place through our Stand Stronger Together peer support group

Early Signs of Positive Change

Alongside continued high demand, several indicators suggest that our wider support model is helping people reduce reliance on crisis support:

- The average number of referrals per household reduced from 2.68 in 2022/23 to 2.26 in 2025/26
- Fewer households required more than three food parcel vouchers
- More people accessed financial guidance, wellbeing support and community activities
- Peer support participation increased significantly throughout the year

These outcomes reflect our growing focus on prevention, resilience and early intervention.

The Need in Our Community
Poverty and Financial Hardship Continue to Drive Demand
The cost-of-living crisis continues to place significant pressure on households across Chichester District.

Household structure with responses	No. of parcels distributed	No. of parcels distributed %
Single adult with no children	895	15.66%
Single adult with 1 or 2 children (0 - 16 yrs old)	916	16.03%
Single adult with 3 or more children (0 - 16 yrs old)	652	11.41%
Sub-total	2463	43.10%
One couple household with no children (0 - 16 yrs old)	280	4.90%
One couple household with 1 or 2 children (0 - 16 yrs old)	541	9.47%
One couple household with 3+ children (0 - 16 yrs old)	707	12.37%
Sub-total	1528	26.74%
Couple & additional adult(s) with no children (0 - 16 yrs old)	185	3.24%
Couple & additional adult(s) with 1 or 2 children (0 - 16 yrs old)	283	4.95%
Couple & additional adult(s) with 3 or more children (0 - 16 yrs old)	190	3.33%
Sub-total	658	11.52%
Multi-adult household with no children	413	7.23%
Multi-adut household with 1 or 2 children (0 - 16 yrs old)	426	7.46%
Multi-adult household with 3 or more children (0 - 16 yrs old)	226	3.96%
Sub total	1065	18.64%
Totals	**5714**	**100%**

The primary reasons people required support this year were:
- Rising living costs (53%)
- Physical or mental health conditions (23%)
- Increased costs relating to dependants (17%)
- Benefit delays (12%)
- Priority debt issues (13%)

Housing affordability remains a major challenge. In our district, 93% of private rental properties exceed Local Housing Allowance rates.

We have also seen increasing numbers of people experiencing:
- Housing insecurity
- Domestic abuse
- Multiple and overlapping complex needs

Analysis of 1,679 signposting records further demonstrates the scale of hardship experienced by local residents:
- 46.6% related to material support such as food, clothing and furniture
  31% related to benefits, debt advice and budgeting support

This data reinforces the importance of combining emergency food with practical, person-centred support

Our Strategic Response
Moving Beyond Emergency Food
This year, we developed a new three-year organisational strategy through a collaborative process involving staff, volunteers and trustees.

The strategy reflects our commitment to:
- Moving beyond emergency food provision
- Supporting resilience and independence
- Delivering consistent relationship-based support
- Addressing the root causes of poverty through partnership working

Investing in Infrastructure for Long-Term Impact
A major milestone this year was the relocation of our warehouse and Chichester food bank centre into a shared site at Chichester Trade Centre.

The move required significant investment but has already improved operational efficiency, collaboration and accessibility for service users and partners.

The new site provides:
- Improved logistics and storage capacity
- Greater flexibility for support activities and partnerships
- A more welcoming environment for people accessing support
- Stronger coordination between operational teams

Organisational Restructure
To strengthen sustainability and increase focus on impact delivery, we restructured several staff roles.

This included:
- Transitioning leadership following the departure of our CEO of 12 years
- Creating a Project Support Manager role overseeing office and building operations
- Creating a Fundraising and Communications Manager role
- Expanding the Participation Manager role to lead Beyond Food - Stronger Futures delivery

These changes have created a leaner structure aligned to our strategic priorities

Beyond Food - Stronger Futures
Supporting People Holistically
Our Beyond Food - Stronger Futures programme provides practical and emotional support alongside emergency food.

The programme is informed by evidence-based research, including evaluation conducted by Trussell and the University of Bristol, demonstrating that combining food support with advice and wider interventions leads to improved long-term outcomes.

Our support included:
Financial Resilience Support
- Money management sessions in Chichester
- Financial outreach in Chichester, Midhurst, Petworth and Selsey
- Partnership delivery with Barclays

Bites on a Budget
Four-week cookery courses helping people prepare affordable, healthy meals.

Stand Stronger Together
A peer-led support group reducing isolation and strengthening confidence and community connection.

Impact highlights:
- 40 weeks of delivery
- 15-20 participants weekly
- Approximately 700 attendances
- A volunteer with lived experience now leads the group

Tea, Toast & Talk
Weekly drop-in sessions connecting people to local support agencies including:
- Citizens Advice
- Supporting You
- Age UK
- Portsmouth Water
- Repair Café
- Prevention Assessment Team

Employability and Wellbeing Activities
Including:
- CV and interview support
- Gardening for Wellbeing
- Singing for Health
- Pilates
- Food & Mood sessions

Learning and Adaptation
Throughout the year, we piloted a range of activities and used participant feedback to evaluate what delivered the greatest impact.

This learning approach allows us to refine provision and focus resources on the support that people value most.

Stories of Change
Andy's Story
Andy approached the food bank during a housing crisis whilst unable to work due to serious health conditions.

Initially seeking practical guidance rather than food support, he was connected through Tea, Toast & Talk to both our Participation Manager and Chichester District Council's Supporting You team.

Through coordinated support, Andy was able to:
- Understand his housing options
- Transition safely onto Universal Credit
- Access the housing register
- Stabilise his financial situation
- Secure a new home for himself and his son

Andy's story demonstrates the value of holistic, relationship-based support that extends beyond emergency food.

"The food bank doesn't just give out food. They really know how to help with all sorts of problems."

Sophie's Story
Sophie first accessed the food bank after leaving work to care for her daughter.

Alongside emergency food support, she received guidance on social tariffs, financial support and community activities.

Through family sessions and volunteering opportunities, Sophie rebuilt confidence, developed social connections and now volunteers regularly at the food bank herself.

"I walked in and was greeted with smiles and no judgement."

Her experience highlights the importance of combining practical support with dignity, belonging and community connection.

Community Partnerships and Systems Change
Building Stronger Local Partnerships
Partnership working remains central to our approach.

This year we strengthened collaboration with:
- Local authorities
- Schools
- Churches
- Businesses
- Universities
- Community organisations
- Health and wellbeing providers

Corporate and Community Engagement
We launched a formal Corporate Partnership Programme, creating opportunities for local businesses to support our work through volunteering, fundraising and financial contributions.

We also introduced church ambassadors to strengthen engagement with faith communities across the district.

Influencing and Advocacy
We continued to ensure that lived experience informs decision-making.

This included:
- Supporting service users to participate in Trussell focus groups.
- Hosting local decision-makers and councillors at the food bank
- Working closely with Jess Brown-Fuller MP
- Contributing to district-wide poverty and family support partnerships

Outreach Across the District
We increased our presence across rural and coastal communities through outreach events and collaborative community activities in:
- Southbourne
- Petworth
- Midhurst
- Selsey
- Bracklesham Bay

This work has strengthened local awareness of available support and improved access for isolated residents.

FINANCIAL REVIEW
Investing in Long-Term Sustainability
April 2025 started with a reported deficit of £72,000 reflects strategic one-off investments, including:
- Five years' rent paid upfront to secure reduced costs
- Relocation and moving expenses
- Improvement to the new premises

These investments have strengthened operational sustainability and positioned the organisation for future growth.

FINANCIAL REVIEW

Diversifying Income Streams

During 2025-2026, we significantly strengthened fundraising performance.

Highlights included:

- £18,000 raised through our first Parcel of Hope Christmas campaign
- December income increasing from £12,000 to £40,000 year-on year
- £18,000 raised through Kingsbridge Estates Charity of the Year partnership
- £5,055 received through Mayor's Charity of the Year support
- Approximately £3,000 generated through community events

Building Sustainable Funding Models

New initiatives introduced this year included:

- Corporate Partnership Programme
- Friends of the Foodbank open house events
- Parish-based grant applications
- Expanded communications and public awareness activity

We also strengthened fundraising capability through participation in the Trussell Network of fundraisers and external fundraising mentoring.

Grants Received

Restricted Grants £66,750

WSCC £28,250	- restricted for Kids Lunch Pack Scheme
Trussell Trust £30,000	- restricted for office construction at the Foodbank centre
Neighbourly Fund £3,000	- restricted for food
Friarsgate Trust £5,500	- restricted for food

Grants from Parish Councils £9,890

Chichester Area:
Boshaw Parish Council £560
Boxgrove Parish Council £150
Chidham & Hambrook Parish Council £800
Donnington Parish Council £400
East Wittering & Bracklesham Parish Council £550
Fishbourne Parish Council £600
North Mundham Parish Council £210
Southbourne Parish Council £1,000
West Wittering Parish Council £500

Midhurst Area.
Easebourne Parish Council £250
Fernhurst Parish Council £1,000
Grattham Parish Council £700
Harting Parish Council £500
Midhurst Town Council £500
Trotton with Chithurst Parish Council £500

Petworth Area:
Kirdford Parish Council £420
Northchapel Parish Council £100
Petworth Town Council £500
Rogate Parish Council £450
Tillington Parish Council £700

Unrestricted Grants £40,000
Basil Shippam and Alsford Trust £5,000
Garfield Weston £30,000
Dexam Trust £5,000

FINANCIAL REVIEW

Reserves policy

The Trustees retain sufficient reserves to meet all financial obligations and ensure the prudent management of the activities of the charity. The nature of the charity's activities can be volatile with the needs of clients fluctuating seasonally, with changes in personal finances and as a result of national economic factors. Income from donations and grants also vary considerably. Consequently, the Trustees agreed to establish a minimum level of £110,000 General Reserve deemed to be sufficient to meet the equivalent of 6 months of normal operating costs of running the charity and staff redundancy costs in the event the charity ceases to operate.

In October 2024, the charity took out a 10-year lease on new premises at Quarry Lane, Chichester. The rent and associated service charges and professional fees were met from the Designated Fund. The rent element is shown in the accounts as a prepayment.

The special Designated Fund balance of £54,834 (excluding fixed assets) is held for specific financial commitments as the charity continues to grow to meet the anticipated future demand for its services arising from the cost-of-living crisis.

Results

Income: £344,547 (2025: £299,869).
Expenditure: £378,787 (2025: £372,659).

The net deficit for the year of £34,240 can mainly be attributed to equipping and operating the new Foodbank centre and salaries costs for staff previously funded by the Trussell Trust Pathfinders grant. Whilst acknowledging a modest deficit was always likely during the first full year of operating the new Foodbank centre, the Trustees have approved a balanced budget for 2026-27 with an expectation of making modest annual surpluses in the medium-term.

Going concern

The Trustees have a strong expectation that the Charity has adequate resources to continue its operations for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

Risk management

The Trustees acknowledge they have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. They have put in place procedures to identify, monitor and review these risks. A Risk, Mitigation and Effectiveness Assessment is reviewed annually with periodic updates in between. Health and safety, safeguarding and financial procedures are standing items on the monthly Trustees' meetings with major reviews carried out annually.

PRIORITIES FOR 2026-2027

Over the coming year, we will focus on:

- Expanding Beyond Food - Stronger Futures provision
- Increasing financial resilience and wellbeing support
- Evaluating programme impact and outcomes
- Expanding services in the north of the district
  Growing sustainable income through grants and partnerships
- Strengthening collaboration across sectors to address food insecurity

Planned developments include:

- Walking for Wellbeing groups in Petworth
- Family Matters sessions in Midhurst with Home-Start
- Weekly Singing for Wellbeing
- Development of a community allotment

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The Charity's constitution specifies that there must be at least three and not more than ten Trustees who serve for a period of three years. They can be reappointed but cannot serve for more than three consecutive terms. In selecting individuals for appointment regard is taken of the skills, knowledge and experience needed for the Charity's effective administration. Before appointment Trustees must confirm that they are in sympathy with the Charity's Christian basis and are briefed on the Charity's activities. All Trustees take seriously the obligation to maintain their knowledge.

Strengthening Leadership and Operations

This year has involved significant organisational transition and development.

Alongside leadership changes and restructuring, trustees, staff and volunteers worked collaboratively to establish a clear strategic direction for the next three years.

Volunteer Contribution
Our volunteers remain central to every aspect of our work.

From warehouse operations and food distribution to peer support and community engagement, approximately 220 volunteers contribute thousands of hours annually to support people across the district.

We are deeply grateful for their compassion, commitment and expertise.

Reporting Serious Incidents

In line with the Charity Commission's guidance on reporting serious incidents, the Trustees declare that during the reporting period there were no serious incidents that they have failed to bring to the Commission's attention.

Safeguarding

The Charity works with adults with care and support needs and has contact with children. It has written safeguarding policies.

Independent Examiner

Sarah Alexander of Lewis Brownlee (Chichester) Limited is appointed as the Charity's Independent Examiner.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1155197

Principal address

Unit 10
Chichester Trade Centre
Quarry Lane
Chichester
West Sussex
PO19 8ET

Trustees

R Meredith Chairman
S Chadwick
D Grove
E Thompson (resigned 19/03/2026)
J Turner (appointed 24/04/2025)
M Webb (appointed 24/04/2025)

Patron

Imogen Stubbs

CEO

Sarah Adams

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner
Sarah Alexander FCCA FCA
Lewis Brownlee (Chichester) Limited
Chartered Accountants
Appledram Barns
Birdham Road
Chichester
West Sussex
PO20 7EQ

Bankers
CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Thank You
We would like to thank every volunteer, donor, partner organisation, church, school, business and community member who has supported Chichester District Foodbank this year.

We are especially thankful for corporate partners who continue to support our mission with in-kind donations:
Panther Van Hire. Provide a van twice weekly for the collection and delivery of food donations.
Wiley Publishers: Supply the cardboard boxes used for both Kids Lunch Packs and Emergency Food Parcels.

Your generosity and commitment make it possible for us to respond to crisis whilst working towards a future where everyone can afford the essentials they need to thrive. Together, we are building stronger futures across Chichester District.

Approved by order of the board of trustees on 23rd June 2026 and signed on its behalf by:

.....
R Meredith - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CHICHESTER DISTRICT FOODBANK

Independent examiner's report to the trustees of Chichester District Foodbank
I report to the charity trustees on my examination of the accounts of Chichester District Foodbank (the Trust) for the year ended 31 March 2026.

Responsibilities and basis of report
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect.

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Sarah Alexander FCCA FCA

Lewis Brownlee (Chichester) Limited
Chartered Accountants
Appledram Barns
Birdham Road
Chichester
West Sussex
PO20 7EQ

Date: 13 July 2026

CHICHESTER DISTRICT FOODBANK

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2026

	Notes	Unrestricted funds £	Restricted funds £	2026 Total funds £	2025 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	325,185	16,548	341,733	286,276
Investment income	3	2,814	-	2,814	13,593
Total		327,999	16,548	344,547	299,869
EXPENDITURE ON					
Raising funds	4	2,693	898	3,591	2,874
Charitable activities	5				
Foodbank Operation		283,201	91,995	375,196	369,785
Total		285,894	92,893	378,787	372,659
NET INCOME/(EXPENDITURE)		42,105	(76,345)	(34,240)	(72,790)
Transfers between funds	12	(76,345)	76,345	-	-
Net movement in funds		(34,240)	-	(34,240)	(72,790)
RECONCILIATION OF FUNDS					
Total funds brought forward		445,649	-	445,649	518,439
TOTAL FUNDS CARRIED FORWARD		411,409	-	411,409	445,649

The notes form part of these financial statements

CHICHESTER DISTRICT FOODBANK

BALANCE SHEET
31 MARCH 2026

	Notes	Unrestricted funds £	Restricted funds £	2026 Total funds £	2025 Total funds £
FIXED ASSETS					
Tangible assets	9	**58,138**	-	**58,138**	46,694
CURRENT ASSETS					
Debtors: amounts falling due within one year	10	**57,625**	-	**57,625**	73,958
Debtors: amounts falling due after more than one year	10	**135,850**	-	**135,850**	168,437
Cash at bank		**169,578**	-	**169,578**	139,722
		363,053	-	**363,053**	402,117
CREDITORS					
Amounts falling due within one year	11	**(9,782)**	-	**(9,782)**	(3,162)
NET CURRENT ASSETS		**353,271**	-	**353,271**	398,955
TOTAL ASSETS LESS CURRENT LIABILITIES		**411,409**	-	**411,409**	445,649
NET ASSETS		**411,409**	-	**411,409**	445,649
FUNDS	12				
Unrestricted funds				**411,409**	445,649
TOTAL FUNDS				**411,409**	445,649

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

23rd June 2026

.....

R Meredith - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

Financial reporting standard 102 - reduced disclosure exemptions
The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Tangible fixed assets transferred from the Chichester Family Church's Foodbank Project on 1 April 2014 were not valued and have not been capitalised and therefore no depreciation is provided. Fixed assets costing £1,000 or more are capitalised and depreciated at 25% per annum on a straight-line basis. Assets costing less than £1,000 are written off in the year of purchase.

Taxation
The charity is exempt from tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits
The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments
The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are recognised at amortised cost using the effective interest method unless the effect of discounting would be immaterial, in which case they are stated at cost. The Charity has no advanced financial instruments.

continued ..

2. DONATIONS AND LEGACIES

	2026	2025
	£	£
Donations	197,827	148,248
Gift aid	22,806	19,881
Legacies	14,350	-
Grants	106,750	118,147
	341,733	286,276

Grants received, included in the above, are as follows:

	2026	2025
	£	£
Dexam Trust	5,000	-
Trussell Trust	30,000	42,268
West Sussex County Council	28,250	27,750
Sussex Community Foundation	-	3,000
Neighbourly Community Fund	3,000	2,050
Chichester District Council	-	18,000
Postcode Lottery	-	20,000
John Lewis	-	2,667
Hyde Charitable Trust	-	1,000
Tesco	-	1,412
The Bassil Shippam and Alsford Trust	5,000	-
Garfield Weston Foundation	30,000	-
Fnarsgate Trust	5,500	-
	106,750	118,147

3. INVESTMENT INCOME

	2026	2025
	£	£
Deposit account interest	2,814	13,593

4. RAISING FUNDS

Raising donations and legacies

	2026	2025
	£	£
Fundraising costs	3,591	2,874

continued...

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 6)	Totals
	£	£	£
Foodbank Operation	371,028	4,168	375,196

6. SUPPORT COSTS

	Governance costs
	£
Foodbank Operation	4,168

Bookkeepers' fees of £5,862 (2025: £5,400) that might be regarded as support costs have been included in direct charitable costs on the basis that they are part of the expense of the charitable activities of the Charity.

Included in governance costs are independent examiner fees of £2,100 (2025: £1,750)

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2026 nor for the year ended 31 March 2025.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2026 nor for the year ended 31 March 2025.

8. STAFF COSTS

	2026	2025
	£	£
Wages and salaries	162,772	167,042
Social security costs	8,805	8,878
Other pension costs	4,621	5,042
	176,198	180,962

The average monthly number of employees during the year was as follows:

	2026	2025
Administration	7	8

No employees received emoluments in excess of £60,000.

continued...

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2025	50,506
Additions	31,216
At 31 March 2026	81,722
DEPRECIATION	
At 1 April 2025	3,812
Charge for year	19,772
At 31 March 2026	23,584
NET BOOK VALUE	
At 31 March 2026	58,138
At 31 March 2025	46,694

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2026 £	2025 £
Other debtors	2,158	2,196
Prepayments and accrued income	55,467	71,772
	57,625	73,968
Debtors due after more than one year:		
Prepayments and accrued income	135,850	188,437
	193,475	262,395

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2026 £	2025 £
Trade creditors	4,349	842
Taxation and social security	3,753	1,060
Other creditors	1,680	1,260
	9,782	3,162

continued...

12. MOVEMENT IN FUNDS

	At 1/4/25 £	Net movement in funds £	Transfers between funds £	At 31/3/26 £
Unrestricted funds				
General fund	110,000	42,105	(42,105)	110,000
Designated fund	94,625	-	18,347	112,972
Operating Lease/Premises Fund	241,024	-	(52,587)	188,437
	445,649	42,105	(76,345)	411,409
Restricted funds				
Midhurst Centre	-	(31,758)	31,758	-
Petworth Centre	-	(13,137)	13,137	-
Selsey Centre	-	(31,450)	31,450	-
	-	(76,345)	76,345	-
TOTAL FUNDS	445,649	(34,240)	-	411,409

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	327,999	(285,894)	42,105
Restricted funds			
Midhurst Centre	9,853	(41,611)	(31,758)
Petworth Centre	5,193	(18,330)	(13,137)
Selsey Centre	1,502	(32,952)	(31,450)
	16,548	(92,893)	(76,345)
TOTAL FUNDS	344,547	(378,787)	(34,240)

continued...

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/24 £	Net movement in funds £	Transfers between funds £	At 31/3/25 £
Unrestricted funds				
General fund	140,000	46,960	(76,960)	110,000
Designated fund	360,451	-	(265,826)	94,624
Operating Lease/Premises Fund	-	-	241,024	241,024
	500,451	46,960	(101,762)	445,649
Restricted funds				
Midhurst Centre	-	(50,453)	50,453	-
Petworth Centre	-	(26,819)	26,819	-
Selsey Centre	-	(42,478)	42,478	-
Holiday Lunch Packs fund	4,923	-	(4,923)	-
Salary fund	13,065	-	(13,065)	-
	17,988	(119,750)	101,762	-
TOTAL FUNDS	518,439	(72,790)	-	445,649

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	286,325	(239,365)	46,960
Restricted funds			
Midhurst Centre	11,152	(61,605)	(50,453)
Petworth Centre	2,392	(29,211)	(26,819)
Selsey Centre	-	(42,478)	(42,478)
	13,544	(133,294)	(119,750)
TOTAL FUNDS	299,869	(372,659)	(72,790)

continued...

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/24 £	Net movement in funds £	Transfers between funds £	At 31/3/26 £
Unrestricted funds				
General fund	140,000	89,065	(119,065)	110,000
Designated fund	360,451	-	(247,479)	112,972
Operating Lease/Premises Fund	-	-	188,437	188,437
	500,451	89,065	(178,107)	411,402
Restricted funds				
Midhurst Centre	-	(82,211)	82,211	-
Petworth Centre	-	(39,956)	39,956	-
Selsey Centre	-	(73,928)	73,928	
Holiday Lunch Packs fund	4,923	-	(4,923)	-
Salary fund	13,065	-	(13,065)	-
	17,988	(196,095)	178,107	-
TOTAL FUNDS	518,439	(107,030)	-	411,402

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	614,324	(525,259)	89,065
Restricted funds			
Midhurst Centre	21,005	(103,216)	(82,211)
Petworth Centre	7,585	(47,541)	(39,956)
Selsey Centre	1,502	(75,430)	(73,928)
	30,092	(226,187)	(196,095)
TOTAL FUNDS	644,416	(751,446)	(107,030)

Transfers between funds

In accordance with the Reserves Policy (see page 9) the General Reserve of £110,000 is deemed to be sufficient to meet the equivalent of 6 months of normal operating costs. The excess funds are held in the Designated Fund which will be held for specific financial commitments as the charity continues to grow to meet the anticipated future demand for its services across the whole of the Chichester District.

A transfer of £31,758 was made from the General Fund to the Midhurst Centre to clear the fund deficit.

A transfer of £13,137 was made from the General Fund to the Petworth Centre to clear the fund deficit.

A transfer of £31,450 was made from the General Fund to the Selsey Centre to clear the fund deficit.

continued...

12. MOVEMENT IN FUNDS - continued

Transfers between funds - continued

A transfer of £52,587 was made from the Operating Lease Fund to the General Fund relating to release of lease payments in advance.

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2026.

Constitution of Chichester District Foodbank

(last amended: 24th November 2015)

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is Chichester District Foodbank

2. National location of principal office

The principal office of the CIO is in England

3. Objects

The objects of the CIO are:

The alleviation of poverty in Chichester District in particular but not exclusively by providing emergency food supplies to individuals in need and/or charities, or other organizations working to prevent the relief of poverty as a Christian ministry as defined in the appendix to this constitution.
The alleviation of poverty outside the Chichester District in particular but not exclusively by providing emergency food supplies to charities, or other organisations outside the Chichester District working to prevent the relief of poverty as a Christian ministry as defined in the appendix to this constitution.

4. Powers

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

(1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;

(2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

(3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119 – 123 of the Charities Act 2011;

(4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;

(5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

(6) To do any other thing that is wholly charitable and consistent with the primary purpose of the charity.

5. Application of income and property

(1) The income and property of the CIO must be applied solely towards the promotion of the objects.

(a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

(b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.

(3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

(a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;

(b) sell goods, services, or any interest in land to the CIO;

(c) be employed by, or receive any remuneration from, the CIO;

(d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the Charity Commission ("the Commission").

In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting trustees' or connected persons' benefits

(a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.

(b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.

(c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

(d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(g) A charity trustee or connected person may receive remuneration as an employee of the CIO. The amount of remuneration and the other terms of employment must be reasonable and proper. Nothing in this sub-clause shall permit the payment of remuneration to any charity trustee for services as a trustee.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the

supplier").

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

(f) The reason for their decision is recorded by the charity trustees in the minute book.

(g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

(a) "the CIO" includes any company in which the CIO:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the board of the company;

(b) "connected person" includes any person within the definition set out in clause 30 (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

(1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

(2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity trustees

(1) **Functions and duties of charity trustees**

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee :

(a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

(i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

(ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) **Eligibility for trusteeship**

(a) Every charity trustee must be a natural person.

(b) No individual may be appointed as a charity trustee of the CIO:

- if he or she is under the age of 18 years; or
- if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).

(c) No one is entitled to act as a charity trustee whether on

appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(3) Number of charity trustees

(a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(b) The maximum number of charity trustees is ten. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(c) Chichester Family Church (registered charity number 1151623) has the right to nominate one trustee.

(4) First charity trustees

The first charity trustees are as follows, and are appointed for the following terms -

Deborah Anne Hennessy ..... for 3 years
Daniel Anthony Slatter..... for 2 years
Trevor Ernest James..... for 1 year

10. Appointment of charity trustees

(1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

(2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

(3) In selecting individuals for appointment as charity trustees, the charity trustees must obtain confirmation from the individuals that they are in sympathy with the charity's Christian basis as set out in the appendix to this constitution.

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

(a) a copy of the current version of this constitution and;

(b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

12. Retirement and removal of charity trustees

(1) A charity trustee ceases to hold office if he or she:

(a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

(b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;

(c) dies;

(d) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or

(e) is disqualified from acting as a charity trustee by virtue of sections 178 – 180 of the Charities Act 2011 (or any statutory re- enactment or modification of that provision).

(2) Any person retiring as a charity trustee is eligible for reappointment.

(3) A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

13. Taking of decisions by charity trustees

Any decision may be taken either:

• at a meeting of the charity trustees; or

• by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

14. Delegation by charity trustees

(1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity's trustees may at any time alter those terms and conditions, or revoke the delegation.

(2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

(a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;

(b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and

(c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of charity trustees

(1) **Calling meetings**

(a) Any charity trustee may call a meeting of the charity trustees.

(b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) **Chairing of meetings**

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) **Procedure at meetings**

(a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

(b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

(4) **Participation in meetings by electronic means**

(a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.

(b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

(c) Meetings held by electronic means must comply with rules

for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

(1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.

(2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. Informal or associate (non-voting) membership

(1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

(2) Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decisions which must be made by the members of the CIO

(1) Any decision to:

(a) amend the constitution of the CIO;

(b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or

(c) wind up or dissolve the CIO (including transferring its business to any other charity)

must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

(2) Decisions of the members may be made either:

(a) by resolution at a general meeting; or

(b) by resolution in writing, in accordance with sub-clause (4) of this clause.

(3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause 28 (amendment of constitution), clause 29 (Voluntary winding up or dissolution), or the



provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

(4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

(a) a copy of the proposed resolution has been sent to all the members eligible to vote; and

(b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General meetings of members

(1) **Calling of general meetings of members**

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 18 (*Decisions which must be made by the members of the CIO*).

(2) **Notice of general meetings of members**

(a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.

(b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

(c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.



(3) **Procedure at general meetings of members**

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

20. Saving provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

(1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)

(2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

(3) If the CIO has a seal:

(a) it must comply with the provisions of the General Regulations; and

(b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. Use of electronic communications



(1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

(a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

(b) any requirements to provide information to the Commission in a particular form or manner.

(2) To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(3) By the CIO

(a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

(b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:

(i) provide the members with the notice referred to in clause 11(3) (Notice of general meetings);

(ii) give charity trustees notice of their meetings in accordance with clause 18(1) (Calling meetings); and

(iii) submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 10 (Members' decisions), 18(5) (Decisions taken by resolution in writing), or clause 11(8) (Postal voting).

(c)The charity trustees must –

(i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and

(ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.



23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

24. Minutes

The charity trustees must keep minutes of all:

(1) appointments of the Chief Executive Officer, who can only be appointed by the charity trustees;

(2) appointments of the treasurer and other officers who, under Rules made in accordance with clause 26, can only be appointed by the charity trustees;

(3) proceedings at general meetings of the CIO;

(4) meetings of the charity trustees and committees of charity trustees including:

- the names of the trustees present at the meeting;
- the decisions made at the meetings; and
- where appropriate the reasons for the decisions;

(5) decisions made by the charity trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

(1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

(2) The charity trustees must inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to

any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by the Charities Act 2011:

(1) This constitution can only be amended:

(a) by resolution agreed in writing by all members of the CIO; or

(b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 18 (General meetings of members).

(2) Any alteration of clause 3 (Objects), clause 28 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

(a) at a general meeting of the members of the CIO called in accordance with clause 18 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:

(i) by a resolution passed by a 75% majority of those

voting, or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

(b) by a resolution agreed in writing by all members of the CIO.

(2) Subject to the payment of all the CIO's debts:

(a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.

(b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

(3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:

(a) the charity trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of the CIO;

(ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

(iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;

(b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

(4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution: "**connected person**" means:

(a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;

(b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;

(c) a person carrying on business in partnership with the charity trustee or with any person falling within sub- clause (a) or (b) above;

(d) an institution which is controlled –

(i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or

(ii) by two or more persons falling within sub-clause (d)(i), when taken together

(e) a body corporate in which –

(i) the charity trustee or any connected person falling within sub-clauses (b) or (c) has a substantial interest; or

(ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 applies for the purposes of interpreting the terms used in this constitution.

"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

"Dissolution Regulations" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **"Communications Provisions"** means the Communications Provisions in Part 10, Chapter 4 of the General Regulations.

"charity trustee" means a charity trustee of the CIO.

A **"poll"** means a counted vote or ballot, usually (but not necessarily) in writing.



Appendix

A Christian is an individual who confesses the Lord Jesus Christ as God and Saviour according to the scriptures and in response seeks to fulfil their calling in loving service, to the glory of God, Father, Son and Holy Spirit.

Christian ministry is impartial and unconditional service to others inspired by and in response to the Lord Jesus Christ who came, not to receive service but to give it.



WESTBOURNE PARISH COUNCIL

Email, Internet, Website and Social Media Policy

Revised draft – aligned to the NALC Social Media Policy Guidelines supplied

Policy owner	Parish Clerk
Approved by	Westbourne Parish Council
Adoption / review dates	Adopted: [insert date] Review due: [insert date]

1. Introduction and purpose

Westbourne Parish Council recognises that email, the internet, its website and social media are important tools for carrying out Council business, communicating with residents and supporting local democracy. These facilities must be used responsibly, lawfully, securely and in a way that maintains public confidence in the Council.

This policy sets out expectations for the appropriate use of Council communication channels and for online activity connected with Council business. It aims to support open, timely and constructive communication while protecting personal information, confidential business, staff and councillors, residents and the Council's reputation.

The policy applies to all councillors, committee members, the Parish Clerk, employees, contractors and volunteers acting for or on behalf of the Council. It covers Council equipment and accounts and, where relevant, personal devices and personal social media accounts used in connection with Council business or where the user may reasonably be understood to be acting as a councillor or Council representative.

This policy should be read alongside the Council's Members' Code of Conduct, staff policies, data protection and information security policies, records retention arrangements, complaints procedure, standing orders and any relevant safeguarding arrangements. It does not replace legal obligations or those other policies.

1.1 When and where this policy applies

This policy applies during working time and outside working time where an individual's online activity relates to their Council role, uses Council accounts or resources, discloses information obtained through Council work, or could reasonably be understood as representing the Council. It applies whether a person uses a Council-owned device, a personal device, an official account or a personal account. It does not seek to regulate lawful private activity unrelated to the Council.

1.2 Approved platforms and different uses

The Council currently authorises its official Facebook page and its website as its principal public communication channels. Any additional platform, account or materially different use must be approved by the Council. Platform-specific arrangements may differ; for example, an account intended for formal notices may not be used for informal discussion or rapid

response unless the Council has approved that purpose. The Clerk should keep the list of approved accounts and their purposes up to date.

1.3 Personal use during working time

Employees must not use social media for personal purposes during working time except for brief, occasional use during authorised breaks and in accordance with the Council's IT arrangements. Personal use must not interfere with duties, expose the Council to security risks, incur costs or involve Council equipment or accounts contrary to Council instructions. Councillors and volunteers should use personal devices and accounts for private activity and must not imply that such activity is official Council communication.

2. Use of email

2.1 Professional standards

Email correspondence about Council business must meet the same standards of accuracy, courtesy and professionalism as letters or other formal communications. Messages should be clear, respectful and informative. Users must not send abusive, discriminatory, threatening, defamatory or otherwise inappropriate material, or use capital letters or formatting in a way intended to intimidate or 'shout'.

2.2 Authority and commitments

Users must not commit the Council to expenditure, contractual terms, decisions or undertakings unless authorised to do so under the Council's scheme of delegation, financial regulations or other applicable authority. Users should remember that an email may create a record and may have legal or contractual significance.

2.3 Records and retention

Emails relating to Council business are Council records and must be retained, filed, transferred or deleted in accordance with the Council's document retention policy and applicable information governance requirements. Important decisions, instructions, approvals and correspondence must be saved in the appropriate Council recordkeeping system; they must not be kept only in an individual's inbox or on a personal desktop. There is no blanket rule that all emails should be deleted after twelve months.

2.4 Email security

Users must take care with unexpected attachments, links and requests for information or payment, including where the sender appears familiar. Suspicious messages must not be opened or forwarded and should be reported to the Clerk or the Council's nominated IT support. Council accounts must not be used to share passwords or sensitive information insecurely.

3. Data protection and confidentiality

All use of personal information must comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Privacy and Electronic Communications Regulations where applicable, and the Council's data protection policies and procedures.

- Only collect, use, disclose or retain personal information where there is a lawful basis and a genuine Council purpose. Collect no more information than is necessary.
- Do not publish or disclose residents' contact details, private correspondence, personal circumstances, images or other personal data without an appropriate lawful basis and any required permissions.
- Use approved Council systems and secure methods when transmitting personal or confidential information. Password protection alone does not automatically make an otherwise improper disclosure lawful.
- Use blind copy (BCC) when emailing multiple external recipients whose addresses should not be disclosed to one another.
- Keep confidential, commercially sensitive, legally privileged, exempt or otherwise restricted Council information off social media and other public channels.
- Report any suspected loss, misdirection, unauthorised access or disclosure of personal data to the Clerk promptly so that the Council can assess and respond to a possible personal data breach.

Councillors should use the Council contact address published for their Council work. Private email addresses, telephone numbers and other personal contact details must not be circulated without permission or another lawful basis. The Council will publish councillor contact details only in accordance with its agreed publication and data protection arrangements.

4. Internet and Council equipment

- Do not download or install software, files or applications where there is a reasonable suspicion that they may be unsafe, malicious or unauthorised.
- Check copyright, licensing and terms of use before reproducing, adapting or sharing text, photographs, video, graphics or other material. Give appropriate attribution and obtain licences or permissions where required.
- Do not access, create, store or distribute unlawful, discriminatory, sexually explicit, abusive or otherwise offensive material using Council facilities.
- Council equipment, accounts and services must be used in accordance with the Council's IT and security arrangements. Personal use, if permitted, must be reasonable and must not interfere with Council duties, incur unauthorised costs or create security or reputational risks.
- Protect devices with appropriate updates, screen locks and security software. Do not leave devices or logged-in accounts unattended or share account credentials.

5. Council website

The Council determines the content and purpose of its official website. The Clerk, or another person authorised by the Council, is responsible for maintaining content or instructing the website provider. Councillors should send proposed corrections, additions or concerns to the Clerk rather than making unauthorised changes.

Website content must be accurate, up to date, lawful and consistent with Council decisions and publication requirements. Personal data should not be published unless there is a lawful basis and the publication is necessary. The Council should take reasonable steps to make content accessible, including using meaningful link text, readable formatting, alternative text for informative images and captions or transcripts where appropriate.

The Clerk should ensure that website access is appropriately controlled and that arrangements are in place for backups, updates and recovery in conjunction with the website provider.

6. Official Council social media

6.1 Purpose and approved channels

Social media includes social networking sites, discussion forums, blogs, video- and image-sharing services, messaging or community platforms and any successor services. The Council may use approved channels to:

- share information about Council services, meetings, decisions and consultations;
- support local democracy and explain the Council's work;
- promote parish events, activities, community groups and initiatives;
- share verified information from relevant public bodies and trusted local partners;
- listen to residents, gather feedback and signpost people to appropriate services; and
- support community cohesion, neighbourliness and resilience.

Only the Council may authorise the creation or closure of an official account or the use of a platform in the Council's name. The Clerk should maintain a current list of official accounts and account administrators. The Council should review whether each channel remains useful and appropriate.

6.2 Roles, approval and posting

The Parish Clerk is the lead administrator and moderator of the Council's official social media accounts unless the Council resolves otherwise. The Clerk is responsible for routine posting, monitoring and moderation in accordance with this policy. The Clerk may seek advice from the Chair or relevant committee chair where a post concerns a sensitive issue, a complaint, a contentious matter or a significant Council decision.

Official posts must communicate the Council's agreed position or factual information. An individual councillor, employee or volunteer must not present a personal view as the Council's view or make commitments on behalf of the Council without authority. Councillors should refer requests for an official Council response to the Clerk. Where a rapid public

safety or service update is required, the Clerk may publish verified factual information within delegated authority and report significant action to the Council.

The Council's accounts may be used for meeting notices and agendas, published minutes, consultations, service updates, events, community information, vacancies, public notices and links to reliable sources. Draft or confidential papers, unpublished decisions and personal information must not be posted.

6.2.1 Authority to speak for the Council

Only the Clerk or another person expressly authorised by the Council may issue an official response or speak to the press or a social media outlet on the Council's behalf. Councillors must not assume that their elected office gives them authority to speak for the Council as a whole. Where a councillor is authorised to comment, they must communicate the agreed Council position and make the capacity in which they are speaking clear. Any media or social media request for an official comment received by an employee or volunteer must be referred promptly to the Clerk. If the request concerns the Clerk, it should be referred to the Chair.

6.2.2 Training and guidance

Anyone authorised to administer or post to an official account should receive suitable induction and guidance on this policy, account security, data protection, accessibility, moderation and the limits of their authority. The Council should provide refresher guidance when platforms, responsibilities or relevant requirements change. No person should post on an official account until their authority and responsibilities have been made clear.

6.3 Standards for official content

All official content must be accurate, fair, relevant, courteous and capable of being understood by the intended audience. Before publishing, the administrator should check facts, dates, names, links, spelling, permissions and whether the material is suitable for public release. Unverified claims, speculation and misleading headlines must not be shared. Where the Council corrects an error, the correction should be made promptly and transparently.

Content should be accessible where reasonably practicable. Use plain English, descriptive links, readable contrast and formatting, alternative text for meaningful images, and captions for videos. Avoid relying on images alone to convey essential information.

6.4 Residents' comments, moderation and removal

The Council welcomes relevant and respectful discussion, including criticism and disagreement. A comment must not be removed merely because it is critical of the Council, a councillor, an employee or a Council decision, or because it expresses a viewpoint with which the Council disagrees.

The Clerk, as moderator, may hide, remove or restrict content where reasonably necessary to manage the account safely and lawfully. Reasons may include content that:

- is unlawful, defamatory, threatening, harassing, discriminatory or abusive;

- contains personal information, confidential information or information that creates a safeguarding or privacy risk;
- includes spam, scams, malicious links, advertising or repeated irrelevant material;
- impersonates another person, is demonstrably fraudulent or is posted by a fake account;
- repeatedly disrupts discussion or consists of repetitive, off-topic material; or
- otherwise breaches the platform's terms or the Council's published rules of engagement.

Where practicable, the moderator should preserve a record of significant removed content and the reason for removal, particularly where it relates to a complaint, allegation, threat or potential legal issue. The moderator may hide or remove content immediately where necessary to protect individuals or prevent harm, and should record the action as soon as reasonably practicable. The Council should not promise advance notice where doing so would be impractical or unsafe.

The moderator may close comments on a particular post where discussion cannot be managed constructively, there is a risk to individuals, or the post is no longer current. Any restriction should be proportionate and should not be used to avoid legitimate scrutiny. Serious threats, suspected criminal content or credible safeguarding concerns should be preserved where safe to do so and referred to the appropriate authority or platform.

A short set of page rules should be displayed on the Council's social media accounts, explaining that discussion is welcome but must remain relevant, lawful and respectful, and that moderation may be used in line with this policy.

6.5 Enquiries and complaints

Not every comment requires a response. The Clerk may acknowledge a comment, provide a factual answer or signpost the resident to the appropriate Council contact or published information. Detailed complaints, casework, requests involving personal information and lengthy enquiries should normally be moved to an appropriate private channel, such as the Council's official email address. Residents should not be asked to post personal or sensitive details publicly.

Moving a discussion to a private channel does not mean that the issue is automatically resolved or that formal procedures can be bypassed. Complaints must be handled under the Council's complaints procedure. Matters requiring a Council decision should be dealt with through the proper meeting and agenda process. The Council must not conduct formal decision-making through social media comments or direct messages.

Where a matter is referred to a Council meeting, the resident should be told, where appropriate, how it may be raised under the public participation arrangements or complaints procedure. Any formal Council decision must be made at a properly convened meeting and recorded in the minutes.

6.6 Security and administration

- Access to official accounts must be limited to people authorised by the Council and kept under review.

- Use strong, unique passwords and enable two-factor authentication wherever the platform supports it.
- Use role-based access or platform business tools where available rather than sharing personal login details.
- Keep recovery email addresses and telephone numbers current and under Council control where practicable.
- Remove access promptly when an administrator leaves their role or no longer needs access.
- Do not use public or shared devices to administer official accounts unless necessary and appropriately secured.
- Report suspected account compromise, impersonation, phishing or unauthorised posting to the Clerk and take prompt steps to secure the account.

7. Councillors' and staff members' personal social media

The policy applies to personal social media activity as well as official accounts where it is connected with Council work or could reasonably be understood as Council-related. Staff and councillors must not post disparaging or defamatory statements about the Council, its staff, councillors, residents, partners or other stakeholders. They must not post content that is discriminatory, bullying, harassing or intimidating.

Councillors and staff are personally responsible for content they create, publish, endorse or share, including on personal accounts and in private or closed groups. Privacy settings do not guarantee that content will remain private. Posts may be copied, screenshotted, forwarded, taken out of context or retained after deletion.

When using personal accounts, councillors and staff should:

- make clear when they are expressing a personal view and not an authorised Council position, while recognising that a disclaimer does not remove legal or Code of Conduct responsibilities;
- avoid giving the impression that they speak for the Council unless authorised to do so;
- not disclose confidential, exempt, commercially sensitive or personal information obtained through their Council role;
- not publish unverified claims or repeat allegations about identifiable people;
- avoid personal attacks, hostile exchanges, bullying, harassment, discriminatory language and inflammatory remarks;
- respect the privacy of residents, fellow councillors, employees, partners and other third parties;
- check permissions and copyright before sharing photographs, recordings or other third-party material; and
- avoid posting in anger or responding to provocation; pause and seek advice from the Clerk or Chair if unsure.

Staff and councillors must not use social media to comment on individual planning applications or other sensitive community matters in a way that could compromise the

Council's proper consideration, create an appearance of bias or disclose non-public information. Councillors should take particular care not to express a concluded view before they have considered the relevant evidence at the appropriate meeting. If a councillor or employee becomes aware of online content that disparages the Council or reflects adversely on it, they should refer it to the Clerk or Chair rather than engage in an online argument.

Councillors should consider using separate accounts or pages for their councillor activity and personal life where this is practical. A councillor's online conduct may fall within the Members' Code of Conduct where there is a sufficient link to their role or Council business. Whether the Code applies depends on the circumstances; a personal account or disclaimer does not by itself determine the position.

Councillors must not use social media to announce or imply Council decisions that have not been made, disclose information from confidential meetings, or suggest that they can determine matters on behalf of the Council. Particular care is required in relation to planning matters and other quasi-judicial or regulatory decisions: councillors should avoid statements that could create an appearance of bias or a closed mind before the Council has considered the matter.

8. Photographs, video and third-party content

Before publishing identifiable photographs, video, audio or personal stories, the Council must consider the lawful basis for publication, privacy expectations, copyright and any permissions required. Where consent is the appropriate lawful basis, it must be obtained and recorded. Additional care is required for children and adults at risk; parental or guardian permission and safeguarding procedures must be followed where applicable. Do not assume that attendance at a public event gives unrestricted permission to publish every image.

Do not upload material created by another person or organisation unless the Council has permission, a suitable licence or another lawful basis. Credit the creator where required. Linking to a third-party website does not mean that the Council endorses all of its content; links should be checked for relevance and reliability.

9. Elections and politically sensitive periods

The Council's social media accounts and resources must be used for proper Council purposes and must not be used to promote or oppose a political party or candidate. During the pre-election period (sometimes referred to as the period of heightened sensitivity), the Council will follow applicable electoral law and current guidance from NALC, the relevant principal authority and the Returning Officer.

The Council should take particular care with publicity about controversial issues, new initiatives, candidates and matters that could reasonably be seen as influencing an election. This does not automatically require the Council to stop all routine communications. The Clerk should seek advice where necessary and ensure that Council resources are not used for campaigning. Councillors remain responsible for their own political activity and must keep it separate from Council accounts, staff time, equipment and resources.

10. Civility, respect and unacceptable online behaviour

The Council expects councillors, staff and anyone acting on its behalf to communicate with civility and respect. Disagreement and robust scrutiny are legitimate parts of local democracy; bullying, intimidation, harassment, discrimination and personal abuse are not.

A person who experiences or witnesses inappropriate online behaviour connected with Council business should preserve relevant evidence where safe and report the matter to the Clerk or Chair. If the concern relates to the Clerk, it should be reported to the Chair. If it concerns the Chair, it should be reported to the Vice-Chair or another appropriate councillor. Allegations involving councillors or employees will be considered under the relevant Code of Conduct, complaints, grievance or disciplinary arrangements, as appropriate. The Council will act fairly and will not prejudge an allegation.

Credible threats, stalking, doxxing, suspected criminal activity or immediate safety concerns should be referred to the police or other appropriate authority. Platform reporting tools should also be used where appropriate.

11. Monitoring, training and breaches

The Clerk should monitor official Council channels at a frequency proportionate to the Council's resources and the nature of the account. The Council should ensure that people authorised to post or moderate receive appropriate guidance and know where to seek advice.

The Council does not routinely use social media searches to assess job applicants. If the Council proposes to use online searches for recruitment or candidate due diligence, it must first approve a clear and relevant process, ensure that it is fair and necessary, and update its recruitment privacy information / Privacy Notice before carrying it out.

A breach of this policy by an employee may lead to action under the Council's disciplinary procedure, in accordance with the employee's terms and conditions and the principles of a fair process. For councillors, concerns may be referred through the Members' Code of Conduct arrangements or other applicable procedure; the employee disciplinary procedure does not apply to councillors. Contractors and volunteers may be subject to appropriate action under their arrangements with the Council.

The Council does not routinely monitor employees' personal social media accounts. Any monitoring of employees' use of Council internet, email, devices or accounts must be lawful, necessary and proportionate, and must be explained in the Council's employee privacy information / Privacy Notice and relevant employment documentation. The Council should ensure that the Privacy Notice accurately describes any monitoring that is actually carried out. This policy does not itself create authority for monitoring.

12. Review

This policy will be reviewed at least every two years, and sooner if there are significant changes in law, NALC or other relevant guidance, technology, Council arrangements or experience of using social media. The Council may amend the list of official platforms and the arrangements for account administration by resolution.

Appendix A – Suggested rules for the Council's social media pages

- We welcome relevant questions, comments, suggestions and constructive criticism.
- Please be courteous and respectful to other users. Do not post threats, abuse, discriminatory remarks, personal attacks or defamatory content.
- Do not post personal, confidential or sensitive information about yourself or anyone else.
- Keep comments relevant to the post and the work of the Council or the local community.
- Do not post spam, scams, repeated promotional material or malicious links.
- Do not impersonate others or post misleading information as fact.
- Comments may be hidden or removed, and users may be restricted, where necessary under the Council's Social Media Policy. Critical views will not be removed simply because the Council disagrees with them.
- Please send complaints, detailed enquiries and personal information to the Parish Clerk using the Council's published contact details. Social media is not a formal route for submitting complaints or making Council decisions.

Appendix B – Before publishing: administrator checklist

- Is the information accurate, current and approved for public release?
- Does it reflect a Council decision or an authorised factual update?
- Does it disclose personal, confidential, exempt or commercially sensitive information?
- Do we have the necessary copyright permission, licence or image consent?
- Is the post respectful, neutral where appropriate and free from speculation?
- Is it accessible, with clear wording, meaningful links, image descriptions or captions as appropriate?
- Is the timing appropriate, particularly during an election period or while a decision is pending?
- Would the Council be comfortable with the post being quoted, shared or reported publicly?

Sources and status of this draft

This draft retains and updates the structure and local arrangements in Westbourne Parish Council's existing Email, Internet and Social Media Policy and has been revised against the NALC Social Media Policy Guidelines supplied by the Council. The NALC document is a two-page set of drafting prompts and expressly states that it is an example employment policy resource, not legal advice. This draft uses those prompts to identify areas for the Council to address; it does not claim that NALC prescribes the detailed wording of every clause.

This is a working draft for Council consideration, not legal advice. Before adoption, the Council should check that the named roles, delegation arrangements, official accounts, complaints procedure, retention policy, privacy information and safeguarding arrangements match its current documents and practices.

Appendix C – NALC guideline coverage

This draft has been checked against the NALC Social Media Policy Guidelines supplied to the Council. Those guidelines are prompts for matters a council should consider, rather than a mandatory model policy. The revised draft addresses the topics raised in the guidance: scope; definition and examples of social media; working-time and out-of-hours application; personal and Council equipment; approved platforms and their purposes; personal use; authority and approval to speak for the Council; training; press enquiries; standards and prohibited conduct; sensitive planning and community matters; reporting adverse content; employee monitoring and Privacy Notice transparency; recruitment searches; disciplinary consequences; and regular review.

Local decisions still required before adoption include confirming the Council's approved platforms and their purposes, the precise arrangements for permitted personal use during working time, the identity of authorised account administrators and spokespersons, and whether any employee internet/email monitoring is in fact carried out. The Council should ensure its employee and recruitment Privacy Notices match its actual practices.

Westbourne Parish Council, 14 May 2026
Agenda item 11: Committee and representative appointments

To discuss membership of the committees and agree dates for meetings. All committees should have a quorum of three councillors.

Committees:

HR Committee: (Meets once a year)
Roy Briscoe, Nigel Ricketts and VACANCY.

Joint Burial Committee: (Meets four times per year)
Nigel Ricketts and TWO VACANCIES

Planning Committee: (Meets monthly)
Lade Barker, Nigel Ricketts, Peter Watterson.
Non-council members: Frank Campbell and Kevan Pegley.

Public Services and Natural Environment Committee: (Meets three times per year):
Lade Barker, Roy Briscoe and Nigel Ricketts.

Recreation, Leisure and Amenities Committee: (Meets three times per year)
Roy Briscoe and Nigel Ricketts.

Strategy and Finance Committee: (Meets twice a year)

Westbourne Neighbourhood Plan Steering Group
Lade Barker, Roy Briscoe and Nigel Ricketts
Non-council members: Steve Arkle, Peter Dale, Andrew Gordon-Lennox, Marjorie Kipling, Kevan Pegley and Diana Steely.

External representation:

All Parishes Meeting: Chair and Vice-Chair
Bournes Forum: Chair and Vice-Chair
West Sussex Association of Local Councils: Councillors as required
Chichester District Association of Local Councils: Councillors as required
South Downs National Park Authority: Councillors as required
Woodmancote Residents' Association: Roy Briscoe
Friends of Stansted Park: Nigel Ricketts

Westbourne Parish Council
Committee delegation arrangements and terms of reference

Delegation arrangements to the committees

Subject to the observance of decisions of the Parish Council on matters of principle or policy, the Council's powers and duties shall be delegated to its committees, as permitted under the Local Government Act 1972 s101, in accordance with the approved terms of reference unless otherwise stated.

Committees will operate within approved Standing Orders, Financial Regulations and other policy documents and procedures. The Council may revoke powers delegated to a committee by resolution.

Urgent and routine matters may legally be delegated to an officer (i.e. the Clerk) in consultation with members, usually the Chair of the Committee and the Chair of the Council. Any actions taken between meetings under this delegation shall be ratified at the next meeting.

Budgetary control and authority to spend

Section 5 of the Parish Council's Financial Regulations set out budgetary control and authority to spend. Please see the excerpt below.

5.1 **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2 The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3 Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4 **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6 For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} . Tenders shall be invited in accordance with Appendix 1.

1. Committee Terms of Reference

5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

5.8 For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [three] fixed-price quotes;

5.9 where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain three estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

5.10 For smaller purchases, [the clerk] shall seek to achieve value for money.

5.11 Contracts must not be split to avoid compliance with these rules.

5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.

5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
- the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
- {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
- {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
- the council for all items over [£5,000];

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16 No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

2. Committee Terms of Reference

5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.

5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

5.19 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20 An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21 Any ordering system can be misused and access to them shall be controlled by [the RFO].

3. Committee Terms of Reference

Strategy and Finance Committee

Purpose
The Committee is appointed by Westbourne Parish Council to discharge its functions relating to its corporate management and administrative services and to ensure that the activities of the Parish Council are communicated in a timely and appropriate manner to key stakeholders

Meetings
The Committee will meet at least three times a year, in January, June and October (additional meetings will be organised as required) and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

Membership
The Committee is open to Council members only. A quorum of three is required and not all councillors should sit on the Committee (as this would make it a Full Council meeting). The Chairmen of each of the Council's committees should attend.

Delegated tasks and powers

- To write and review a four-year Business Plan
  To prepare a draft annual budget for approval to the Full Council in January each year.
- To ensure that all reserves are managed in line with the Council's Financial Regulations.
- To receive and review both internal and external audit reports and arrange form implementation of any recommendations.
- To consider the administration of the Council's bank account and other financial dealings and make recommendations to the Full Council.
- To manage rents (land leased to Westbourne Allotment Association and access licences at 1 Sydenham Terrace, Covington Road and 56 Mill Road).
- Legal services.
- Servicing of loans or investments.
- Democratic representation of the Council at elections.
- To provide grants to community organisations through the Parish Council's Community Chest grant scheme.
- To oversee communications activity, including the Parish Council's website and Facebook page, newsletter, e-newsletter, media liaison, consultations and petitions, printed materials, and events.
- To oversee the Parish Council's email and IT systems.

Reporting and monitoring
The minutes of committee meetings will be noted by Full Council at the meeting after each committee meeting, where recommendations will also be considered. Agreed actions will be recorded on the Business Plan Action Plan.

Planning Committee

Purpose
The Committee is appointed by Westbourne Parish Council to discharge all of its functions relating to planning and planning enforcement.

Meetings
The Committee will meet monthly and meetings will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

The Clerk may request an extension to the 21 day deadline from the relevant local planning authority for planning applications in order that they can be discussed at the monthly meeting. If an extension is unable to be granted, an extraordinary meeting may be required.

Membership
The Committee is open to Council and non-Council members.

Delegated tasks and powers

- To consider all planning applications relevant to the Parish. To be aware of planning policy and supplementary planning documents when responding to applications.
- To review planning and enforcement appeals and submit additional representations if required.
- To report planning enforcement matters to the relevant authority.
- To review documents, consultations and other matters regarding planning and make representations as required.

Reporting and monitoring
The minutes of committee meetings will be noted by Full Council at the meeting after each committee meeting, where recommendations will also be considered. Agreed actions will be recorded on the Business Plan Action Plan.

Public Services and Natural Environment Committee

Purpose
The Committee is appointed by Westbourne Parish Council to discharge its functions relating to its public services and the natural environment.

Meetings
The Committee will meet three times per year (March, June and November) and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

Membership
The Committee is open to Council and non-Council members.

Delegated tasks and powers

- Highway matters in the Parish, including traffic regulation orders and speed calming schemes
- Public footpath matters
- Speed Indicator Devices
- Community Speedwatch Group
- Village gateways
- Fingerposts
- Defibrillators
- Street lights
- Westbourne's buses
- Noticeboards
- Bollards
- Benches
- Grit bins
- Emergency plan
- Flower troughs in the Square
- street lights
- Tree champions and tree planting scheme
- Community verge on Whitechimney Row
- River Ems
- Climate change resilience
- Natural Environment Liaison Group

Reporting and monitoring
The minutes of committee meetings will be noted by Full Council at the meeting after each committee meeting, where recommendations will also be considered. Agreed actions will be recorded on the Business Plan Action Plan.

Recreation, Leisure and Amenities Committee

Purpose
The Committee is appointed by Westbourne Parish Council to discharge its functions relating to recreation, leisure and amenities.

Meetings
The Committee will meet three times per year (March, June and November) and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

Membership
The Committee is open to Council and non-Council members.

Delegated tasks and powers

- Management and maintenance of Mill Road Recreation Ground, including the children's play area and equipment, and the fitness equipment.
- Management and maintenance of Monk's Hill Recreation Ground, including the children's play area and equipment, and the fitness equipment.
- To consider inspection reports from Zurich and the playground inspector and undertake any necessary repairs.
- Consider any proposals regarding additional, and/or the enhancement of the current, recreation, leisure and amenities provision.
- Tree inspections
- Recreation ground issues relating to Westbourne Community Trust

Reporting and monitoring
The minutes of committee meetings will be noted by Full Council at the meeting after each committee meeting, where recommendations will also be considered. Agreed actions will be recorded on the Business Plan Action Plan.

HR Committee

The Committee is constituted as a standing committee to Westbourne Parish Council and shall have delegated executive powers to consider staffing matters, subject to budget and expenditure limits decided by the Council. The remit of the Committee is defined within these Terms of Reference and its business will remain in accordance with them. The Committee shall meet on at least annually, and as required thereafter, and membership will be ratified by Council at the Annual Council Meeting in May. Minutes shall be prepared by the Clerk and circulated to Members.

Membership: Four (to include Chair and Vice Chair of Council and excluding members sitting on the Complaints Committee).

Officer attending: Parish Clerk.

The Committee is authorised to:

- Exercise the Parish Council's duty of care to staff and to seek advice on staff matters and employment law from professional bodies, including WSALC.
- Implement, review, monitor and revise policies for staff.
- Arrange execution of new employment contracts and changes to contracts (including TUPE transfers).
- Review and evaluate role purpose and job description when a vacancy arises.
- To establish salary bands for all categories of staff and be responsible for their administration and review.
- To determine and review the Clerk's salary and make a recommendation for ratification to Full Council.
- To oversee the dismissal of staff.
- To consider any appeal in respect of a staff grievance or disciplinary matter.
- To conduct the recruitment of all posts.

The Committee is required to make recommendations or report to Full Council for ratification on the following matters as they arise:

- Staffing related expenditure as part of the budget setting process.
- The appointment of the Clerk for ratification.
- Changes to the Clerk's terms and conditions on receipt of a report from the Chairman and/or Vice Chairman following the Clerk's annual appraisal.
- Procedures for reviewing the staff structure.
- The creation of new posts within the staffing structure.
- The development and implementation of a member/officer protocol.
- Any appeal against a decision in respect of pay or changes to terms and conditions.

The Personal Performance Development Review (PPDR) will be conducted by the Chairman of the Council and Chairman of the Committee only with the Clerk. The completed PPDR will be noted and ratified at the next Full Council meeting.

Westbourne Parish Council draft budget to inform the Precept 2027/28

		Budget 2025-26	Actual at 31/03/26	Budget 2026-27	Actual at 30/09/26	Budget Residual	% of budget Spent	Budget 27-28 Plan
			£	£	£			£

		Budget 2025-26	Actual at 31/03/26	Budget 2026-27	Actual at 30/09/26	Budget Residual	% of budget Spent	Budget 27-28 Plan
110	**General administration and disbursements**							
4060	Travelling (Clerk)	75.00	104.13	85.00	33.54	51.46	39.5%	100.00
4065	Home used as office x 2	320.00	312.00	320.00	260.00	60.00	81.3%	624.00
4070	Chairman's expenses	200.00	167.22	200.00	174.84	25.16	87.4%	200.00
4075	Councillor's expenses	200.00	63.14	200.00	0.00	200.00	0.0%	200.00
4080	Training and publications	500.00	320.00	500.00	75.00	425.00	15.0%	500.00
4085	External audit	450.00	630.00	650.00	446.25	203.75	68.7%	500.00
4090	Internal auditor	500.00	352.90	500.00	175.05	324.95	35.0%	500.00
4095	Legal advice/professional fees (earmarked reserve)	1,500.00	1,181.00	2,000.00	350.00	1,650.00	17.5%	500.00
4105	Information Commissioner Office (ICO)	35.00	47.00	47.00	0.00	47.00	0.0%	47.00
4110	Insurance	1,500.00	2,671.70	2,500.00	0.00	2,500.00	0.0%	2,800.00
4115	Rialtas financial software and Paul Burdick support	1,000.00	768.00	1,000.00	775.00	225.00	77.5%	1,000.00
4120	Email accounts/document storage/MS 365	1,700.00	1,612.54	1,700.00	1,343.56	356.44	79.0%	3,500.00
4125	Hire of hall and Zoom subscription	700.00	510.90	728.00	506.00	222.00	69.5%	1,000.00
4130	Stationery/printing (admin)	250.00	205.21	350.00	150.16	199.84	42.9%	500.00
4135	Postage/Royal Mail PO Box address	370.00	371.50	400.00	418.00	-18.00	104.5%	500.00
4140	Parish Council mobile phone	240.00	194.67	270.00	106.56	163.44	39.5%	270.00
	Lloyds Bank service charges	0.00	0.00	55.00	25.50	29.50	46.4%	55.00
4010	Payroll services	500.00	600.00	520.00	130.00	390.00	25.0%	600.00
	Total:	**10,040.00**	**10,111.91**	**12,025.00**	**4,969.46**	**7,055.54**	**41.3%**	**13,396.00**
110	**Employment**							
	See confidential report							
	Total:	**36,500.00**	**35,420.36**	**46,900.00**	**19,904.91**	**26,995.09**	**42.4%**	**59,142.00**
						0.00		
	Total general admin and employment	**46,540.00**	**45,532.27**	**58,925.00**	**24,874.37**	**34,050.63**	**42.2%**	**72,538.00**
120	**Running Costs**							
4200	Westbourne Cemetery, Joint Burial Committee	12,348.00	12,348.00	12,848.00	0.00	12,848.00	0.0%	12,848.00
4210	Closed churchyard maintenance (yew tree inspection) (earmarked reserve)	1,000.00	90.00	1,000.00	400.00	600.00	40.0%	500.00
4325	Closed churchyard grass cutting contribution	300.00	300.00	300.00	300.00	0.00	100.0%	300.00
4205	Monk's Hill grounds maintenance	10,000.00	7,086.42	10,000.00	3,379.37	6,620.63	33.8%	10,000.00
4215	Hitchcock Close grounds maintenance	10,000.00	11,336.42	10,000.00	3,873.20	6,126.80	38.7%	10,000.00
4220	Playground/defib inspections (weekly/fortnightly)	2,500.00	2,470.00	2,700.00	2,238.91	461.09	82.9%	4,000.00
4225	Playground inspections (quarterly)	1,000.00	691.92	1,500.00	229.12	1,270.88	15.3%	1,500.00

		Budget 2025-26	Actual at 31/03/26	Budget 2026-27	Actual at 30/09/26	Budget Residual	% of budget Spent	Budget 27-28 Plan
4230	Street lights maintenance, WSCC	1,600.00	1,600.00	2,000.00	1,633.20	366.80	81.7%	2,000.00
4705	Plants/soil for flower troughs	100.00	74.12	100.00	69.07	30.93	69.1%	100.00
	Total:	**38,848.00**	**35,996.88**	**40,448.00**	**12,122.87**	**28,325.13**	**30.0%**	**41,248.00**
130	**Subscriptions, S137/S147 payments/donations**							
4300	Council's membership of West Sussex Association of Local Councils and National Association of Local Councils	800.00	843.40	869.00	868.15	0.85	99.9%	£880.00
4310	Clerk's membership of Society of Local Council Clerks	240.00	403.50	376.00	0.00	376.00	0.0%	380.00
4315	British Legion Poppy Appeal	65.00	65.00	65.00	0.00	65.00	0.0%	65.00
4320	Westbourne Allotment Association	50.00	50.00	50.00	50.00	0.00	100.0%	50.00
4335	Citizens Advice	300.00	300.00	300.00	300.00	0.00	100.0%	300.00
4330	Homestart	250.00	250.00	250.00	250.00	0.00	100.0%	250.00
4340	Parish Online Subscription	80.00	75.00	80.00	75.00	5.00	93.8%	80.00
4355	Final Straw Foundation donation	100.00	100.00	100.00	100.00	0.00	100.0%	100.00
4345	Grants	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
4345	Community Chest Grants	1,000.00	810.00	500.00	0.00	500.00	0.0%	500.00
	Total:	**2,885.00**	**2,896.90**	**2,590.00**	**1,643.15**	**946.85**	**63.4%**	**2,605.00**

		Budget 2025-26	Actual at 31/03/26	Budget 2026-27	Actual at 30/09/26	Budget Residual	% of budget Spent	Budget 27-28 Plan
140	**Capital schemes**							
4400	Play equipment Monk's Hill (earmarked reserve)	4,000.00	0.00	4,000.00	0.00	4,000.00	0.0%	4,000.00
4405	Play equipment Mill Road (earmarked reserve)	4,000.00	0.00	4,000.00	0.00	4,000.00	0.0%	4,000.00
4410	Churchyard Wall (earmarked reserve)	500.00	0.00	500.00	0.00	500.00	0.0%	500.00
4415	Village Gateways (earmarked reserve)	0.00	0.00	50.00	0.00	50.00	0.0%	100.00
4420	Fingerpost signs (earmarked reserve)	0.00	0.00	0.00	0.00	0.00	#DIV/0!	500.00
4425	Office equipment (earmarked reserve)	100.00	413.29	200.00	0.00	200.00	0.0%	200.00
4430	Tree survey/surgery Monk's Hill/Mill Road (earmarked reserve)	0.00	0.00	2,000.00	550.00	1,450.00	27.5%	1,000.00
4435	Speed Indicator Devices/CSW (earmarked reserve)	0.00	1,072.50	1,500.00	354.00	1,146.00	23.6%	1,500.00
4440	Debrillators	200.00	86.75	200.00	642.28	-442.28	321.1%	500.00
4455	Community bus service	1,000.00	1,000.00	1,500.00	1,000.00	500.00	66.7%	1,000.00
4465	National commemorations/celebrations/events	0.00	0.00	0.00	0.00	0.00	#DIV/0!	5,000.00
	Asset transfers Covington Road	0.00	0.00	500.00	0.00	500.00	0.0%	0.00
	Path around the storage building at the allotments	0.00	0.00	2,000.00	2,000.00	0.00	0.0%	0.00
	Neighbourhood Plan (earmarked reserve)	0.00	0.00	12,000.00	2,605.00	9,395.00	0.0%	0.00
	Westbourne Community Hall grant	8,000.00	8,000.00	0.00	0.00	0.00	#DIV/0!	0.00
	The Meeting Place back room renovations grant	4,000.00	4,000.00	0.00	0.00	0.00	#DIV/0!	0.00
	Total:	**21,800.00**	**14,572.54**	**28,450.00**	**7,151.28**	**21,298.72**	**25.1%**	**18,300.00**
150	**Services**							
4500	Street light energy, WSCC PFI	600.00	273.50	500.00	324.41	175.59	64.9%	500.00
4505	Waste bins x 7 and emptying	2,000.00	1,464.06	2,000.00	0.00	2,000.00	0.0%	2,000.00
	Total:	**2,600.00**	**1,737.56**	**2,500.00**	**324.41**	**2,175.59**	**13.0%**	**2,500.00**
160	**Communications**							
4605	Newsletter/printed communications	4,000.00	252.93	4,000.00	709.44	3,290.56	17.7%	4,000.00
4610	Website hosting	500.00	322.24	500.00	25.00	475.00	5.0%	500.00
	Total:	**4,500.00**	**575.17**	**4,500.00**	**734.44**	**3,765.56**	**16.3%**	**4,500.00**
170	**Contingency fund**							
4715	IT support (annual computer service)	0.00	133.92	100.00	0.00	100.00	0.0%	100.00
4720	Increase general reserve	25,000.00	17,992.56	15,000.00	0.00	15,000.00	0.0%	15,000.00
4790	New Initiatives Fund (NIF) (earmarked reserve)	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
4700	Staff absence (earmarked reserve)	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
4710	Vandalism and insurance excess (earmarked reserve)	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00

		Budget 2025-26	Actual at 31/03/26	Budget 2026-27	Actual at 30/09/26	Budget Residual	% of budget Spent	Budget 27-28 Plan
	Total:	**25,000.00**	**18,126.48**	**15,100.00**	**0.00**	**15,100.00**	**0.0%**	**15,100.00**
	VAT on expenditure					**0.00**		
	Total expenditure:	**142,173.00**		**152,513.00**		**152,513.00**	**0.0%**	**156,791.00**
100	**Income**							
1110	Access licence - Sydenham Terrace	200.00	200.00	200.00				200.00
	Access licence - Hitchcock Close	0.00	0.00	0.00				50.00
1120	Rent - Allotment Association	500.00	0.00	650.00	650.00			650.00
1130	CIL	0.00	34,170.86					
1200	Grants	0.00	0.00	0.00				0.00
1080	Bank interest	0.00	2,365.95	0.00	1,387.93			0.00
1090	Misc. income	0.00	2,684.63	0.00	12.00			0.00
	Total income:	**700.00**	**39,421.44**	**850.00**	**2,049.93**			**900.00**
	Precept = total expenditure - total income:	**£141,473.00**		**£151,663.00**				**£155,891.00**
	Final precept figure	£141,473.00		£151,663.00				£155,891.00
	Final precept figure rounded-up =	**£141,473**		**£151,663**				**£155,891**
	Earmarked reserve total							
	General reserve total							
	1. Precept required for 2026/27		£151,663					
	2. Precept required 2027/28		**£155,891**					
	3. Taxbase 2026/27		£986.10					
	4. Taxbase 2027/28							
	5. Charge per band D property 2026/27		£153.80					
	6. Charge per band D property 2027/28		#DIV/0!					
	7. % increase in Precept (cash terms)		2.8%					
	8. % increase in Precept per band D property		**#DIV/0!**					

Westbourne Parish Council, 12 November 2026
Agenda item 99c: Payments for approval

(DC: Debit Card, DD: Direct Debit, BACS: Internet Banking, C: cheque inc. cheque number, PC: payment by petty cash, * earmarked reserve).

Payments for approval		**Total**	**Net**	**VAT**
DD	O2 mobile phone Nov 26	21.31	17.76	3.55
BACS	Confidential payments Nov 26			0.00
BACS	WSCC LGPS Oct 26	645.08	645.08	0.00
BACS	Microsoft 365 Nov 26	11.52	9.60	1.92
BACS	Microshade cloud storage and email accounts Nov 26	299.88	249.90	49.98
BACS	MS 365 Nov 26	9.72	8.10	1.62
BACS	Lloyds bank service charge Nov 26	4.25	4.25	0.00
BACS	GM Support playground inspections Nov 26	200.00	200.00	0.00
BACS				
BACS				
		1,191.76	**1,134.69**	**57.07**
Payments for retrospective approval				
BACS	The Meeting Place room hire 26/10/26	12.00	12.00	0.00
BACS	Glasdon bollard Church Road replacement	246.78	205.65	41.13
BACS	Royal British Legion wreath and donation	65.00	65.00	0.00
BACS	Meeting refreshments 19/10/26	12.00	12.00	0.00
		335.78	**294.65**	**41.13**
		0.00	**0.00**	**0.00**

Westbourne Parish Council, 12 November 2026
Agenda item 100: Correspondence list

- Road closure warning: Foxbury Lane from 28 - 29 January early-warning-notice-foxbury-lane-westbourne_153299942_4256627_0545f680c3.pdf

- Road closure warning: The Grove on 14 – 15 January early-warning-notice_153086267_4248172_ba12963e4a.pdf

- Response from the CMA following a letter from Jess Brown-Fuller MP regarding the proposed closure of Westbourne Co-op

- PCSO Davies is going to speak to the owner of the vehicle who parks on the corner of Westbourne Road near the WOW Clinic.

- Local government review update from Chichester District Council

- Minutes of the Bournes Forum held on 19 October.

- Chichester District Council funding available for projects that support local groups and residents prepare for emergencies.