



WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Beccy Anderson
Westhampnett Community Hall
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Minutes of the Westhampnett Parish Council Extraordinary Meeting held at
7.45pm on Wednesday 19th June 2024 at Westhampnett Community Hall,
Hadrian Drive, Westhampnett, PO18 0FP

Present:

Parish Councillors: Cllr W Holden (Chair), Cllr C McLeish, Cllr T Ashcroft, Cllr S Burborough, Cllr S James and Cllr D Plummer (Vice Chair)

The meeting was Clerked by Beccy Anderson, Parish Clerk

No members of the public attended.

Minute No.	Item
1	<u>OPEN MEETING & TAKE APOLOGIES FOR ABSENCE</u> Cllr Holden opened meeting at 7.45pm. Apologies accepted from Cllr O'Meara & Cllr Hanafin
2	<u>DISCLOSURE OF INTERESTS</u> None declared.
3	<u>PUBLIC QUESTION TIME</u> None
4	<u>ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2023/2024</u> (i) Councillors discussed and approved 2023/2024 AGAR and section 1 was signed by the Chair and the Clerk (ii) Councillors approved 2023/2024 AGAR and section 2 was signed by the Chair and the Clerk.
5	<u>INTERNAL AUDIT REPORT</u> Councillors discussed the findings of the 2023/2024 Internal Audit Report from Mulberry LA Services to be scheduled for further discussion at the next full Parish Council meeting of 8 th July 2024. The Clerk agreed to compile all comments from the discussion on pages 9 to 11 and to complete pages 13 to 15 'Year-end Audit – Points carried Forward' for approval at the next Parish Council meeting.
6	<u>FINANCE COMMITTEE ELECTION OF CHAIR</u> Cllr David Plummer came forward to be elected as Chair, all Cllr's voted in favour.
7	<u>FINANCE COMMITTEE ELECTION OF VICE CHAIR</u> Cllr Claire McLeish came forward to be elected as Vice Chair, all Cllr's voted in favour
8	<u>PAYMENT APPROVAL</u> Councillors approved: - (i) May2024 Cheque & Direct debit payments (ii) June 2024 Cheque payments
9	<u>APRIL 2024 & MAY 2024 BANK RECONCILIATIONS</u> Councillors approved Barclays Bank reconciliations for April 2024 and May 2024 which were signed by the Chair
10	<u>DATE OF NEXT FULL PARISH COUNCIL MEETING:</u> 8 TH July 2024
11	<u>CLOSE MEETING</u> The Chair closed the meeting at 08:38pm.

ITEM 8 PAYMENTS

Date cheque drawn/DD date	Payee	Detail	Cheque No	Payments £
	May 2024 Chqs & Direct Debit Payments			
03/05/24	Chichester District Council	Wast collection 24/03 to 17/04/2024	D/D	70.00
07/05/24	BT	April 2024 BT charges	D/D	64.20
15/05/24	SES Water (waste)	Wastewater charges 31/03 to 30/04/2024	D/D	17.99
17/05/24	Rebecca Anderson	Clerks Mileage & Zoom subscription to replace chq 101799	101935	372.21
17/05/24	Arun & Chichester Citizens Advice Bureau	Grant Request	101936	200.00
18/05/24	Mr Marchant	Reimbursement for damage to car	101937	319.48
17/05/24	British Gas (electric)	Electricity 02/04 to 01/05/2024	D/D	90.65
17/05/24	Castle Water (supply)	Water supply 01/04 to 30/04/2024	D/D	16.29
29/05/24	British Gas (gas)	Gas supply 13/04 to 12/05/2024	D/D	119.16
31/05/24	CDC	Waste Services 21/04/24 to 15/05/2024	D/D	70.00
			TOTAL	1,339.98
	June 2024 Cheque Payments			
07/06/24	Go Event Hire	Game hire for 28/07/2024	101939	255.00
07/06/24	Honeypark (Damian Walsh)	Live music	101940	400.00
07/06/24	Motion Consultants Ltd	Planning services	101941	840.00
07/06/24	Rebecca Anderson	Clerks Exps May - June 2024	101948	185.98
07/06/24	Chris Maher	Hall Manager May 24 hours	101944	348.00
07/06/24	Chris Maher	Hall Manager May 24 expenses	101944	7.70
07/06/24	DM Chainsaws	Cobra WT56B	101945	479.99
07/06/24	SOS Storage	Container hire 03/06/24 to 30/06/2024	101946	52.56
07/06/24	R Keatley	Re-imburement for angle iron	101947	14.00
13/06/24	L Huntingford	Westerton green Grass cutting 2nd, 16th & 30th May 24	101950	330.00
13/06/24	L Huntingford	Village Green Grass cutting 2nd, 16th, 23rd & 30th May 24	101950	680.00
			TOTAL	3,593.23

ITEM 9 BANK RECONCILIATIONS

WPC Current Account Bank Reconciliation @ 30th April 2024

Bank Balance @ 1st April 2024	91,436.16
Add income	37,241.35
Less payments	7,753.53
Less: Unpresented cheques	
Net bank balance @ 30th April 2024	120,923.98

CASH BOOK

Opening balance @ 01/04/2024	86,788.04
Add receipts for April 2024	37,241.35
Less payments for April 2024	3,105.41
Balance carried forward	120,923.98

WPC Current Account Bank Reconciliation @ 31st May 2024

Bank Balance @ 1st May 2024	120,923.98
Add income	372.21
Less payments	7,461.18
Less: Unpresented cheques	1,653.98
Net bank balance @ 31st May 2024	112,181.03

CASH BOOK

Opening balance @ 01/05/2024	120,923.98
Add receipts for May 2024	
Less payments for May 2024	8,742.95
Balance carried forward	112,181.03