

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 22 April 2024

PRESENT: Councillors J Bennett (Chairman) Mrs V Allen, Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, Mrs A Cooper, A Cooper, Mrs P Gregory, R Grevett, G Lee, Ms L Lloyd, Mrs S Partridge, Ms M Revell and D Rogers

In attendance: Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk of the Council)

Prior to the formal business of the Meeting, the Chairman asked for his thanks and appreciation to be recorded to Councillor Warren for Chairing the last Monthly Meeting in the unavoidable absence of both the Vice-Chairman, Councillor Cooper and himself.

90/24 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Tyler (Indisposition) and Warren (Indisposition). These apologies were accepted by the Council.

91/24 DECLARATIONS OF INTEREST

Councillor Bennett declared a personal interest in Minute 94/24 and requested that the following open declaration be recorded:-

I wish to make this Meeting aware I have been selected as a candidate in the upcoming Police & Crime Commissioner Elections and have and will be making public my views on Police Issues.

However, I will have an open mind regarding these items at any Meetings of this Council and I confirm that I will reach my decisions on their merit.

He remained in the Meeting during consideration of this item and took part in the discussion thereon.

92/24 MINUTES

The Minutes of the Monthly Meeting held 25 March 2024 were signed by the Chairman of the Meeting as a correct record.

93/24 ANNUAL ASSEMBLY OF THE PARISH MEETING

The Council NOTED the Minutes of the Annual Assembly of the Parish Meeting held on 11 April 2024.

(Prior to consideration of the following item Councillor Bennett had made an open declaration as a candidate in the upcoming Police & Crime Commissioner Elections)

94/24 SUSSEX POLICE

Apologies for absence had been received from Sergeant West and PCSO Raju.

(a) Matters Arising

The Clerk said that she had nothing major to report on any matters arising in connection with any policing issues at the present time. She did, however, refer to Minute 4/24(a) and advised that the homeless individual had recently been present in the Village again. He had been visibly under the influence of alcohol and verbally abusive outside of the Samuel Wickens Centre on the afternoon of 17 April 2024.

Councillor Lee then reported that the published crime figures for Rustington showed a total of 52 crimes. He said that, more recently, PCSO Raju had provided him with details for the current month, as at 18 April 2024, which showed a significant spike in shoplifting, six vehicle crimes and an incident where a 17-year-old male was robbed at knifepoint for his bicycle. He said the bicycle had subsequently been recovered and the Police were apparently aware of the perpetrator. He also referred to a burglary in North Lane and a number of vehicle crimes, and the fact that in the last 12-month period there had only been eight Stop and Search incidents.

He concluded by advising that, overall, crime numbers had reduced by about 10% from 788 during the year period 2022/2023 to 707 during the year period 2023/2024.

The Council NOTED this information and expressed its thanks and appreciation to Councillor Lee for his most informative Report.

The Clerk then advised the Council that the next Arun Parishes Teams Meeting, hosted by Inspector Ross Wickings, was scheduled to be held on 29 April 2024, which it was hoped would be attended by Councillor Lee, the Deputy Clerk and herself. She said that she would also send the invitation to the Meeting on to Councillor Mrs Cooper.

The Council NOTED this information.

95/24 DISTRICT COUNCILLORS

Apologies for absence had been received from Councillors Ms Edwards and Gunner.

Councillor Mrs Cooper then reported as follows:-

- *Economy Committee Meeting - 16 April 2024 - Officers had identified six potentially viable seafront locations for new beach hut installations - No consultation had been undertaken with Ward Councillors, or Town and Parish Councils - Following detailed discussion, Committee had agreed that, prior to any further consideration being given in this matter, Ward Councillors, Town and Parish Councils should be consulted, with all feedback being reported back to the Committee.*

The Council NOTED the above information and the Chairman thanked Councillor Mrs Cooper for her Report.

96/24 COUNTY COUNCILLORS

Councillor Mrs Cooper advised the Council that she had little to report at the present time, other than she was currently awaiting clarification from the Highways Department as to what sections of Old Manor Road were programmed to be repaired imminently.

The Council NOTED the above information.

Councillor Bennett said that he had received a representation from a resident of Seaview Gardens, expressing concern that no prior notification of/consultation for the installation of the EV Charging Points to be installed in Seafield Road had been received.

Councillor Mrs Cooper said that she believed a flyer had been delivered to all residents in the vicinity of the affected area, but she would check this information and advise Councillor Bennett accordingly.

97/24 CLERK'S REPORT

(a) Official Portrait of His Majesty King Charles III

The Clerk reported the receipt of the official portrait of His Majesty King Charles III marking the start of the new Reign, for use in public buildings and for other official purposes.

She said that this was received from the Government and was free of charge.

The Council was pleased to NOTE this information.

98/24 CHAIRMAN'S REPORT

The Chairman reported on his official representation and attendance at Meetings, Events and Functions since the last Monthly Meeting as follows:-

- Arundel and Littlehampton District Scout Council - Annual St George's Day Service and Parade - 21 April 2024

The Council NOTED this information.

99/24 PLANNING COMMITTEE

The Council NOTED the Reports of the Planning Committee Meetings held on 18 March 2024 and 8 April 2024.

100/24 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received the Report of the Finance and General Purposes Committee Meeting held on 22 April 2024. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 22 April 2024 be APPROVED.

101/24 MEMBERS' ATTENDANCE RECORD

The Council NOTED the Attendance Record for Council and Committee Meetings for the period from April 2023 to March 2024 inclusive.

102/24 ASSET REGISTER

The Council considered the Asset Register as at 31 March 2024, which had been previously circulated, and the Clerk reported that this was as up-to-date as practicably possible.

Following a brief discussion, the Council RESOLVED unanimously that the Asset Register as at 31 March 2024 should be APPROVED as a correct record. A copy of the Register is attached and forms a part of these Minutes.

103/24 REVIEW OF INSURANCE PROVISION

The Clerk reported that the Council's Insurance provision had again been recently reviewed and a number of the Council's assets had been revalued as a result. She said that whilst the current situation was that the Council continued to be over-insured in certain areas, the Finance Manager/RFO and herself continued to be of the opinion that the total provision was more than sufficient to cover all losses in the event of any unforeseen incidents. She said there were some minor changes still to be made, mainly as a result of the recent transferring of some items of plant/equipment to the Cricket Club, and the disposal of other aged items, which were in the process of being removed by the Council's Insurers.

She reminded the Council that Meetings were normally held with the Council's Insurance Brokers on an annual basis, when additions, amendments and deletions were often made. She confirmed that the Finance Manager/RFO and herself were also in regular contact with the Brokers by telephone and email.

She also advised that there had, during the past year, been two claims for extensive damage to a Bus Shelter and one public seat.

The Council NOTED this information and RESOLVED unanimously that, with the exception of the amendments referred to above, no major changes should be made to the insurance provision at the present time.

104/24 **TIME OFF FOR DEPENDANTS POLICY**

The Council reviewed the Time Off for Dependants Policy as presented, and RESOLVED to take no action in respect of any further amendments to this Policy at the present time. A copy of the Policy is attached and forms a part of these Minutes.

105/24 **PARISHIONERS' AWARD**

The Clerk reported that two nominations (from two nominators) for the individual award had been received, and two nominations (from four nominators) had been received for the group/organisation award. She said that a Meeting of the Working Party would now need to be convened to consider the nominations received.

Following a brief discussion, the Council AGREED that a Meeting of the appointed Members of the Working Party, namely Councillors Mrs Broomfield, Mrs Gregory, Mrs Partridge, Rogers, plus Councillor Mrs Cooper should be held on 1 May 2024 at 12.30 pm, to consider the nominations received.

106/24 **NUMBER 12 BUS SERVICE**

(a) **Statistics**

The Council NOTED the Number 12 Bus Service Statistics for March 2024.

(b) **Future of Number 12 Service**

The Clerk referred to Minute 76/24(b) and said that following the last Meeting, she had conveyed the Council's decision to make no change to the previous resolution to withdraw its financial support for the Number 12 Bus Service with effect from 31 May 2024, to the Managing Director of Compass Travel.

He had further responded by advising that he was very keen to do everything possible to keep the No. 12 Bus in service as, from his perspective, it was well used and much appreciated by the local residents. He stated that he was currently exploring possible additional funding sources which would help support the route in the future, but this was a 'work in progress'. However, as a minimum period, he very much wanted to keep the route operational until at least 31 August 2024, to allow him some additional time to explore other possible options.

With this in mind, coupled with the fact that East Preston Parish Council was prepared to continue financially supporting the Service until 31 August 2024, he was requesting the Council to reconsider extending the date of its withdrawal of financial support for the No. 12 Service at a reduced level of £23,000.00 per annum, initially until 31 August 2024, at which time the situation would be reconsidered.

He had, at that time, mentioned that at this reduced level of financial support, Compass Travel would be working at a loss, but he was willing to bear this in the short term, whilst trying to source funding from other possible stakeholders.

The Clerk then reminded the Council that she had previously circulated the aforementioned email to gauge a consensus of opinion in respect of Mr Chatfield's latest request.

Following a detailed discussion, the Council AGREED that, taking account of the fact that there was no guarantee that the reduced financial commitment of £23,000.00 to 31 August 2024 offered by Compass Travel would continue for any significant amount of time after the above date, no change should be made to its previous decision to withdraw financial support for the No. 12 Bus Service with effect from 31 May 2024.

107/24 THE WOODLANDS CENTRE - PROPOSED MAJOR REDESIGN AND REFURBISHMENT PROJECT

The Clerk referred to Minute 77/24 and said that she had nothing further to report at the present time, other than to say that, in connection with the soon to be installed electricity supply, an extensive 'Below Ground Utility Survey' had been undertaken on 17 April 2024, and AMA Consult, the Council's chosen Company to manage the Electricity Supply Project, was due to place the order with UK Power Networks imminently.

She said that once an estimated start date for the works had been received from UK Power Networks, the digging of the trenches required to accommodate the new supply would be undertaken, hopefully to coincide with installation of the supply, with as little disruption as practicably possible to The Woodlands Centre's Operation and Car Park users.

The Council NOTED this information.

She then reported that earlier in the day, the Deputy Clerk and herself had met with a professional fundraiser, specialising in Capital Funding, Sarah Mansell, MinstF, and Chris Luck from BAQUS, the Quantity Surveyors employed for the Project to date. She said that Ms Mansell had recommended that initially, the Council could consider employing her services for one day to enable her to do some background research to establish where the £1.1 Million grant funding required to progress Phase 2 of the Project might be able to be sourced from. She said that the total cost of this exercise would be £800.00.

Following a brief discussion, the Council RESOLVED that Ms Mansell should be contracted on a one-day basis at a cost of £800.00 to research possible grant sources to cover the cost of Phase 2 of the Project.

108/24 80TH ANNIVERSARY OF D-DAY - 6 JUNE 2024

The Clerk referred to Minute 78/24 and reminded Members that the tickets for the Commemorative Music Concert would be being released to the Public on 1 May 2024.

She said that the Village Memorial Hall would be being decorated, suitably themed, by members of the Council's personnel at the beginning of June.

She asked if any suitable prizes for the Lucky Programme Draw that Members might be able to donate, namely alcohol, chocolates and biscuits, could be dropped in to the Council Offices by the end of May.

The Council NOTED this information.

109/24 ARUN YOUTH PROJECTS - THE NATIONAL LOTTERY'S MILLION HOURS FUND

The Council NOTED a letter received from Mr M Pollard, Youth Service Manager of Arun Youth Projects (AYP) advising that funding from The National Lottery's 'Million Hours Fund' had been awarded to support the launch of 'AYP Connect', which would soon be opening in a former retail unit on the High Street in Littlehampton.

The new initiative aimed to meet young people where they were, fostering positive relationships and providing targeted support to effectively address their needs and signposting them to appropriate support. It would be a small drop-in space open from 3.00 pm to 6.00 pm three days per week.

110/24 RUSTINGTON FOOTBALL CLUB

The Clerk said that she had previously circulated an email received from the Secretary, which provided an update from the Club's latest Committee Meeting, in respect of the Club's current status and future ambitions.

An extremely detailed discussion then ensued, following which the Council AGREED that the Deputy Clerk and Clerk should be tasked with drafting up a response to the aforementioned email, for subsequent

approval via email by Members advising, amongst other matters, of its sadness and disappointment at the Secretary's perspective that little support for the Football Club had been given by the Council for many years. It also agreed that the Council's continuing commitment to the footballing community, including both youth and female football, which was clearly evident by the extensive financial investment recently made at the Woodland Park Sportsfield, should be referred to, reiterating at the same time that the Club was welcome to pursue the option of the shared use of the facilities therein with the Council, if it so wished.

In conclusion, it was AGREED that the letter should also confirm its commitment to supporting the Football Club, within the constraints of its resources, and advise that whilst it was not able to support the expansion or addition of pitches at the Woodlands Recreation Ground, it would be prepared to consider any approaches from the Club, should it require any additional equipment, e.g. goals etc., that could help to facilitate the growth in the number of teams at alternative venues.

As far as the hardstanding/path running alongside the pitch was concerned, it was AGREED that arrangements should be made for this to be edged by the Council's Grounds Maintenance Contractors, but that any repair works that might be required to the surface of the hardstanding/path would be undertaken by the Council, in consultation with the Football Club, with the costs being borne by the Club, in accordance with the terms of the 2007 Agreement.

111/24 ARUN DISTRICT COUNCIL - ARUN LOCAL PLAN 2023-2041 DIRECTION OF TRAVEL DOCUMENT ISSUES AND OPTIONS REGULATION 18 CONSULTATION

The Clerk said that she had circulated an email received in this regard (copy of associated documentation previously circulated), together with Councillor Warren's Summary of the Parish Briefing by Kevin Owen, Arun Planning Policy Manager, on 4 April 2024, as follows:-

Teams presentation given by Kevin Owen (Arun Planning Policy Manager), relating to the now restarted Arun Local Plan 2023 to 2041.

A number of Issues and Options workshops had already been held and this presentation was part of the Consultation period for the design of the Direction of Travel document. Public engagement being due to end on 13 May. Copies of the documentation to date had been sent to local Councils, libraries and was also available on the Arun website.

The document was split into main headings with five standard questions at the end of each chapter for public response. Chapter highlights included:-

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|--|---|
| <i>CLIMATE CHANGE</i> | <i>- EV charging points/maximising solar/scope for wind turbines/bathing and wastewater quality/movement of new development to north of A27</i> |
| <i>ENVIRONMENTAL LIFE SUPPORT</i> | <i>- Settlement gaps/greenspace/water storage/sea defences/carbon storage/tree planting/footpaths and cycleways/links to other districts</i> |
| <i>HOMES IN RIGHT PLACES</i> | <i>- New settlement creation/fair methodology for housing numbers/parish engagement/lessons already learnt</i> |
| <i>ECONOMY, TELECOMS, DIGITAL/INFRASTRUCTURE</i> | <i>- Electricity infrastructure/fostering high technology sectors/work with Chichester University</i> |
| <i>PLACEMAKING, HERITAGE, CULTURE</i> | <i>- Enhanced culture and theatre sector/protecting dark skies/tourism/conservation/Littlehampton seafront vision/Sussex kelp</i> |
| <i>INFRASTRUCTURE TO SUPPORT NEEDS</i> | <i>- NHS to be considered upfront (incl. doctors, dentists etc)/use of shops for medical hubs/parking requirements/public transport.</i> |

Following a discussion, during which the Clerk advised that she had a link for the Briefing Session that she could forward on to Members if requested, the Council RESOLVED to take no further action in respect of this Consultation.

112/24 ARUN DISTRICT COUNCIL - REVIEW OF MEMBERS' ALLOWANCE SCHEME

The Clerk reported that she had previously circulated an email received from Jane Fulton, Committee Services Manager, Law & Governance, together with the Minutes of the Meeting of the District Council held on 13 March 2024, in this regard. She said that the main purpose of the email was to update the Council on the progress of the Members' Allowances Review and to confirm that the amount of Basic Allowance for District Council Members would increase to £6,638.00 with effect from 1 April 2024, and that Town and Parish Councillors could continue to be paid 10% of the District Basic Allowance, namely £663.80 per annum, from that date.

The Council NOTED this information.

113/24 SOLAR PANELS - REACH (RENEWABLE ENERGY ACCESS FOR COMMUNITIES AND HOUSEHOLDS) PROJECT

Councillor Lee referred to Minute 85/24 and said that, unfortunately, neither Councillor Evans, Angmering Parish Council, nor Councillor Gunston, from East Preston Parish Council were available to address the Meeting, but he understood that one or both of them would be able to do so at the Annual Meeting on 20 May 2024.

Following a brief discussion, the Council RESOLVED that Councillor Evans should address the Council in this regard at the Annual Meeting on 20 May 2024.

114/24 ARUN DISTRICT COUNCIL - TOWN AND PARISH COUNCIL BRIEFING - RAMPION 2 PROPOSALS

The Clerk reported the receipt of an Invitation from Neil Crowther, Group Head of Planning, for a representative of the Council to attend a Briefing on where the District Council was in respect of the Rampion 2 proposals.

She said that the Briefing would provide those attending with an update on the latest submissions the District Council had made and the latest documentation that the applicants had circulated before the next round of Hearings took place in mid-May and would also allow for some Questions and Answers.

In his email, Mr Crowther said that this was not a Meeting where representations could be collated and submitted because these had been submitted a few months before, and each body has submitted their own comments. He continued that certain topic areas would be able to be referred to and what representations had been made. He concluded by advising that in advance of the Briefing a note with various links and documents would be circulated.

Following a brief discussion, the Council AGREED that Councillor Lee should be appointed as its representative to attend the Briefing via Microsoft Teams.

115/24 RUSTINGTON SPORTS AND SOCIAL CLUB - MANAGEMENT COMMITTEE

Councillor Rogers reported on his attendance at a Meeting of the Rustington Sports and Social Club Management Committee on 18 April 2024.

He said that the Meeting had been very brief, and he had nothing of any significance to report back to the Council.

The Council NOTED this information.

116/24 DOCUMENTS AND PUBLICATIONS CIRCULATED

The Council NOTED the following Documents and Publications previously circulated for Members' information:-

- (a) CAGNE - Make some noise - Unbalanced Approach
- (b) Chestnut Tree House - How we're getting ready for The Big Hoot
- (c) Chestnut Tree House - Living every day - Meet Nellie and her family
- (d) CPRE - Friend, last year rent in rural England increased by 27%
- (e) CPRE - Friend, rural homes are leading the way on solar power generation!
- (f) CPRE - Campaigns Update - April 2024
- (g) East Preston Parish Council News - 28 March 2024, 4 April 2024 and 18 April 2024
- (h) National Association of Local Councils - Chief Executive's Bulletin - 28 March 2024, 4 April 2024, 11 April 2024 and 18 April 2024
- (i) National Association of Local Councils - NALC Events - 2 April 2024
- (j) National Association of Local Councils - Newsletter - 27 March 2024, 3 April 2024 and 17 April 2024
- (k) RHS Communities - Slugs, seeds & stations
- (l) St Barnabas House - Everybody should have someone to talk to
- (m) West Sussex County Council - News Release - 28 March 2024, 3 April 2024, 12 April 2024, 16 April 2024 and 18 April 2024
- (n) West Sussex County Council - Residents' eNewsletter - April 2024 Edition
- (o) West Sussex County Council - West Sussex Emergency Management - Environment Agency Flood Warnings

There being no further business the Meeting concluded at 8.41 pm.

Chairman:

Date:

There were no questions received either preceding, or at, the Meeting for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.

Rustington Parish Council

Asset Register to 31 March 2024

RUSTINGTON PARISH COUNCIL - ASSET REGISTER & INSURANCE SCHEDULE VARIANCES AS AT 31 MARCH 2024

Asset Register - Cost/Value Total **£3,120,455.39** (Total Assets Figure for External Audit)
 Insurance Schedules - Sums Insured **£6,678,858.29** (excludes **£27,130.00** Sports Surfaces) *

	Asset Register	A/R Ins. Value	Insurance Schedules	
Buildings (*excl. see below)	£2,322,405.00 *	£5,488,626.00 *	£5,488,626.00 *	
Street Furniture	£245,905.00	£357,771.00	£357,771.00	
War Memorial (*excl. see below)	£5,891.00	£40,000.00	£40,000.00	
Outside Equipment	£35,816.95	£49,855.95	£49,855.95	
Gates & Fences	£23,163.23	£38,600.00	£38,600.00	
Playground & Sports Equipment	£130,249.00	£184,535.00	£184,535.00	
Office Contents - Council Offices (*excl. see below)	£41,360.81 *	£58,248.20 *	£68,748.20 *	(£10,500 over insured = Items under £500)
General Contents - Woodlands Centre	£56,677.53	£48,001.16	£48,001.16	
General Contents - Youth Centre	£11,968.76 *	£14,233.24 *	£16,233.24 *	(£2,000 over insured = Items under £500)
General Contents - Churchill Toilets	£43,260.00	£62,116.20	£62,116.20	
Collection - Rustington Museum (*excl. see below)	£15,000.00	£18,317.00	£18,317.00	
General Contents - Samuel Wickens Centre	£79,651.01 *	£97,541.00 *	£102,541.00 *	(£5,000 over insured = Items under £500)
Plant & Equipment	£62,510.10 *	£37,842.54 *	£37,842.54 *	
SUB TOTAL	£3,073,858.39	£6,495,687.29	£6,513,187.29	
*Nominal Values	£9.00	£0.00	£0.00	Insurance N/A
*Land (Broadmark Lane Toilets)	£5,000.00	£0.00	£0.00	Insurance N/A
*Maple Walk	£2,750.00	£0.00	£0.00	Insurance N/A
*Churchill Toilets (Buildings Ins.)	£0.00	£115,037.00	£115,037.00	Insured - <u>not</u> owned by RPC
*Chaucery Memorial	£0.00	£14,000.00	£14,000.00	Insured - <u>not</u> owned by RPC
*Canon C356i Printer (Museum)	£0.00	£1,093.00	£1,093.00	Insured - <u>not</u> owned by RPC
*Canon C5560i Printer (Council Offices)	£0.00	£4,559.00	£4,559.00	Insured - <u>not</u> owned by RPC
*iPad Air2 (15)	£5,173.00	£0.00	£0.00	Insurance N/A
*Tractor - Ford 1710	£16,865.00	£0.00	£0.00	Insured under Motor Insurance Policy
*Ford Transit Connect	£16,800.00	£0.00	£0.00	Insured under Motor Insurance Policy
*Items on loan to Museum	£0.00	£30,982.00	£30,982.00	Insured - <u>not</u> owned by RPC
TOTALS	£3,120,455.39	£6,661,358.29	£6,678,858.29	

Buildings

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Nominal Value	Insurance Value
19/05/1942		Allotment Site	Conbar Avenue	Transfer of Land from ADC to RPC - 27/1/06.	£1	TRUE	N/A
21/09/1948		Allotment Site	Worthing Road	Lease from ADC dated 21/9/48 - Tenancy at Will. No rent demanded.	£1	TRUE	N/A
25/02/1974		Allotment Site	Penfold Lane	Land Certificate - RPC as owner.	£1	TRUE	N/A
23/02/1987		Woodland Park Sportsfield	Station Road Angmering	Lease dated 23/2/87 from WSCC for 28 Years. Rent - £700 pa.	£1	TRUE	N/A
	23/02/2015			New Lease with effect from 23 February 2015 for 14 year period - Increased Rent £1,250 to be reviewed at 4 Yearly intervals.			
14/07/1995		Public Toilets	The Street	Transfer of Freehold from ADC. Closed to the public from 1 April 2021	£61,777		£151,168
01/04/1994		Public Toilets	Churchill Car Park	Under Lease dated 12/3/96 - 5 Years w/e 1/4/94. No rent demanded (repairing lease).	£1	TRUE	N/A
	05/01/2006			New Under Lease on refurbishing Toilets - 10 Years w/e 5/1/06 - ADC progressing new Under Lease - December 2017.			
01/06/1995		Public Toilets	Broadmark Lane	Land Purchased from Southern Water PLC 27/6/07.	£5,000		N/A
				Structure owned by RPC.	£36,120		£96,260
		North Field	Woodlands Avenue	Registered Charity Status.	£1	TRUE	N/A
31/12/1927		Recreation Ground	Woodlands Avenue		£1	TRUE	N/A
23/02/1987		Woodlands Centre (Village Memorial Hall, Council Offices, Public Toilets)	Woodlands Avenue	Village Hall Lease terminated; Building handed back to Parish Council - 1/1/85. Became The Woodlands Centre and extended.	£1,466,441		£2,845,000
				Office Extension and Reconfiguration to incorporate Rustington Heritage Centre - 2012. Heritage Centre originally purchased from the Arun District Council on 12/3/2004.			
				Part of land north of The Woodlands Centre leased to Girl Guides for their Headquarters. 50 Years w/e 25/3/90.	£1	TRUE	N/A
				Rent reviewed every 5 Years - w/e 25/5/15 - £500 pa, w/e 25/05/20 - £550 pa.			
24/11/2003		Youth Centre incl. Groundsmen's Accomodation	Woodlands Avenue	Council paid to have building constructed to replace existing dilapidated Private Club building.	£721,000		£1,341,000
		Public Toilets	The Woodlands Centre	Included with Woodlands Centre entry.	---		N/A

Not Known		Beach Shelter	Sea Road		£37,066		£55,198
Not Known		Sports and Social Club	Recreation Ground	Leased from RPC by Rustington Sports & Social Club Management Committee for 20 Years w/e 25/3/84. Rent w/e 25/3/99 - £8,000 pa.	£1		£1,000,000
	25/03/2004			New 20 Year Lease - 25/3/04 - Rent £10,000 pa for the first 5 Years with 5-Yearly Reviews.			
				Rent Reviewed - w/e 25/3/09 - £11,000, w/e 25/3/10 - £11,500, w/e 25/3/11 - £12,000, w/e 25/3/12 - £13,200, w/e 25/3/13 - £13,200.			
				Rent Reviewed for 5 Years - w/e 25/3/14 - £13,200 pa, w/e 25/3/19 - £13,200 pa.			
				New 20 Year Lease - 25/3/24 - Rent £16,500 pa for the first 5 Years with 5-Yearly Reviews.			
				Advised by the Council's Solicitors that building should be insured by the Council and the premium recharged. Desktop valuation carried out.			
Not Known		Land adjoining 20 Maple Walk	Recreation Ground	Licensed to Owner - Year to Year. Rent 5p, if demanded. Agreed encroachment onto Council's land. Valued - January 2004 - No Insurance Value.	£2,750		N/A
04/04/2018		Samuel Wickens Centre		Lease dated 4/4/18 from Store Property Investments Limited for 10 Years.	£1	TRUE	N/A
				Total	£2,330,164		£5,488,626

Street Furniture

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Not Known		Bus Shelters	Station Road	x 6	£63,840	£97,927
			Ash Lane	x 1		
			The Street	x 2		
			North Lane	x 1		
			Sea Lane	x 2		
01/01/2001			Sea Road	x 1		
01/08/2014			Station Road	x 1 (o/s St Joseph's Church).	£6,590	£9,367
01/06/2016			The Street	x 1 Additional Shelter o/s Westcourt Medical Centre purchased and installed.	£11,173	£14,967
Not Known		Public Seats	Various	73 approximately	£58,455	£83,024
				Replacement Seats: Feb/Mar-22 - Junction Sea Road/Harsfold Road (£935), o/s La Cucina, The Street (£935), Junction Priory Road/Dingley Road (£757)		
01/02/2015			Greensward	1 Seat	£735	£1,013
01/10/2016			o/s RSSC	1 Additional Seat purchased and installed	£801	£1,063
01/02/2017			Sea Lane	1 Additional Seat purchased and installed	£740	£981
01/01/2019			North Field	1 Seat purchased and intalled	£700	£875
01/01/2019			Broadmark Parade	1 Seat purchased and intalled	£782	£976
01/03/2019			o/s 106 The Street	1 WW1 Commemorative Seat purchased	£878	£1,097
28/11/2019			o/s 98-100 Sea Lane	1 Seat purchased and intalled	£700	£842

14/02/2022			o/s 94 North Lane	1 Seat purchased and installed	£1,020	£1,157
01/03/2022			Greensward	x2 Seats purchased and installed	£1,513	£1,716
Jun-22			Greensward	1 Seat purchased and installed	£1,350	£1,458
Aug-22 & Sep-22			Broadstrand	x3 Seats purchased and installed	£3,700	£3,996
Nov-22			Sea Lane	1 Seat purchased and installed	£1,000	£1,080
Mar-23			Recreation Ground (North Field)	1 Seat purchased and installed	£1,350	£1,458
Apr-23			North Field	1 x Southampton Seat purchased and installed	£965	£965
Jan-24			Westcourt Medical Centre	1 x Southampton Seat purchased and installed	£1,135	£1,135
Jan-24			Windmill Drive (vicinity of No: 2)	1 x Southampton Seat purchased and installed (Replacement)	£960	£960
Not Known		Street Lights	Various	44 Columns	£22,300	£31,365
01/04/2001		Millennium Clock	Rustington Village Centre	Scrapped - Mar-23 - Replaced with Replica Memorial Pillar Clock & Plinth (£6,812)	£6,812	£7,357
Various		Notice Boards	Various	x2 Replacement Noticeboards The Street & o/s The Woodlands Centre (£4,850.00) - Dec'22 (to be installed)	£17,500	£24,890
01/10/2014			Council Offices		£255	£363
Various		Interpretation Board x 4	Various	Recreation Ground (2).	£4,635	£6,686
01/12/2008		Lamp Column	Community Garden		£360	£511
01/09/2014		Brick Planters x 2	The Street		£4,305	£6,116
Not Known		Wooden Planters x 4	Various		£2,000	£2,839
01/06/2014		Wooden Sculptures x 3	Junct. The Street & Ash Lane	Including a Memorial Inscription in WW1 Centenary Memorial Floral Bed	£3,000	£3,552
2014		Poppy Structures x 6	Abbotswood Corner		£2,250	£3,084
2014		Boulder (including plinth and surround)	Millennium Clock		£3,000	£4,264

01/06/2014		Wreath Stands	War Memorial		£280	£400
01/04/2014		Cigarette Bins	Various		£210	£298
01/06/2015		Curved Bench x 2	Broadmark Pde. (o/s Waitrose)		£2,210	£3,050
01/06/2015		Hexagonal Planter x 2	Broadmark Pde. (o/s Waitrose)		£1,650	£2,277
01/06/2015		Curved Bench x 2	Broadmark Pde. (o/s Oxfam)		£2,254	£2,988
01/06/2015		Hexagonal Planter	Broadmark Pde. (o/s Oxfam)		£842	£1,118
01/12/2015		Village Entry Point Signs x 5	Various		£13,000	£18,736
01/05/2018		Street Signs	Outside SWC		£655	£820
2014/2015		Entente Florale Europe Memorial	Millennium Clock			£11,000
				Total	£245,905	£357,771

War Memorials

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
08/02/1956		War Memorial	The Street	Site Leased from Methodist Church - 99 Years w/e 8/2/56. RPC responsible for maintenance.	£5,891	£40,000
01/04/2018		WW1 Centenary Memorial	Junct. The Street & Ash Lane	Removed from War Memorials as all items also listed in Street Furniture	£3,000	£3,604
				Removed from War Memorials as all items also listed in Street Furniture	-£3,000	-£3,604
				Total	£5,891	£40,000

Outside Equipment

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
2006 & 2013		Christmas Lights	The Street/Ash Lane		£24,515	£35,649
Nov-14			As Above		£3,492	£6,156
Oct-15			As Above		£1,020	£1,458
Feb-22		DefibSafe 2 Defibrillators and Carry Cases (6)	Sea Avenue, Princess Marina House, W/C, SWC	Serial Numbers: G1T33D450, G1T33D390, G1T37K056, G1T37K053	£4,770	£4,358
			Seafront Shelter, Churchill Toilets	Serial Numbers: G1T37K024, G1T37K015 - (£795.00 each)		
Dec-14		Cabinet			£250	£359
May-22		External Defibrillator Cabinets (3)		Customised	£1,320	£1,426
Aug-23		DefibSafe 2 External Cabinet	Princess Marina House		£450	£450
				Total	£35,817	£49,856

Gates/Fences

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Various		Gates/Fences	Various	Knee Rail Fencing replaced - Jul-18	£5,033	£7,988
				Wide Gate & Field Gate (Conbar Allotments) replaced - Jan-21 (£1,239)		
Sep-16		Gate	Adjacent to Council Offices	Replacement Gate.	£1,300	£1,743
May-17		Fence	WPSF	Replacement Fence.	£2,598	£3,413
May-17		Fence	Recreation Ground	Replacement Fence. Replacement Fences on South Boundary (£1,492) & North Boundary of North Field (£1,832) - Jun-22	£2,609	£3,428
Mar-16		Double Gates and Fencing	Brookside Memorial Garden		£6,439	£8,461
Jun-21		Iron Railing Gate and Fencing	The Street Toilets		£880	£8,883
Feb-22		Gate & Fence	Broadmark Lane Toilets		£645	£732
Aug-22		R8 Heavy Duty Telescopit Bollard x2	Recreation Ground		£1,216	£1,313
Aug-22		R8 Heavy Duty Telescopit Bollard x2	Woodland Park Sportsfield		£1,216	£1,313
Nov-22		Fence	Adjacent to Council Offices	Replacement Fence	£408	£441
Jun-22		Close Board Fence	Conbar Avenue Allotments		£819	£885
				Total	£23,163	£38,600

Playground and Sports Equipment

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
2006		Multi Sports Games Goals	Recreation Ground		£6,360	£9,502
2005		Play Equipment	As Above	Mirror Panels removed	£83,443	£118,565
Aug-14		2 x Mushroom Shelters	As Above		£9,000	£12,377
Sep-15		Picnic Table/Seating	As Above		£675	£900
Nov-16		Basket Swing	As Above	Replacement.	£1,352	£1,782
Mar-22		Spinner Bowl	As Above		£1,024	£1,162
May-12		Outdoor Fitness Equipment	As Above	2 items removed	£28,395	£40,247
				Total	£130,249	£184,535

Office Contents - Council Offices

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Various		Computers, Monitors & Printers		5 PC's, 7 Monitors, 4 Printers, 3 Docking Stations. Replacement PC's - Mar-17 - x2 £489, £510, Jul-18 - £429 Replacement Monitors - Jul-18 - £108, Replacement Printers - Sep-22 - x4 - £400 Replacement PC (HP Pro SFF 300 G6) - £606	£4,705	£7,938
Mar-20		Laptops		4 Lenovo Laptops purchased	£1,727	£2,098
Jun-20				2 Lenovo Laptops Purchased	£983	£1,149
Aug-16		Apple iPads		13 iPad Air2 inc. keyboard cases purchased. (Held by 13 Councillors)	£4,426	N/A
Nov-16				1 iPad Air2 inc. keyboard case purchased. (Held by Councillor)	£464	N/A
Sep-17				1 iPad Air2 purchased. (Held by Councillor)	£283	N/A
				Replacement iPads: May-21 - (8th Gen) £275, Oct-21 - (8th Gen) £270 All iPads Scrapped - late 2023	-£5,173	
Oct-20		Telephones & Headsets		7 Yealink Teams Phones - £908, 6 Yealink Headsets - £261	£1,169	£1,366
2012		Office & Reception Furniture		Desks, Tables, Chairs, Filing Cabinets, Safe, etc.	£18,540	£26,621
Oct-13				New Filing Cabinets.	£1,164	£1,670
Aug-17				New Filing Cabinet purchased.	£696	£915
Jun-19				Tambour Cupboards x2 purchased	£796	£968
Various		Computer Cabinet & associated equipment/software			£8,075	£11,256

May-13		Server		Replaced - Sep-18, Replaced Jun-23 (Del PowerEdge Tower & RAM) - £884	£1,022	£2,762
					-£138	-£1,878
Various		Miscellaneous			£125	£976
Not known		Chairman's & Vice-Chairman's Badges		Held by Chairman and Vice-Chairman.	£1,680	£2,407
Jul-17		Air Conditioning Unit	Office Reception	**Fixture & Fitting - Included in Buildings Insurance	£1,131	N/A
Jul-23		Laptops		Asus Expertbook x 11 - £406 each (Held by Councillors)	£4,463	N/A
				Lenovo V15 G3 IAP (Held by Councillor)	£396	N/A
				Total	£46,534	£58,248

General Contents - Woodlands Centre

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Not Known		Grand Piano	Main Hall		£3,280	£4,709
Various		Tables	Woodlands Centre		£4,456	£6,212
15/08/2013		Tables	As Above		£354	£495
Mar-20		Tables x3	As Above		£360	£438
Various		Chairs	As Above		£9,245	£13,270
Not Known		Small Tables	As Above		£435	£625
Various		Furniture, crockery, cutlery etc.	As Above		£4,305	£2,941
1997		Tables	Council Room		£1,315	£1,889
Not Known		Chairs	As Above		£435	£625
1997		Cupboards	As Above		£435	£625
Not Known		Overhead Digital Projector	Main Hall		£545	£783
2011		Flat Screen TV	Council Room		£515	£738
Various		Miscellaneous Items of Equipment	Woodlands Centre		£2,100	£3,450
Apr-15		Additional Staging	Stored in Furniture Store		£512	£714
Nov-16		Audio Mixer & Induction Loop Amp	Main Hall		£516	£691
Aug-21		Epson EB W05 LCD Digital Projector and Case	Stored in Office	Serial Number: X4H27X00494	£400	£454
Feb-18		Stage Curtains	Main Hall	**Fixture & Fitting - Included in Buildings Insurance	£5,910	N/A**
Jul-18		Units/Worktops	Bar	**Fixture & Fitting - Included in Buildings Insurance	£1,229	N/A**

Jan-21		Gas Boiler - Replacement (x2 Valliant)	Boiler Room	**Fixture & Fitting - Included in Buildings Insurance	£11,336	N/A**
Sep-22		CCTV System (Internal & External Cameras)	Woodlands Centre		£4,349	£4,697
Aug-23		Zenith ZLS3584W Undercounter Fridge	Rear Kitchen		£200	£200
Sep-23		Lincat Water Boiler ED4FX	Front Kitchen		£660	£660
Oct-23		Condenser Handheld Microphones VM-5224 x2	Woodlands Centre	Kept in Office	£315	£315
Nov-23		Candy Wine Cooler	Bar		£292	£292
Aug-23		Shelving System	Museum Store		£3,179	£3,179
				Total	£56,678	£48,001

General Contents - Youth Centre (Including Offices)

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
2003		Pool Table	Kilhams Hall		£530	£783
May-19		Chairs			£893	£1,119
2003		Chairs - Reception (10)	Kilhams Hall & Norfolk Lounge		£650	£886
2003		Tables (9) (11)	Kilhams Hall		£570	£845
2003 & 2012		Crockery/Cutlery & Domestic Appliances	Kitchen		£1,030	£1,522
2003		Sofas (4) (3)	Norfolk Lounge	(Revised figures to read: £1,585 and ?????)	£1,590	£2,113
				One sofa broken and disposed of	-£398	-£528
Sep-13		CCTV & Monitoring Equipment	Office and External		£3,529	£4,692
				Replaced Apr-22 (duplicate entry)	-£3,529	-£4,692
2004		Furniture	Office		£712	£1,021
2003		Table Tennis Table & Kit	Stored in Office		£515	£738
Oct-18		Water Heater - Replacement	Gents Toilet	**Fixture & Fitting - Included in Buildings Insurance	£550	N/A**
Apr-22		Panasonic TV50-JX800 TV	Kilhams Hall		£512	£553
Aug-22		CCTV System (Internal & External Cameras)	Youth Centre	External and Internal Camera and Network Video Recorder in Office	£3,991	£4,311
May-23		Numatic NLL 415 Floor Scrubber	Caretaker Store		£594	£642
Apr-23		Ubiquiti GBE airMax GigaBeam Transmitter/Receiver	External Wall	**Fixture & Fitting - Included in Buildings Insurance	£230	£230
				Total	£11,969	£14,233

General Contents - Public Conveniences - Churchill Car Park

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Feb-06		Toilets (6)	Ladies/Gents & Disabled Toilets		£43,260	£62,116
		Urinals (2)				
		Waitgate Units (5)				
		Baby Changing Units (3)				
				Total	£43,260	£62,116

Collections - Rustington Museum

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Various		Pictures			£15,000	£18,317
				Total	£15,000	£18,317

General Contents - Samuel Wickens Centre

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Mar-18		Intruder Alarm System		**Fixture & Fittings - Included in Buildings Insurance	£2,015	N/A**
Apr-18		Network & W-Fi Kit		**Fixture & Fittings - Included in Buildings Insurance	£2,546	N/A**
May-18		Fire Extinguisher/Fire Blanket			£975	£1,232
Jul-22		Aluminium Showcase (Flat Packed)			£662	£715
Jul-16		40 Folding Chairs	Community Hall	Relocated from The Garden Room.	£565	£757
Apr-18		Folding Tables (10)	Community Hall	Addit. 5 Folding Tables - Feb-20	£1,355	£1,690
Apr-18		Folding Chair Bundle	Community Hall		£645	£815
Aug-20		Folding Tables (6)	Community Hall		£558	£652
Oct-20		Roller Blinds	Community Hall		£845	£1,027
May-16		Crockery, Glasses, Misc. Equipment	Community Hall Kitchen	Relocated from The Garden Room.	£713	£956
Apr-18		Dishwasher	Community Hall Kitchen		£2,320	£2,931
Apr-18		Lincat Water Boiler	Community Hall Kitchen		£536	£677
May-18		Crockery, Cutlery & Glasses	Community Hall Kitchen		£800	£1,011
2008 & 2013		40 Chairs (Garden)	Garden	Relocated from The Garden Room.	£200	£351
Feb-06		Multifunctional Printer	Information Centre	Relocated from VIC.	£410	£567
Feb-06		2 Drawer Mobile Pedestal	Information Centre	Relocated from VIC.	£145	£224
Feb-06		Reception Chairs (2)	Information Centre	Relocated from VIC.	£500	£576
Feb-06		Carousels (3)	Information Centre	Relocated from VIC.	£266	£349

Mar-18		Audio Loop System	Information Centre	**Fixture & Fittings - Included in Buildings Insurance	£1,084	N/A**
Apr-18		Reception Desk	Information Centre	(3 x base units, desk hutch, x2 & corner base unit).	£1,182	£1,494
Apr-18		PC & Monitor	Information Centre		£620	£784
Apr-18		Cupboard	Information Centre		£523	£662
Oct-20		Telephones & Headsets	Information Centre & Museum	2 Yealink Teams Phones - £259, 6 Yealink Headsets - £44	£303	£354
Jun-11	xx	Computer	Local Studies Room	Relocated from old Museum - Jul-19	£465	£665
Dec-09	xx	Touchscreen Audio Visual Monitor	Museum	Relocated from old Museum - Jul-19	£5,410	£7,875
Jan-19		Storage System	Museum		£1,514	£1,914
Jun-19		Display Equipment	Museum	Workbench, Shelving, Hanging Rails, Leaflet Holders/Stands/Dispensers	£2,500	£3,037
Jun-19		InfoAktiv Software & Hardware	Museum		£5,025	£6,104
Jun-19		Solid State Sound - Recorder & Microphone	Museum		£225	£274
Jun-19		Blackbox-av - Message AutoPlay Audio Point	Museum		£860	£1,044
Various	xx	Display Cabinets	Museum	Relocated from old Museum - Jul-19	£37,450	£53,784
Oct-20		Roller Blinds	Museum & Office		£300	£365
2012	xx	Radio/iPhone Docking Station	Museum Office	Relocated from old Museum - Jul-19	£155	£221
Aug-08		Leather Chair	Museum Office	Relocated from old Museum - Jul-19	£35	£51
Oct-08	xx	Filing Cabinet	Museum Office	Relocated from old Museum - Jul-19	£160	£229
Jan-09		Audio Loop System	Museum Office	Relocated from old Museum - Jul-19 **Fixture & Fittings - Included in Buildings Insurance	£510	N/A**
Jun-11	xx	Laminator	Museum Office	Relocated from old Museum - Jul-19	£50	£70
Jun-18		Laptop	Museum Office	Relocated from old Museum - Jul-19	£522	£661

Jun-19		Monitors x2	Museum Office		£160	£194
Nov-21		Computer	Museum Office		£401	£456
Sep-22		Bonsaii Shredder	Museum Office		£106	£114
Aug-21		Epson EB W05 LCD Digital Projector and Case	Museum Store/Office	Serial Number: X4H27X00931	£400	£454
Mar-18		Hand Driers (3)	Toilets	**Fixture & Fittings - Included in Buildings Insurance	£1,890	N/A**
Apr-18		CCTV	Whole Centre		£1,745	£2,205
				Total	£79,651	£97,541

Plant/Equipment

Date Of Acquisition	Date of Amendment	Description	Code/Serial Number	Location	Notes	Cost Or Value	Insurance Value
1986		Tractor - Ford 1710 (Registration No D650 DOT)	ULE 00326	Garage, Youth Centre		£16,865	N/A
					Insured under separate Motor Insurance Policy for £6,000		
May-05		Hedge Cutter - Kawasaki KHS 750B	017866	As Above		£420	£595
Jan-15		Allen Hover Pro 550 Mower	02606315000205	As Above		£410	£566
Apr-10		Ransomes 51 Superbowl Greens Mower	F13682	As Above		£1,075	£1,527
2010		RMX Wessex Proline Roller Mower	000 60	As Above		£4,320	£6,140
		Ransomes Auto Certes 20" ELO6606	3M F1 06606			£2,075	£2,749
					Gifted to Rustington Cricket Club (LAM190223 & CM260223)	-£2,075	-£2,749
Not known		Sisis Auto Outfield Spiker	H-850 475	As Above		£2,330	£2,859
					Scrapped - Apr-23	-£2,330	-£2,859
		Trailer - Ifor Williams P6E	PBE W 233 752	As Above		£750	£993
					Scrapped - Apr-23	-£750	-£993
Oct-19		Etesia Hydro 80 Ride on Mower	171382	As Above		£5,140	£6,180
		Sisis Auto Green Man	AGR 343	As Above		£445	£589
					Scrapped - Apr-23	-£445	-£589
Jan-17		Mitox 3500LK Brushcutter (£350 + £70 Trade-In on Kawasaki Strimmer KBL 27C)	MP1507000222	As Above		£420	£557
1993 (second hand)		*Stoother & Pitt Ltd - Vibroll Diesel Roller	32 RD Mk I - V11 2869			£740	£981
					Gifted to Rustington Cricket Club (LAM190223 & CM260223)	-£740	-£981
	Jan-15	*Upgraded with Re-power Kit (now petrol and not diesel)				£2,150	£2,962

Various		Line Marking Machine		As Above		£850	£1,125
					x1 Scrapped - Apr-23	-£425	-£562
1993		Wessex Rotovator	933520	As Above		£1,655	£2,352
Not known		Sisis Tractor Mounted Slitter	AO/4SR	As Above		£1,370	£1,818
					Scrapped - Apr-23	-£1,370	-£1,818
Dec-03		Agria Portable Rotovator	D406910 (2116127)	As Above		£1,435	£2,040
Various		Miscellaneous Portable Equipment (Inc. Stihl KM-FCB Edger & Power Unit/M90R & Edger Attach.)		As Above		£4,550	£6,469
Dec-13		Etesia Pro 46 4-Wheel Pedestrian Mower	N9027964	As Above		£830	£1,179
Dec-13		Dori Scarifier SC45BS	2126	As Above		£325	£462
2013		Hayter Harrier	260000772	As Above		£500	£711
2021		Stihl FS55 Brushcutter - SI-FS55 (Petrol)	SN. 185145483	As Above		£257	£290
Nov-21		3.75kVA Portable Petrol Generator		As Above		£222	£251
Jan-23		Trailer - GD84 Single Axle with Wheel Clamp		Courtyard behind Youth Centre		£2,894	£3,103
Oct-22		Ford Transit Connect (Registration No NJ68 LZN)			Insured under separate Motor Insurance Policy for £20,100	£16,800	N/A
Nov-22		Towbar (fitted to Ford Transit Connect)				£877	£940
Jan-23		Telescopic Ladder			Stored in Ford Transit Connect	£217	£233
Oct-23		EGO Power Plus MHSC2002E Cordless Multi-Tool Kit		Garage, Youth Centre		£724	£724
					Total	£62,510	£37,843



**RUSTINGTON
PARISH COUNCIL**

**TIME OFF FOR
DEPENDANTS POLICY**

**(Adopted 26 April 2021)
Reviewed 22 April 2024**

Rustington Parish Council

Time off for Dependants Policy

1. Purpose

The purpose of this Policy is to outline the kinds of circumstances where it is appropriate to take unplanned absence to attend to urgent or serious situations affecting your dependants and outlines the processes to be followed.

2. Scope

This Policy applies to all current employees, whether full or part-time, temporary or fixed-term.

3. Policy

3.1 Dependants/Emergency Leave provides carers of dependants (including elderly relatives and others) with reasonable paid time off to deal with unforeseen emergencies. Dependants/Emergency Leave is designed to provide an opportunity to make alternative arrangements and is not normally granted to allow carers to look after dependants. Dependants/Emergency Leave is unlikely to amount to more than a day or two a year.

3.2 Dependants include parents, husband, wife, partner, children or an individual who depend on an employee for care, e.g. an elderly neighbour.

3.3 Dependants/Emergency Leave is only intended to cover unplanned absence to attend to urgent or serious situations affecting your immediate family or dependants. It is impossible to provide a complete list of circumstances that are covered under the Policy, however, the most common circumstances are as follows: -

Sudden sickness, illness or accident

Situations where the normal care arrangements for dependants unexpectedly breaks down

Unexpected events that demand urgent attention e.g. accidents or illness

As soon as is reasonably practicable in the circumstances, contact the Clerk by telephone to explain the circumstances, and if possible, an indication of the length of time-off you are likely to need in order to make alternative arrangements.

4. Pay for Time off for Dependants Leave

The Council will pay up to two days paid leave for Dependants/Emergency Leave per leave year.

5. Support for Carers

5.1 We understand that employees with caring responsibilities may need our support to combine work with care. We define carers as employees with significant caring responsibilities that have a substantial impact on their working life. The activities that carers undertake may include; help with personal care, help with mobility, managing

medication, practical household tasks, emotional support and help with financial matters or administration.

- 5.2 Carers' needs are different from the needs of employees with routine childcare responsibilities, and the circumstances and milestones of caring are different from those of routine childcare.
- 5.3 In addition to emergency leave to deal with unforeseen circumstances as set out above, carers may need time off work to meet their caring duties. For example, they may need to attend a medical appointment with a dependant or deal with a dependant's discharge from hospital.
- 5.4 From 6 April 2024, employees will be entitled to unpaid leave to give or arrange care for a 'dependant' who has:
- a physical or mental illness or injury that means they're expected to need care for more than 3 months
 - a disability (as defined in the Equality Act 2010)
 - care needs because of their old age

The dependant does not have to be a family member. It can be anyone who relies on them for care.

- 5.5 Employees are entitled to carer's leave from their first day of work for their employer. Their employment rights (like holidays and returning to their job) are protected during carer's leave.
- 5.6 Employees can take up to one week of leave every 12 months. A 'week' means the length of time they usually work over 7 days. For example, if someone usually works 3 days a week, they can take 3 days of carer's leave.

Employees can either take a whole week off or take individual days or half days throughout the year.

If an employee needs to care for more than one person, they cannot take a week of carer's leave for each dependant. They can only take one week every 12 months. They can use the week of leave on more than one dependant.

- 5.7 Carers must discuss with the Clerk any known leave needs relating to caring commitments as this will help the Clerk to plan work arrangements.

Employees should give the Clerk notice before they want their leave to start.

If the request is for half a day or a day, the notice period must be at least 3 days.

If the request is for more than one day, the notice period must be at least twice as long as the requested leave. For example, if the request is for 2 days, the notice period must be at least 4 days.

The notice period needs to be in full days, even if the request includes half day amounts.

The request does not have to be in writing.

Employees do not need to give evidence of their dependant's care needs.

If an employee needs to look after someone in an emergency they can take time off for this without giving a notice period.

The Council offers carers the following special leave options:

- Allow carers to make up time off that they have taken to meet their caring responsibilities at another time. This should be discussed and agreed by the Clerk in advance.
- Allow carers to take paid Compassionate Leave in line with the Compassionate Leave Policy.
- Allow carers to take up to 5 days unpaid carers leave per leave year.

5.8 When you make a request to the Clerk for Dependants/Emergency Leave or time off to fulfil your caring responsibilities, the Clerk should process any personal data collected in accordance with the Council's Data Protection Policy. The Clerk should record only the personal information required to deal with your request for Dependants/Emergency Leave and keep this information only for as long as necessary to deal with the request.

5.9 Employers cannot refuse a carer's leave request but can ask the employee to take it at a different time. They can only do this if the employee's absence would cause serious disruption to the organisation.

If they delay it, the Clerk must:

- agree another date within one month of the requested date for the leave
- put the reason for the delay and new date in writing to the employee within 7 days of the original request, and before the requested start date of the leave

This is a non-contractual procedure which will be reviewed from time to time.

(Adopted 26/04/2021)
(Reviewed 22/04/2024)