

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the (remote) Meeting held on 28 September 2020

PRESENT: Councillors G Tyler (Chairman), J Bennett, Mrs C Broomfield, M Broomfield, M Clayden, Mrs A Cooper, A Cooper, Mrs S Partridge, D Rogers and P Warren

In attendance: Mrs C Harris (Meeting Clerk), Mrs C Ward (Clerk of the Council) and Ms R Costan (Assistant Clerk of the Council)

Prior to the commencement of the formal business of the Meeting, the Chairman advised that the Meeting would be being recorded (audio) via Microsoft Teams, for the purpose of ensuring clarity for the Minutes, as well as to enable Members of the Public to have access to discussions on specific items if requested. He said that the recording would be dispensed with as soon as the Minutes had been approved by the Council at its next Monthly Meeting.

The Chairman reminded the Committee that due to the current Coronavirus (Covid-19) Pandemic, this Meeting was being held remotely (via Microsoft Teams) and would be delivered within 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020' that are currently enacted for Meetings on and up to 7 May 2021.

The Chairman also advised the Committee that he would again manage the Meeting with clear instructions and requests to Members. He said that Members should indicate their desire to speak on any item, by placing a message in 'Chat' in Teams, to ensure that anyone wishing to speak on an Agenda Item was given the opportunity to do so.

48/20 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Street (Indisposition). This apology was accepted by the Committee.

49/20 DECLARATIONS OF INTEREST

Councillor Tyler declared a prejudicial and pecuniary interest in Minutes 53/20 and 54/20. In the absence of any discussions on these items, he remained in the Meeting but took no part in the votes thereon.

Councillor Tyler declared a prejudicial and pecuniary interest in Minutes 58/20 and 60/20. He left the Meeting prior to consideration of these items, and took no part in the discussions or votes thereon.

50/20 MINUTES

The Minutes of the Meeting held on 17 August 2020 were signed by the Chairman as a correct record.

51/20 PAYMENT OF ACCOUNTS

The Committee retrospectively APPROVED the payment of the Monthly Accounts in accordance with the Delegated Authority Policy, retrospectively APPROVED by the Full Council at its Meeting on 23 March 2020 (Minute 72/20 Monthly Council Meeting - 27 April 2020 refers) due to the Coronavirus (Covid-19) Pandemic.

A copy of the Accounts is attached and forms a part of these Minutes.

52/20 **MONTHLY BUDGET REPORT TO 18 SEPTEMBER 2020**

The Committee NOTED the Monthly Budget Report which had been previously circulated to all Members.

(Prior to consideration of the following two items Councillor Tyler had declared a prejudicial and pecuniary interest as Mr P Collins was his son-in-law)

53/20 **MANAGED IT SUPPORT AGREEMENT**

The Clerk referred to Minute 99/19 and reminded the Committee that she had previously circulated a Quotation and proposed Agreement (including annual costs) received from Mr P Collins for the periods 4 October 2020 to 3 October 2021, as follows:-

Managed IT Support Agreement - £795.00 per annum

Following a brief discussion, the Committee RECOMMENDED that the above-mentioned Quotation received in the sum of £795.00 per annum, be ACCEPTED for the period commencing 4 October 2020 to 3 October 2021, with a review of the Council's requirements again taking place at the end of the Contract.

54/20 **UPDATING THE COUNCIL'S TELEPHONE SYSTEM**

The Clerk said that she had previously circulated a Report in respect of the Council's Telephone System.

Following a detailed discussion, the Committee RECOMMENDED that the Council should move to using Microsoft Teams for its telecommunications, with immediate effect, as detailed in the Clerk's Report. A copy of the Report is attached and forms a part of these Minutes.

55/20 **LITTLE EXPLORERS PRE-SCHOOL**

The Committee considered a letter received from Mrs Tracy Howman, requesting the Council to maintain the hiring fees for both the John de Bohun Room and the Kilhams Hall for the year from 1 September 2020 at the same level as had been agreed for the previous 12 months, namely £28.50 per session.

Following a detailed discussion, the Committee RESOLVED that whilst it could not agree to this request, Mrs Howman should be offered a discounted rate of £29.50 per session, representing a £3.00 daily discount on each session, for a further period of 12 months with effect from 1 September 2020.

It was further AGREED that this discount was strictly subject to both the John de Bohun Room and the Kilhams Hall being hired by Mrs Howman for the Little Explorers Pre-School on a five day per week basis during term time.

56/20 **CORONAVIRUS RESPONSE EXPANDED RETAIL RELIEF - RUSTINGTON YOUTH CENTRE AND THE SAMUEL WICKENS CENTRE**

The Finance Manager/RFO referred to Minute 47/20 and advised the Committee that the Coronavirus Response Expanded Retail Relief (Business Rates) that had been awarded by the District Council for the Youth Centre and the Samuel Wickens Centre, had subsequently been withdrawn as it was not extended to precepting authorities and was awarded in error.

The Committee NOTED this information.

57/20 **EXCLUSION OF THE PUBLIC AND PRESS**

The Committee, pursuant to Section 100 of the Local Government Act 1972, RESOLVED that Members of the Public and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next three items of business to be transacted.

(Prior to consideration of the following item Councillor Tyler had declared a prejudicial and pecuniary interest as one of the Administrative Assistants concerned was his daughter)

58/20 NATIONAL PAY AGREEMENT 2020-2021

The Committee considered a Report prepared by the Clerk of the Council in respect of the implications of the above Agreement for 2020-2021.

Following a brief discussion, the Committee RECOMMENDED that the Clerk's Report be APPROVED, with the Pay Award being implemented in accordance with the National Joint Council for Local Government Services (NJC) Agreement. A copy of the Clerk's Report, and associated documentation, is attached and forms a part of these Minutes.

59/20 ASSISTANT CLERK

The Committee considered a Report prepared by the Clerk of the Council.

The Committee RECOMMENDED that the Clerk of the Council's Report be APPROVED.

(Prior to consideration of the following item Councillor Tyler had declared a prejudicial and pecuniary interest as one of the Administrative Assistants concerned was his daughter)

60/20 CHRISTMAS AND NEW YEAR ARRANGEMENTS AND THE WAY FORWARD FOR THE COUNCIL'S OPERATION DURING THE CONTINUING CORONAVIRUS (COVID-19) PANDEMIC

The Committee considered a Report prepared by the Clerk of the Council and, following a detailed discussion, during which it was agreed that taking account of the current Coronavirus (Covid-19) situation, the time was not appropriate for establishing a Policy in this regard, the Committee RECOMMENDED that:-

- (a) The Council Offices should be closed from 1.00 pm on Thursday 24 December (Christmas Eve) to Sunday 3 January 2021 inclusive, re-opening on Monday 4 January 2021 at 10.00 am
- (b) The Museum should be closed from 1.00 pm on Thursday 24 December (Christmas Eve) to Monday 1 January 2021 (New Year's Day) inclusive, re-opening on Saturday 2 January 2021 at 10.00 am
- (c) The Information Centre at the Samuel Wickens Centre be:-
 - Open from 10.00 am to 1.00 pm on Thursday 24 December (Christmas Eve)
 - Closed from Friday 25 December (Christmas Day) to Monday 28 December inclusive
 - Open from 10.00 am to 4.00 pm on Tuesday 29 and Wednesday 30 December
 - Open from 10.00 am to 1.00 pm on Thursday 31 December (New Year's Eve)
 - Open from 10.00 am to 4.00 pm on Saturday 2 January 2021
- (d) Senior Members of Personnel should staff the Information Centre on Tuesday 29 and Wednesday 30 December
- (e) The Council's Personnel be required to forfeit their two Statutory Leave Days to cover the above period of closure, where applicable
- (f) The Personnel Sub-Committee should meet in mid-2021 to again consider the Council's future Christmas and New Year Closure Arrangements, with a view to adopting a formal Policy in this regard.

The Clerk said that she would ensure that a member of personnel would be on call throughout the Christmas and New Year period, with a notice listing emergency telephone numbers displayed on the Council Offices and Samuel Wickens Centre external doors. She also reported that the Council's Security Contractor would be visiting all of the properties and these patrols will be more frequent if it proved to be necessary.

The Clerk also referred to the opening days and times for the Public Conveniences over the Festive period and confirmed that the only day that all units were closed was Christmas Day. She said that, with the exception of the Churchill Car Park Toilets which were closed on Sundays and Bank Holidays, the other three units, namely The Street, Broadmark Lane and the Woodlands Recreation Ground, would be open as usual on Boxing Day and thereafter.

Following a further detailed discussion in respect the way forward for the Council's Operation during the continuing Coronavirus (Covid-19) Pandemic, the Committee RECOMMENDED that:-

- (a) Taking account of the current resurgence of Coronavirus (Covid-19) cases and the Government's response, coupled with anticipated further changes in Government Guidance, no further action be taken at the present time
- (b) Meetings of the Personnel Sub-Committee should take place on a four-weekly basis for the foreseeable future, whilst the Coronavirus (Covid-19) Pandemic continued.

Chairman:**Date:**

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

28 September 2020

Date: 27/08/2020
Time: 11:30:34

Rustington Parish Council
Supplier Invoices Paid

Page: 1

Supplier From:
Supplier To: ZZZZZZZZ
Transaction From: 69,274
Transaction To: 99,999,999

Date From: 11/08/2020
Date To: 27/08/2020

A/C: ANSCOM Name: Mr K Anscombe

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69274	PI	17/08/2020	15121	Security Charges & Other Services	1,595.00	1,595.00
Total:						<u>1,595.00</u>

A/C: FURNITU Name: Furniture@Work Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69287	PI	12/08/2020	15116	Contour Folding Tables x6	669.60	669.60
Total:						<u>669.60</u>

A/C: HRSERVI Name: HR Services Partnership

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69288	PI	14/08/2020	15117	HR Service & Advice	273.00	273.00
Total:						<u>273.00</u>

A/C: PRESERV Name: Preservation Equipment Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69289	PI	20/08/2020	15122	Various Storage Equipment - Museum	58.58	58.58
Total:						<u>58.58</u>

A/C: SIGMA Name: Sigma Plumbing Services

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69293	PI	13/08/2020	15118	Public Toilet Cleansing & Maintenance - Aug	2,492.41	2,492.41
Total:						<u>2,492.41</u>

A/C: SOUTHC Name: Southern Counties Jan.Supp.Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69290	PI	11/08/2020	15119	Cleansing Materials	104.98	104.98
Total:						<u>104.98</u>

A/C: WARME Name: War Memorial Restoration Co

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69292	PI	14/08/2020	15120	Clean/Repair/Restore War Memorial	6,135.00	6,135.00
Total:						<u>6,135.00</u>

Grand Total 11,328.57

Date: 04/09/2020

Time: 14:31:19

Rustington Parish Council
Supplier Invoices Paid

Supplier From:
Supplier To: ZZZZZZZZ
Transaction From: 69,362
Transaction To: 99,999,999

Date From: 22/07/2020
Date To: 04/09/2020

A/C: ACEDRAI Name: Ace Drainage

No	Type	Date	Ref	Details	Amount	Outstanding
69362	PI	03/09/2020	15127	Attend/Clear Blocked Drain - The Street Toilets	90.00	90.00
Total:						<u>90.00</u>

A/C: CAME&C Name: Came & Company

No	Type	Date	Ref	Details	Amount	Outstanding
69370	PI	22/07/2020	15130	Museum Commercial Combined Insurance to	663.47	663.47
Total:						<u>663.47</u>

A/C: CANON Name: Canon UK Limited

No	Type	Date	Ref	Details	Amount	Outstanding
69364	PI	13/08/2020	15129	Photocopy/Printing to 13-Jul - SWC	42.70	42.70
69365	PI	13/08/2020	15128	Photocopy/Printing to 31-Jul - Museum	47.14	47.14
Total:						<u>89.84</u>

A/C: COLLINS Name: Mr P Collins

No	Type	Date	Ref	Details	Amount	Outstanding
69371	PI	01/09/2020	15132	Managed IT Support Agreement etc.	1,840.00	1,840.00
Total:						<u>1,840.00</u>

A/C: EDMEND Name: Edmends Lead Roofing

No	Type	Date	Ref	Details	Amount	Outstanding
69380	PI	19/08/2020	15135	Youth Centre Roof Works - Deposit Paid	2,000.00	2,000.00
Total:						<u>2,000.00</u>

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
69374	PI	30/08/2020	15133	Maintenance & Floral Contract - Aug-20	4,209.94	4,209.94
Total:						<u>4,209.94</u>

A/C: POSTOFFI Name: Vow Retail Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
69375	PI	26/08/2020	15134	Postage Stamps	197.99	197.99
Total:						<u>197.99</u>

A/C: SOUTHCL Name: Southern Cleaning Services

No	Type	Date	Ref	Details	Amount	Outstanding
69377	PI	03/09/2020	15136	Contract Cleaning - 5 visits - Aug	300.00	300.00
Total:						<u>300.00</u>

A/C: STANNA Name: Stannah Lift Services Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
69378	PI	25/08/2020	15137	Lift Servicing to 23-Nov - Y.Centre	289.61	289.61
Total:						<u>289.61</u>

A/C: WORLDPA Name: Worldpay Limited

No	Type	Date	Ref	Details	Amount	Outstanding
69379	PI	01/09/2020	15138	Subscription Fee - Sep-20	11.94	11.94
Total:						<u>11.94</u>

Grand Total 9,692.79

Date: 15/09/2020

Time: 17:16:06

Rustington Parish Council
Supplier Invoices Recommended for Payment

Page: 3

Supplier From:
Supplier To: ZZZZZZZZ
Transaction From: 69,481
Transaction To: 99,999,999

Date From: 12/08/2020
Date To: 30/09/2020

A/C: ARUN Name: Arun District Council

No	Type	Date	Ref	Details	Amount	Outstanding
69482	PI	03/09/2020	15140	Pest Control Contract to 31-Aug-21	1,836.00	1,836.00
Total:						<u>1,836.00</u>

A/C: ARUNBU Name: Arun Business Supplies

No	Type	Date	Ref	Details	Amount	Outstanding
69481	PI	07/09/2020	15139	Stationery	135.06	135.06
Total:						<u>135.06</u>

A/C: BREWER Name: Brewers Decorator Centres

No	Type	Date	Ref	Details	Amount	Outstanding
69487	PI	31/08/2020	15141	Floor Paint & Sadolin - Beach Shelter	166.14	166.14
Total:						<u>166.14</u>

A/C: CAME&C Name: Came & Company

No	Type	Date	Ref	Details	Amount	Outstanding
69488	PI	07/09/2020	15142	Commercial Motor Insurance to 30-Sep-21	209.44	209.44
Total:						<u>209.44</u>

A/C: COMPAS Name: Compass Travel (Sussex) Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
69489	PI	31/08/2020	15143	Contribution to No. 12 Bus Route - Aug	2,583.33	2,583.33
69490	PI	31/08/2020	15144	Contribution to No. 12 Bus Route - Jul (Balance)	1,998.33	1,998.33
Total:						<u>4,581.66</u>

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
69491	PI	31/08/2020	15145	Various Maintenance inc. Hedge Cutting - W.Centre	828.00	828.00
Total:						<u>828.00</u>

A/C: GRAHAM Name: Saint-Gobain Build. Dist. Ltd T/A

No	Type	Date	Ref	Details	Amount	Outstanding
69495	PI	01/09/2020	15146	Plumbing Materials - Leaking Water Trough - PL	28.78	28.78
Total:						<u>28.78</u>

A/C: GRUNDO Name: Grundon Waste Management Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
69496	PI	30/08/2020	15147	Wheelie Bins - SWC/Museum	63.66	63.66
69498	PI	30/08/2020	15148	Wheelie Bins - Rec.Ground	91.33	91.33
69499	PI	30/08/2020	15149	Wheelie Bins - W.Centre/Y.Centre	91.33	91.33
Total:						<u>246.32</u>

Date: 15/09/2020
Time: 17:16:06

Rustington Parish Council
Supplier Invoices Recommended for Payment

Page: 4

A/C: HRSERVI Name: HR Services Partnership

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69501	PI	11/09/2020	15150	HR Service & Advice	273.00	273.00
					Total:	<u>273.00</u>

A/C: PHSGRO Name: PHS Group

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69503	PI	12/08/2020	15152	Sanitizer/Soap Dispenser - Office	200.02	200.02
69504	PI	11/09/2020	15153	Sanitizer/Soap Dispenser - SWC Com.Hall - F.Exit	176.94	176.94
					Total:	<u>376.96</u>

A/C: PLAYINS Name: The Play Inspection Company Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69502	PI	31/08/2020	15151	Annual Inspection & Life Expectancy - Equipment -	158.40	158.40
					Total:	<u>158.40</u>

A/C: RABBIT Name: Rabbit Waste Management Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69505	PI	31/08/2020	15154	Skip Hire - Allots - CA & PL	624.00	624.00
					Total:	<u>624.00</u>

A/C: SOUTHC Name: Southern Counties Jan.Supp.Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69507	PI	02/09/2020	15155	Cleansing Materials - Y.Centre & SWC	28.00	28.00
					Total:	<u>28.00</u>

A/C: STABLES Name: Cathy Stables Calligraphy

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69509	PI	07/09/2020	15156	Parishioner's Award Certificate	106.70	106.70
					Total:	<u>106.70</u>

A/C: WSCC Name: West Sussex County Council

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
69511	PI	04/09/2020	15157	Rent - WPSF - 29-Sep to 24-Dec	312.50	312.50
					Total:	<u>312.50</u>

Grand Total 9,910.96

Current Account - Recommended Payments/Payments MadeDate From: 07/08/2020
Date To: 30/09/2020Bank From: 1200
Bank To: 1200Transaction From: 69,328
Transaction To: 99,999,999N/C From:
N/C To: 99999999Dept From: 0
Dept To: 999

Bank: 1200			Currency: Pound Sterling						
No	Type	N/C	Date	Ref	Details	Net	Tax	Gross	
69328	BP	7321	18/08/2020	DD-Sage	Sage - People Manager	56.70	11.34	68.04	
69334	BP	7206	07/08/2020	DD - 15123 -	Toolstation - Cam Locks - Y.Centre Kitchen	22.28	4.46	26.74	
69335	BP	6231	07/08/2020	DD - 15124 -	Amazon (Capital Cleaning) - Urinal Screens -	25.70	5.15	30.85	
69336	BP	7206	07/08/2020	DD - 15124 -	Screwfix - Cam Locks - Y.Centre Kitchen	9.16	1.83	10.99	
69337	BP	5001	07/08/2020	DD - 15124 -	Amazon - Fellowes Shredder - Museum	29.16	5.83	34.99	
69338	BP	7300	27/08/2020	DD - 15125 (...)	BT - W.Centre - Redcare/Alarm Monitoring	73.47	14.69	88.16	
69339	BP	7300	27/08/2020	DD - 15125 (...)	BT - Office - Fax/Internet	73.48	14.71	88.19	
69340	BP	7310	27/08/2020	DD - 15125 (...)	BT - Office - Broadband	106.25	21.25	127.50	
69341	BP	7300	27/08/2020	DD - 15125 (...)	BT - Y.Centre - Redcare/Alarm Monitoring	73.47	14.69	88.16	
69342	BP	7300	27/08/2020	DD - 15125 (...)	BT - Y.Centre - Main Line	73.47	14.69	88.16	
69343	BP	7300	27/08/2020	DD - 15125 (...)	BT - SWC - Fax/Internet - 30%	73.47	14.69	88.16	
69344	BP	7310	27/08/2020	DD - 15125 (...)	BT - SWC - Broadband - 70%	106.25	21.25	127.50	
69345	BP	7300	24/08/2020	DD - 15126 (...)	BT - Office - Main Line/Additional Line - 70%	923.74	184.74	1,108.48	
69346	BP	7300	24/08/2020	DD - 15126 (...)	BT - Office - Main Line/Additional Line - 15%	198.33	39.67	238.00	
69347	BP	7300	24/08/2020	DD - 15126 (...)	BT - Office - Main Line/Additional Line - 15%	198.33	39.67	238.00	
69358	BP	7201	26/08/2020	DD - ADC	ADC - Rates - The Woodlands Centre	874.75	0.00	874.75	
69513	BP	2103	15/09/2020	15158	H.Shutt (Yoga) - Deposit Refund - SWC	50.00	0.00	50.00	
69514	BP	7324	15/09/2020	15159	C.Harris (Amazon - Viro B) - Vacant/Occupied	66.48	13.32	79.80	
69515	BP	7324	15/09/2020	15159	C.Harris (Amazon - Viro B) - Vacant/Occupied	33.24	6.66	39.90	
69516	BP	7324	15/09/2020	15160	City Electrical Factors - Door Guard Fire Units	1,220.85	244.17	1,465.02	
69517	BP	7324	15/09/2020	15160	City Electrical Factors - Door Guard Fire Units	651.12	130.22	781.34	
69518	BP	7324	15/09/2020	15160	City Electrical Factors - Door Guard Fire Units	162.78	32.56	195.34	
69519	BP	7300	15/09/2020	DD - 15161 (...)	BT - Office Mobile (Emergency Phone)	5.00	1.00	6.00	
69520	BP	7202	25/09/2020	DD - 15162 (...)	Business Stream - Water - Rec Ground to 12-Jun -	21.97	0.00	21.97	
69521	BP	7202	25/09/2020	DD - 15163 (...)	Business Stream - Water - Churchill Toilets to	580.37	0.00	580.37	
69522	BP	7203	25/09/2020	DD - 15164	SSE - Electric - Churchill Toilets - to 20-Aug - Est	368.37	18.41	386.78	
69523	BP	7204	21/09/2020	DD - 15165 (...)	Total Gas & Power - Gas - W.Centre - R1 to 31-Aug	56.80	2.84	59.64	
69524	BP	7204	21/09/2020	DD - 15165 (...)	Total Gas & Power - Gas - W.Centre - R2 to 31-Aug	53.32	2.67	55.99	
69525	BP	7204	21/09/2020	DD - 15165 (...)	Total Gas & Power - Gas - Y.Centre to 31-Aug	61.15	3.06	64.21	
69526	BP	7321	01/09/2020	DD - 15166	Sage - Finance Support Package	321.50	64.30	385.80	
69527	BP	7130	19/09/2020	DD - 15167	WorldPay - Monthly Transactions Fee for Aug	9.75	0.00	9.75	
69528	BP	7130	19/09/2020	DD - 13695	WorldPay - Monthly Transactions Fee for Aug	3.75	0.00	3.75	
69529	BP	7130	19/09/2020	DD - 13695	WorldPay - Monthly Transactions Fee for Aug	1.50	0.00	1.50	
69530	BP	7130	19/09/2020	DD - 13695	WorldPay - Safer Payments Programme Fee	4.09	0.82	4.91	
69531	BP	6102	15/09/2020	DD - 15168 -	Amazon (Paintings Frames) - Frame - Parishioner	18.59	3.72	22.31	
69532	BP	7207	15/09/2020	DD - 15168 -	Toolstation - Litter Picker x2 - Rec.Ground	26.33	5.27	31.60	
69533	BP	7207	15/09/2020	DD - 15168 -	Toolstation - Litter Picker - WPSF	13.62	2.72	16.34	
69534	BP	7303	15/09/2020	DD - 15168 -	Amazon (Eagle C&C) - Plastic Teaspoons -	5.54	1.11	6.65	
69535	BP	7324	15/09/2020	DD - 15168 -	Amazon (Seem) - Social Distancing Floor Stickers	18.50	0.00	18.50	
69536	BP	7324	15/09/2020	DD - 15168 -	Amazon (Seem) - Social Distancing Floor Stickers	9.25	0.00	9.25	
69537	BP	7324	15/09/2020	DD - 15168 -	Amazon (Seem) - Social Distancing Floor Stickers	9.22	0.00	9.22	
69538	BP	7324	15/09/2020	DD - 15168 -	Amazon (Jan Jaskowiec) - Social Distance Floor	3.52	0.70	4.22	
69539	BP	7324	15/09/2020	DD - 15168 -	Amazon (Jan Jaskowiec) - Social Distance Floor	1.76	0.36	2.12	
69540	BP	7324	15/09/2020	DD - 15168 -	Amazon (Jan Jaskowiec) - Social Distance Floor	1.76	0.36	2.12	
69541	BP	7324	15/09/2020	DD - 15168 -	Amazon (Viro B) - Vacant/Occupied Toilet Sign	16.62	3.33	19.95	
69542	BP	7303	15/09/2020	DD - 15168 -	Amazon (Mark Pearson) - Lest We Forget Flags x5	24.48	4.92	29.40	
69543	BP	7324	15/09/2020	DD - 15168 -	Amazon (K-Mart) - Disposable Face Masks - SWC	14.58	2.92	17.50	
69544	BP	7310	01/09/2020	DD-TV	TV Licence - Youth Centre	13.20	0.00	13.20	
69545	BP	7201	01/09/2020	DD - ADC	ADC - Rates - Churchill Toilets	299.00	0.00	299.00	
69546	BP	7201	01/09/2020	DD - ADC	ADC - Rates - The Street Toilets	44.00	0.00	44.00	
69547	BP	7321	18/09/2020	DD-Sage	Sage - People Manager	56.70	11.34	68.04	
69548	BP	7201	25/09/2020	DD - ADC	ADC - Rates - Samuel Wickens Centre	528.70	0.00	528.70	
69549	BP	7201	25/09/2020	DD - ADC	ADC - Rates - R'ton Youth Centre	839.60	0.00	839.60	
69550	BP	7201	26/09/2020	DD - ADC	ADC - Rates - The Woodlands Centre	873.00	0.00	873.00	
Totals						£	9,408.02	965.44	10,373.46

Balances as at 31 August 2020

NatWest Bank:-	
Current Account	£ 23,431.40
Imprest Account	£ 130.58
Reserve Accounts:	
General Fund	£ 220,684.40
35-Day Notice	£ 41,007.42
95-Day Notice	£ 100,075.54
Museum Reserve	£ 2,738.14
Plant Equipment Renewal	£ 22.34
Capital Accounts:	
Opportunity and Special Purchases	£ 1,467.99
CCLA:	
Capital Account:	
Public Sector Deposit Fund	£ 100,000.00
<i>Monthly Dividends Credited from PSDA into 95-Day Account</i>	<i>£16.26</i>
Thomas Ashley Charity Account	£ 186.45
Petty Cash	£ 160.00
	Total in Accounts
	£ 489,904.26
	Un-Reconciled Payments
	£ 753.55
	Grand Total
	£ 489,150.71

Rustington Parish Council
Bank Payment Summary - 25 August 2020

Salaries (Gross) - Employees	21,540.62
Employers - N.I.	1,747.36
Employers - Superann.	2,449.36
Total Employers Liabilities	<u>25,737.34</u>

Date: 17/09/2020

Time: 13:42:44

Rustington Parish Council
Current Account - Bank Receipts

Page: 7

Date From: 14/08/2020
Date To: 17/09/2020

Bank From: 1200
Bank To: 1200

Transaction From: 1
Transaction To: 99,999,999

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1200 Currency: Pound Sterling

No	Type	N/C	Date	Ref	Details	Net	Tax	Gross
69238	BR	4031	14/08/2020	BACS	ADC - Discretionary Business Grant	5,000.00	0.00	5,000.00
69332	BR	2102	21/08/2020	BACS	M.Mitchell - Deposit - Allots - 31CA	50.00	0.00	50.00
69333	BR	2102	21/08/2020	Card Payment	S.Hart - Deposit - Allots - 23A PL	50.00	0.00	50.00
69573	BR	7303	10/09/2020	Card Payment	Staff Reimbursement (CW)	32.23	0.00	32.23
69574	BR	4000	11/09/2020	BACS	ADC - Precept - Second Tranche	345,000.00	0.00	345,000.00
69575	BR	6004	16/09/2020	102060	RCT&C - Christmas Lighting 2019/20	3,000.00	0.00	3,000.00
Totals £						<u>353,132.23</u>	<u>0.00</u>	<u>353,132.23</u>

Date: 17/09/2020

Time: 13:43:14

Rustington Parish Council
Current Account - Customer Receipts

Date From: 13/08/2020
Date To: 17/09/2020

Bank From: 1200
Bank To: 1200

Transaction From: 1
Transaction To: 99,999,999

Customer From:
Customer To: *ZZZZZZZZ*

Bank: 1200 Currency: Pound Sterling

No	Type	A/C	Date	Ref	Details	Net	Tax	Gross
69571	SR	DIAMONDD	08/09/2020	BACS	Sales Receipt	65.75	0.00	65.75
69572	SR	INTERCOU	09/09/2020	BACS	Sales Receipt	300.00	0.00	300.00
Totals £						<u>365.75</u>	<u>0.00</u>	<u>365.75</u>

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

28 September 2020

Updating the Council's Telephone System

1. The Council's Telephone System has been in place for in excess of ten years and is no longer maintainable. Two of the telephones within the Council Offices have ceased to work and a reboot of the Control Unit, which is very slow and unresponsive, could cause the entire system to stop working entirely and only a limited number of second hand parts are available to purchase.
2. The Council's phone network is an ISDN (Integrated Services Digital Network) which is being replaced by digital and IP infrastructure. Openreach's target is to have the UK's ISDN network switched off by 2025, at which time the Council's System would have to be updated.
3. The Council's IT Administrator has suggested that the best and most economical way forward is for the Council to use Microsoft Teams for its telecommunications.
4. The set up costs would be £1,250.00 and, possibly a small cost to import the phone numbers across from BT to Microsoft Teams.
5. Equipment costs, dependent on preferential choice, are as follows:-

Headset (wired)	£	45.00
Headset (wireless)	£	150.00
Handset	£	164.46
6. The monthly cost per user is £12.00. Therefore, for the 11 Members of Personnel having access to a telephone, this would equate to £1,584.00 per annum.

The above-mentioned cost includes a domestic call plan with Microsoft Teams for 1,200 minutes per user, per month within the UK. These minutes are combined for everybody to use.
7. The Committee may wish to note that during the financial year 2019/2020, the Office telephone charges were £5,110.08 ex VAT.
8. If the Council was to decide on the aforementioned option, it is anticipated that significant savings would be made annually.
9. The Committee's views are requested.

2 September 2020

Clerk of the Council

CONFIDENTIAL

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE - 28 SEPTEMBER 2020

National Salary Award - 2020-2021

1. Notification has now been received from the National Joint Council (NJC) for Local Government Services that agreement has been reached on the new Pay Award for 2020-2021, backdated to 1 April 2020 (copy attached).
2. A copy of the email notification received from the Sussex and Surrey Associations of Local Council (SSALC) is also attached for Members' information, which includes associated information from the National Association of Local Councils (NALC).
3. As has been the case for many years, provision has been made by the Council for a 3% increase for employees in its 2020/2021 Budget. At the time of setting the annual Budget, it was anticipated that this provision would cover additional hours and any incremental salary increases that the Council might wish to make during the year.
4. The Committee is asked to RECOMMEND that the Council approves the implementation of the terms of this National Agreement in respect of its own employees.

9 September 2020

Clerk of the Council

National Joint Council for local government services

Employers' Secretary
Naomi Cooke

Trade Union Secretaries
Rehana Azam, GMB
Jim Kennedy, Unite
Jon Richards, UNISON

Address for correspondence
Local Government Association
18 Smith Square
London SW1P 3HZ
Tel: 020 7664 3000
info@local.gov.uk

Address for correspondence
UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3550845
localgovernment@unison.co.uk

**To: Chief Executives in England, Wales and N Ireland
(copies for HR and Finance Directors)
Members of the National Joint Council**

24 August 2020

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES' PAY AGREEMENT 2020-21

Pay

Agreement has been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from **1 April 2020**.

UNISON and GMB both voted to accept whilst Unite voted to reject. However, in line with the Constitution of the NJC, Unite accepts the collective majority decision of the other unions that the pay award will now be implemented.

The new pay rates are attached at **Annex 1**. The new rates for allowances, up-rated by 2.75 per cent, are set out at **Annex 2**.

The NJC has also agreed to enter into discussions on examining all options for ensuring the sector – and the NJC pay spine - can meet the challenge of the Government's target for the National Living Wage in the coming years.

Annual Leave

The NJC has also agreed that from **1 April 2020**, minimum annual leave will increase from 21 to 22 days for employees with less than five years' service.

The National Agreement Part 2 Para 7.2 will therefore, with effect from **1 April 2020**, be amended to read as follows:

7.2 Annual Leave

The minimum paid annual leave entitlement is twenty-two days with a further three days after five years of continuous service. The entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.

Stress and Mental Health

The NJC has further agreed that the Joint Secretaries will begin discussions on “a *comprehensive joint national review of the workplace causes of stress and mental health*”

Yours sincerely,

Naomi
Cooke

Naomi Cooke



Rehana Azam



Jim Kennedy



Jon Richards

ANNEX 1

SCP	01-Apr-19		01-Apr-20	
	per annum	per hour	per annum	per hour
1	£17,364	£9.00	£17,842	£9.25
2	£17,711	£9.18	£18,198	£9.43
3	£18,065	£9.36	£18,562	£9.62
4	£18,426	£9.55	£18,933	£9.81
5	£18,795	£9.74	£19,312	£10.01
6	£19,171	£9.94	£19,698	£10.21
7	£19,554	£10.14	£20,092	£10.41
8	£19,945	£10.34	£20,493	£10.62
9	£20,344	£10.54	£20,903	£10.83
10	£20,751	£10.76	£21,322	£11.05
11	£21,166	£10.97	£21,748	£11.27
12	£21,589	£11.19	£22,183	£11.50
13	£22,021	£11.41	£22,627	£11.73
14	£22,462	£11.64	£23,080	£11.96
15	£22,911	£11.88	£23,541	£12.20
16	£23,369	£12.11	£24,012	£12.45
17	£23,836	£12.35	£24,491	£12.69
18	£24,313	£12.60	£24,982	£12.95
19	£24,799	£12.85	£25,481	£13.21
20	£25,295	£13.11	£25,991	£13.47
21	£25,801	£13.37	£26,511	£13.74
22	£26,317	£13.64	£27,041	£14.02
23	£26,999	£13.99	£27,741	£14.38
24	£27,905	£14.46	£28,672	£14.86
25	£28,785	£14.92	£29,577	£15.33
26	£29,636	£15.36	£30,451	£15.78
27	£30,507	£15.81	£31,346	£16.25
28	£31,371	£16.26	£32,234	£16.71
29	£32,029	£16.60	£32,910	£17.06
30	£32,878	£17.04	£33,782	£17.51
31	£33,799	£17.52	£34,728	£18.00
32	£34,788	£18.03	£35,745	£18.53
33	£35,934	£18.63	£36,922	£19.14
34	£36,876	£19.11	£37,890	£19.64
35	£37,849	£19.62	£38,890	£20.16
36	£38,813	£20.12	£39,880	£20.67
37	£39,782	£20.62	£40,876	£21.19
38	£40,760	£21.13	£41,881	£21.71
39	£41,675	£21.60	£42,821	£22.20
40	£42,683	£22.12	£43,857	£22.73
41	£43,662	£22.63	£44,863	£23.25
42	£44,632	£23.13	£45,859	£23.77
43	£45,591	£23.63	£46,845	£24.28

*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2020
£37.07

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2020
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2020
£1,324

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2020
£215

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2020
£156

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2020
£898

Outer Fringe Area:

1 April 2020
£626

Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2020
£29.83

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2020
£898

Outer Fringe Area:

1 April 2020
£626

From: Anna Beams <Anna.Beams@ssalc.co.uk>
Sent: 27 August 2020 16:52
Cc: Trevor Leggo; Anne Bott
Subject: 2020-21 NJC Salary Scales
Attachments: E01-20-national-salary-award-20-21.pdf; LGS Pay 2020-21.pdf

Importance: High

Follow Up Flag: Follow up
Flag Status: Completed

The National Association of Local Councils (NALC) has today published a new employment briefing on the national salary pay scales for clerks and other employees employed under the terms of the model contract.

The briefing includes updated pay scales in line with the 2004 national agreement for the sector.

On 24 August, the National Joint Council for Local Government Services (NJC) announced that an agreement was reached between the National Employers and the NJC Trade Union Side on the new pay scales for 2020-21 to be implemented from 1 April 2020.

Please note that the increase should be backdated to April 2020.

Kind regards,

Anna Beams
Office, Training & Events Manager, SSALC Ltd
Direct Dial: 01273 830204

<u>CORONAVIRUS INFORMATION</u>
<u>OFFICIAL GOVERNMENT GUIDANCE</u>
<u>LATEST NALC CORONAVIRUS UPDATE</u>
<u>EAST SUSSEX COUNTY COUNCIL: LATEST INFORMATION</u>
<u>WEST SUSSEX COUNTY COUNCIL: LATEST INFORMATION</u>
<u>SURREY COUNTY COUNCIL: LATEST INFORMATION</u>

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26 AUGUST 2020

E01-20 | 2020-21 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020.

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2020.

Due to the introduction of the national living wage, the NJC agreement included the introduction of a new pay spine on 1 April 2019. Reference to the former pay scales has been removed. However, if you wish to see how the old spinal column points and scale ranges translated to the new scales, these are set out in E02-18.

SCP	1 April 2019		1 April 2020		Scale ranges
	£ per annum	£ per annum	£ per annum	* £ per hour	Based on SCP
1	£17,364	£9.02	£17,842	£9.27	Below LC Scale (for staff other than clerks)
2	£17,711	£9.21	£18,198	£9.46	
3	£18,065	£9.39	£18,562	£9.65	
4	£18,426	£9.58	£18,933	£9.84	
5	£18,795	£9.77	£19,312	£10.04	
5	£18,795	£9.77	£19,312	£10.04	LC1 (5-6) (below substantive range)
6	£19,171	£9.96	£19,698	£10.24	LC1 (7-12) (substantive benchmark range)
7	£19,554	£10.16	£20,092	£10.44	
8	£19,945	£10.37	£20,493	£10.65	
9	£20,344	£10.57	£20,903	£10.86	
10	£20,751	£10.79	£21,322	£11.08	
11	£21,166	£11.00	£21,748	£11.30	
12	£21,589	£11.22	£22,183	£11.53	LC1 (13-17) (above substantive range)
13	£22,021	£11.45	£22,627	£11.76	
14	£22,462	£11.67	£23,080	£12.00	
15	£22,911	£11.91	£23,541	£12.24	
16	£23,369	£12.15	£24,012	£12.48	

17	£23,836	£12.39	£24,491	£12.73	
18	£24,313	£12.64	£24,982	£12.98	LC2 (18-23) (below substantive range)
19	£24,799	£12.89	£25,481	£13.24	
20	£25,295	£13.15	£25,991	£13.51	
21	£25,801	£13.41	£26,511	£13.78	
22	£26,317	£13.68	£27,041	£14.05	
23	£26,999	£14.03	£27,741	£14.42	
24	£27,905	£14.50	£28,672	£14.90	LC2 (24-28) (substantive benchmark range)
25	£28,785	£14.96	£29,577	£15.37	
26	£29,636	£15.40	£30,451	£15.83	
27	£30,507	£15.86	£31,346	£16.29	
28	£31,371	£16.31	£32,234	£16.75	
29	£32,029	£16.65	£32,910	£17.10	
30	£32,878	£17.09	£33,782	£17.56	
31	£33,799	£17.57	£34,728	£18.05	
32	£34,788	£18.08	£35,745	£18.58	
33	£35,934	£18.68	£36,922	£19.19	
34	£36,876	£19.17	£37,890	£19.69	LC3 (33-36) (below substantive range)
35	£37,849	£19.67	£38,890	£20.21	
36	£38,813	£20.17	£39,880	£20.73	
37	£39,782	£20.68	£40,876	£21.25	
38	£40,760	£21.19	£41,881	£21.77	LC3 (37-41) (substantive benchmark range)
39	£41,675	£21.66	£42,821	£22.26	
40	£42,683	£22.18	£43,857	£22.79	
41	£43,662	£22.69	£44,863	£23.32	
42	£44,632	£23.20	£45,859	£23.84	LC3 (42-45) (above substantive benchmark range)
43	£45,591	£23.70	£46,845	£24.35	
44	£46,732	£24.29	£48,017	£24.96	
45	£47,896	£24.89	£49,213	£25.58	
46	£49,101	£25.52	£50,451	£26.22	LC4 (46-49) (below substantive range)
47	£50,318	£26.15	£51,702	£26.87	
48	£51,429	£26.73	£52,843	£27.47	
49	£52,869	£27.48	£54,323	£28.23	
50	£54,194	£28.17	£55,684	£28.94	LC4 (50-54) (substantive)
51	£55,544	£28.87	£57,071	£29.66	
52	£57,397	£29.83	£58,975	£30.65	

53	£59,244	£30.79	£60,873	£31.64	benchmark range)
54	£61,099	£31.76	£62,779	£32.63	
55	£62,967	£32.73	£64,699	£33.63	LC4 (55-62) (above substantive benchmark range)
56	£64,812	£33.69	£66,594	£34.61	
57	£66,679	£34.66	£68,513	£35.61	
58	£68,510	£35.61	£70,394	£36.59	
59	£70,246	£36.51	£72,178	£37.51	
60	£72,019	£37.43	£74,000	£38.46	
61	£73,835	£38.38	£75,865	£39.43	
62	£75,701	£39.35	£77,783	£40.43	

* Hourly rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours.

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