

## RUSTINGTON PARISH COUNCIL

### FINANCE AND GENERAL PURPOSES COMMITTEE

**MINUTES:** of the (remote) Meeting held on 22 February 2021

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

**In attendance:** Mrs C Harris (Meeting Clerk) and Mrs C Ward (Clerk of the Council)

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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', or by clicking on the 'raised hand' icon, in Microsoft Teams, to ensure that anyone wishing to speak on an Agenda Item was given the opportunity to do so.

#### **10/21 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **11/21 DECLARATIONS OF INTEREST**

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 13/21. In the absence of any discussion in respect of this item, which related to work already undertaken satisfactorily, he remained in the Meeting but took no part in the vote thereon.

#### **12/21 MINUTES**

The Minutes of the Meeting held on 25 January 2021 were signed by the Chairman as a correct record.

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

#### **13/21 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.

**14/21**            **MONTHLY BUDGET REPORT TO 3 FEBRUARY 2021**

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

**15/21**            **INTERNAL AUDIT - APPOINTMENT OF INTERNAL AUDITOR**

The Clerk reminded the Committee that it was once again necessary to review the Annual Contract with Ms Rachel Hall, the Council's Internal Auditor.

She said that she had previously circulated an Audit Plan received from Ms Hall, together with her confirmation that the current rate of £200.00 plus VAT for each of the two Internal Audits would be being increased to £250.00 plus VAT, for the next twelve-month period commencing 1 April 2021.

The Clerk said that this was the first increase that Ms Hall had made since 2015, and advised the Committee that the service she had provided during the current financial year had continued to be of a very high standard, as had been the case for the past nine years.

Following a brief discussion, the Committee RECOMMENDED that Ms Rachel Hall be re-appointed to undertake the role of the Council's Internal Auditor for a further twelve-month period with effect from 1 April 2021, at a rate of £250.00 plus VAT for each of the two Internal Audits.

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

**16/21**            **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 item of business to be transacted.

**17/21**            **PERSONNEL SUB-COMMITTEE**

The Clerk referred to Minute 9/21 and said that as no changes had been made to the current National Restrictions/Lockdown since the last Meeting, the Council's operation had continued as had been detailed at that time.

She reminded the Committee that it was already known that the Prime Minister's announcement, which was due later that evening, in respect of the current Restrictions/Lockdown, would not affect the way in which the Council was currently operating to any major degree. She said that the Basketball Court/Kickabout Area and the Outdoor Fitness Equipment would be able to be used with effect from 29 March 2021, and the Council's facilities at The Woodlands Centre, Youth Centre and Samuel Wickens Centre should be able to be re-opened, obviously in strict adherence with Government guidance in respect of social distancing, on 12 April 2021.

She then referred to the Play Area and reminded Members that this remained closed at the present time, but could be re-opened either to coincide with the Schools' opening on 8 March 2021, or alternatively, on 29 March 2021, when outdoor sports facilities would be re-opened.

Following a further discussion, the Committee RECOMMENDED that the Senior Members of Personnel should be AUTHORISED to monitor the ongoing situation and implement the re-opening of the Council's facilities, in accordance with Government guidance and in the interests of the health and safety of the Public, whilst keeping the Council informed via email.

# Rustington Parish Council

## **MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL**

22 February 2021

Date: 26/01/2021  
Time: 10:49:56

**Rustington Parish Council**  
**Supplier Invoices Paid**

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*(Delegated Authority Policy - due to Coronavirus (Covid-19) Pandemic)*

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

Date From: 31/12/2020  
Date To: 31/01/2021

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>
71023	PI	17/01/2021	15395	Security Charges	1,032.88	1,032.88
					<b>Total:</b>	<u>1,032.88</u>
A/C: ARUN Name: Arun District Council						
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71031	PI	04/01/2021	15396	Inspection of Outdoor Fitness Equipment	115.20	115.20
					<b>Total:</b>	<u>115.20</u>
A/C: ARUNSE Name: Arun Security Centre						
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71032	PI	12/01/2021	15397	Mul-T-Lock Toilet Keys x2	42.00	42.00
					<b>Total:</b>	<u>42.00</u>
A/C: BARKER Name: Barkers Electrical (Rustington) Ltd						
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71050	PI	25/01/2021	15405	Supply/Fit Lamp - Broadmark Lane Toilets &	115.49	115.49
					<b>Total:</b>	<u>115.49</u>
A/C: CANON Name: Canon UK Limited						
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71033	PI	08/01/2021	15399	Copier/Printer Rental to 30-Apr - Office	273.55	273.55
71034	PI	08/01/2021	15398	Copier/Printer Rental to 30-Apr - Museum	65.58	65.58
					<b>Total:</b>	<u>339.13</u>
A/C: COLLINS Name: Mr P Collins						
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71035	PI	17/01/2021	15400	Website Updates Contract - Museum	567.82	567.82
					<b>Total:</b>	<u>567.82</u>
A/C: COMPAS Name: Compass Travel (Sussex) Ltd						
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71037	PI	31/12/2020	15401	Contribution to No. 12 Bus Route - Dec	2,583.33	2,583.33
					<b>Total:</b>	<u>2,583.33</u>
A/C: EVENTPO Name: Event Power Engineering Ltd						
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71052	PI	25/01/2021	15406	Supply/Install Christmas Lighting - 50% (final)	12,000.00	12,000.00
					<b>Total:</b>	<u>12,000.00</u>
A/C: MEAKER Name: R J Meaker Fencing Ltd						
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71038	PI	19/01/2021	15402	Supply/Fit Wide Gate & Softwood Field Gate - Allots	1,487.05	1,487.05
					<b>Total:</b>	<u>1,487.05</u>

Date: 26/01/2021  
Time: 10:49:56

**Rustington Parish Council**  
**Supplier Invoices Paid**

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*(Delegated Authority Policy - due to Coronavirus (Covid-19) Pandemic)*

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>
71039	PI	18/01/2021	15403	Public Toilet Cleansing & Maintenance - Jan	2,612.41	2,612.41
					<b>Total:</b>	<u>2,612.41</u>

A/C: WATTSM Name: Mr J Watt

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71049	PI	22/01/2021	15404	Clean Seafront Shelter & Interpretation Board	45.00	45.00
					<b>Total:</b>	<u>45.00</u>
					<b>Grand Total</b>	<u>20,940.31</u>

Date: 02/02/2021

Time: 18:06:21

**Rustington Parish Council**

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**Supplier Invoices Paid***(Delegated Authority Policy - due to Coronavirus (Covid-19) Pandemic)*

Supplier From:

Supplier To: ZZZZZZZZ

Date From:

31/12/2020

Date To:

02/02/2021

Transaction From: 1

Transaction To: 99,999,999

A/C: ACEDRAI Name: Ace Drainage

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71112	PI	30/01/2021	15415	Attend/Clear x3 Road Gullies - Rec.Ground Car Park	216.00	216.00
<b>Total:</b>						<u>216.00</u>

A/C: ARUNCO Name: Arun Church

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71113	PI	31/01/2021	15413	Youth Workers x2 - Snr Y.Club - Jan-Mar	1,332.36	1,332.36
71125	PC	31/12/2020	15414	Underspend on Activities - Oct-Dec	213.95	-213.95
<b>Total:</b>						<u>1,118.41</u>

A/C: FERRING Name: Ferring Nurseries

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71115	PI	30/01/2021	15416	Maintenance & Floral Contract - Jan	4,209.94	4,209.94
<b>Total:</b>						<u>4,209.94</u>

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

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71116	PI	22/01/2021	15417	Hardware - Office Toilets	12.65	12.65
71117	PI	22/01/2021	15418	Hardware - Ladies Toilets	36.59	36.59
<b>Total:</b>						<u>49.24</u>

A/C: MICROS Name: Microsoft Ireland Operations Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71118	PI	03/01/2021	15419	Online Services - Office 365	616.08	616.08
<b>Total:</b>						<u>616.08</u>

A/C: PARISHO Name: Parish Online

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71122	PI	01/02/2021	15420	Parish Online - Subscription to 01-Feb-22	324.00	324.00
<b>Total:</b>						<u>324.00</u>

A/C: WORLDPA Name: Worldpay Limited

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71124	PI	01/02/2021	15422	Subscription Fee - Feb-21	11.94	11.94
<b>Total:</b>						<u>11.94</u>

A/C: XYLEMW Name: Xylem Water Solutions UK Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71123	PI	01/02/2021	15421	Annual Service Charge to 31-Jan-21 - Year 3 of 3 -	1,136.76	1,136.76
71126	PC	01/02/2021	15421	Unallocated Direct Debits from 2018	284.19	-284.19
<b>Total:</b>						<u>852.57</u>
<b>Grand Total</b>						<u>7,398.18</u>

Date: 26/01/2021

Time: 12:26:14

**Rustington Parish Council**

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**Current Account - Recommended Payments/Payments Made**

Date From: 14/01/2021  
Date To: 31/01/2021

Bank From: 1200  
Bank To: 1200

Transaction From: 71,057  
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	
71057	BP	7104	18/01/2021	15407	E.Lamb (Ace Studio) - Christmas Cards	19.98	0.00	19.98	
71058	BP	2103	26/01/2021	15408	J.Robinson (R'ton Community Choir) - Deposit	50.00	0.00	50.00	
71059	BP	7202	28/01/2021	DD - 15409 (...)	Business Stream - Water - Broadmark Toilets to	115.81	0.00	115.81	
71060	BP	7202	26/01/2021	DD - 15410 (...)	Business Stream - Water - Conbar Allots to 11-Jan -	159.19	0.00	159.19	
71061	BP	7202	23/01/2021	DD - 15411 (...)	Business Stream - Water - W.Road Allots to 08-Jan	14.41	0.00	14.41	
71062	BP	7303	14/01/2021	DD - 15412 -	Boots Photo Service - Prints for Resident - Museum	6.44	0.00	6.44	
71063	BP	7310	14/01/2021	DD - 15412 -	Ancestry.co.uk - Subscription - 6 mths - Museum	54.99	0.00	54.99	
71064	BP	7206	14/01/2021	DD - 15412 -	Toolstation - Brother Label Printer (Fire Door	41.65	8.33	49.98	
71065	BP	7324	14/01/2021	DD - 15412 -	Ebuyer - Dual Band Wireless USB Adaptor -	18.47	3.70	22.17	
71066	BP	7303	14/01/2021	DD - 15412 -	Marks & Spencer - Gift Card - Office	28.50	0.00	28.50	
<b>Totals</b>						<b>£</b>	<b>509.44</b>	<b>12.03</b>	<b>521.47</b>

Date: 03/02/2021

Time: 09:30:02

**Rustington Parish Council**

**Current Account - Recommended Payments/Payments Made**

Date From: 01/02/2021  
Date To: 28/02/2021

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	
71127	BP	2103	01/02/2021	15362	West End Theatre Workshops (Farley) - Deposit	50.00	0.00	50.00	
71128	BP	7321	01/02/2021	DD - 15423	Sage - Finance Support Package	321.50	64.30	385.80	
71129	BP	7310	01/02/2021	DD-TV	TV Licence - Youth Centre	11.39	0.00	11.39	
71130	BP	7321	18/02/2021	DD-Sage	Sage - People Manager	56.70	11.34	68.04	
71131	BP	7201	26/02/2021	DD - ADC	ADC - Rates - The Woodlands Centre	873.00	0.00	873.00	
<b>Totals</b>						<b>£</b>	<b>1,312.59</b>	<b>75.64</b>	<b>1,388.23</b>

## Rustington Parish Council

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### Balances as at 31 January 2021

<b>NatWest Bank:-</b>	
Current Account	£ 24,585.96
Imprest Account	£ 459.15
<b>Reserve Accounts:</b>	
General Fund	£ 182,597.37
35-Day Notice	£ 41,024.72
95-Day Notice	£ 100,169.12
Museum Reserve	£ 2,738.24
Plant Equipment Renewal	£ 1,022.37
<b>Capital Accounts:</b>	
Opportunity and Special Purchases	£ 1,468.04
<b>CCLA:</b>	
<b>Capital Account:</b>	
Public Sector Deposit Fund	£ 100,000.00
Monthly Dividends Credited from PSDA into Nationwide Account	£4.38
<b>Nationwide Building Society:</b>	
<b>Capital Account:</b>	
35-Day Saver	£ 103,035.13
Thomas Ashley Charity Account	£ 189.85
Petty Cash	£ 160.00
<b>Total In Accounts</b>	
	£ 557,449.95
<b>Un-Reconciled Payments</b>	
	£ 638.10
<b>Grand Total</b>	
	£ 556,811.85

## Rustington Parish Council

### Bank Payment Summary - 25 January 2021

Salaries (Gross) - Employees	22,396.95
Employers - N.I.	1,871.56
Employers - Superann.	2,516.23
Total Employers Liabilities	<u>26,784.74</u>



Date: 05/02/2021

Time: 09:21:42

**Rustington Parish Council**  
**Current Account - Customer Receipts**

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Date From: 16/01/2021  
Date To: 03/02/2021

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	
71011	SR	HARGREAV	21/01/2021	BACS	Sales Receipt	2,160.00	0.00	2,160.00	
71012	SR	STOREP	25/01/2021	BACS	Sales Receipt	24,493.33	0.00	24,493.33	
71013	SR	STOREP	22/01/2021	BACS	Sales Receipt	3,600.00	0.00	3,600.00	
71021	SR	RUSTOTTE	25/01/2021	102067	Sales Receipt	180.00	0.00	180.00	
71078	SR	HOBDENS	26/01/2021	BACS	Sales Receipt	89.50	0.00	89.50	
71082	SR	STOREP	29/01/2021	BACS	Sales Receipt	9,750.02	0.00	9,750.02	
71083	SR	TATERON	28/01/2021	Card Payment	Sales Receipt	212.00	0.00	212.00	
<b>Totals</b>						<b>£</b>	<b>40,484.85</b>	<b>0.00</b>	<b>40,484.85</b>

Date: 05/02/2021

Time: 09:29:52

**Rustington Parish Council**  
**Current Account - Bank Receipts**

Date From: 16/01/2021  
Date To: 05/02/2021

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	
70770	BR	7203	24/01/2021	DD - 15393E	SSE - Electric - W.Centre - to 11-Dec -	585.93	117.19	703.12	
71014	BR	4043	19/01/2021	BACS	Allotment Rent 2021 - Conbar - 35	19.94	0.00	19.94	
71015	BR	4043	19/01/2021	BACS	Allotment Rent 2021 - Conbar - 7A	36.25	0.00	36.25	
71016	BR	4043	22/01/2021	BACS	Allotment Rent 2021 - Penfold - 39	2.75	0.00	2.75	
71017	BR	4043	21/01/2021	Card Payment	Allotment Rent 2021 - Penfold - 20	43.50	0.00	43.50	
71018	BR	4043	25/01/2021	102067	Allotment Rent 2021 - Penfold - 26 (Rota)	39.88	0.00	39.88	
71019	BR	2102	25/01/2021	102067	J.Marsdon - Deposit - Allots - 23A PL	50.00	0.00	50.00	
71020	BR	4043	25/01/2021	102067	J.Marsdon - Rent - Allots - 23A PL	43.50	0.00	43.50	
71079	BR	7130	25/01/2021	BACS	NatWest Business Card - Rebate	3.30	0.00	3.30	
71080	BR	4043	27/01/2021	Card Payment	Allotment Rent 2021 - Penfold - 9A	41.69	0.00	41.69	
71081	BR	7307	29/01/2021	Card Payment	Staff Reimbursement (CW)	31.20	0.00	31.20	
71140	BR	4031	03/02/2021	BACS	ADC - Additional Restrictions	6,000.00	0.00	6,000.00	
<b>Totals</b>						<b>£</b>	<b>6,897.94</b>	<b>117.19</b>	<b>7,015.13</b>

## AUDIT PLAN – RUSTINGTON PARISH COUNCIL

I would expect to cover the following areas as part of the internal audit process:-

- 1) To ensure that bookkeeping is carried out by a competent , and appropriately qualified / experienced person
- 2) To confirm that bank reconciliations are carried out regularly
- 3) To confirm that invoices for Parish Council income and rents are raised in a timely manner, and that adequate controls are in place to ensure outstanding debts are collected promptly
- 4) To confirm the procedures in place for dealing with and monitoring grants or loans made or received
- 5) To confirm that controls are in place to ensure that income is received and banked promptly
- 6) To confirm the systems in place over the recording of petty cash expenditure
- 7) To confirm that an up to date and accurate asset register is maintained, and to ensure that insurance cover is adequate
- 8) To confirm that correct procedures are followed with regards to recording VAT and preparation of VAT returns
- 9) To confirm that the Parish Council has reviewed and updated its Standing Orders and Financial Regulations as appropriate
- 10) To confirm that correct procedures are followed with regards to purchase orders
- 11) To confirm that there is supporting documentation for purchase payments that have been approved and authorised for payment
- 12) To confirm that the Parish Council carries out risk assessments and risk management. This will be achieved by reviewing minutes and insurance policies
- 13) To confirm that budgetary controls are in place to support the precept requirement, and that regular variance analysis is carried out to compare actual income and expenditure to budgeted expectations
- 14) To confirm that the payroll function is operating correctly, and that correct procedures are followed with regards to employment of temporary or casual workers.
- 15) To confirm that the year -end accounts have been correctly prepared using an appropriate accounting basis, and that correct adjustments have been made for creditors/accruals and debtors/prepayments. To also confirm that the accounts agree to the underlying records
- 16) To confirm that minutes record the precise powers under which expenditure is approved, and that there is proper, timely and accurate reporting of Council business in the minutes