

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the (remote) Meeting held on 22 March 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), Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy 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’, 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.

18/21 APOLOGIES FOR ABSENCE

There were no apologies for absence.

19/21 DECLARATIONS OF INTEREST

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 21/21. 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.

20/21 MINUTES

The Minutes of the Meeting held on 22 February 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)

21/21 PAYMENT OF ACCOUNTS

The Meeting Clerk advised the Committee that, with approval from the Clerk of the Council, as a result of the major increase in cyber-crime, in order to be fully compliant with WorldPay Payment Card Industry Data Security Standards (PCI DSS), an emergency payment of £1,450.00 had been made to Mr P Collins, for the purchase and installation of software to ensure that the Council’s financial administration was protected.

She advised that the Chairman and Vice-Chairman of the Committee had also approved the transaction, and the Committee retrospectively APPROVED the payment of £1,450.00 to Mr P Collins.

The Committee also 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.

Councillor Warren requested that the costs of the completed electrical installation works at the Council's facilities should be borne from its Capital Funds (Minute 15/21 Monthly Council Meeting - 25 January 2021 refers).

Following a further discussion, it was AGREED that the Capital Fund Accounts should remain intact, with the Council's Reserve Fund being utilised in this instance.

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

22/21 MONTHLY BUDGET REPORT TO 11 MARCH 2021

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

23/21 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.

24/21 PERSONNEL SUB-COMMITTEE

The Clerk referred to Minute 17/21 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 then reminded the Committee of the email sent to all Members of the Council on 16 March 2021, detailing how the Senior Management Team foresaw the way forward for the Council.

Following a brief discussion, the Committee then RECOMMENDED that the following should be formally APPROVED as the way forward for the Council and its facilities:-

29 March 2021 - Outdoor Fitness Equipment, Basketball Court/Kickabout Area and Play Area (Woodlands Recreation Ground) to re-open

Play Area to be open from 8.00 am to 5.00 pm

1 April 2021 - New Cleansing Cleaning Contract with Biffa to commence - The Street toilets to be closed - Opening hours to be 8.00 am to between 5.00 pm and 6.00 pm, changing to 8.00 am to between 6.00 pm and 7.00 pm from 1 May - 30 September

12 April 2021 - Information Centre to re-open to the Public from 9.00 am - 5.00 pm - Leaflet distribution to be re-introduced but numbers of people in reception at any one time to be limited in line with continued social distancing guidelines

Museum personnel to return to workplace, although still closed. Museum Manager to work from home on Wednesdays until 17 May to ensure compliance with social distancing guidelines

Council Offices to re-open to the Public - Normal hours to be resumed - 10.00 am to

4.30 pm, with personnel reverting back to normal working hours - Initially, working in pairs on a rota basis in the Offices, with the remainder of contracted hours working from home

The Woodlands Centre, Samuel Wickens Centre and Youth Centre to re-open, but only for suitable hirings that can proceed in adherence with social distancing guidelines. Apart from groups already able to meet, only supervised indoor children's activities can resume i.e. youth club, dance classes, amateur dramatics

17 May 2021 - Hoping to increase personnel numbers in Council Offices to full complement, or as close to that as possible (4-6 people)

The Woodlands Centre, Samuel Wickens Centre and Youth Centre to re-open for exercise classes and controlled events with 50% capacity - social distancing and the 'rule of 6' will still apply

Museum to re-open to the Public

21 June 2021 - Anticipated that the Council's Operation in its entirety can, at last, return to its normal state, with all members of personnel back in the workplace for contracted hours.

The Clerk confirmed that all Members of Personnel would now be advised of the plans going forward.

She then referred to Council Meetings and suggested that these should continue on a virtual basis, with hard copies of Agendas and all associated documentation being hand delivered to Members requiring them, until such time as any further guidance was received from the Government regarding the continuation, or not, of the current Legislation relating to virtual meetings which was due to expire on 7 May 2021. She said that she understood that the Government would be considering extending this Legislation for a further six months in the very near future.

Following a further discussion, the Committee RECOMMENDED that Council Meetings should continue on a virtual basis as detailed above, in anticipation of the Government extending the current Legislation.

The Clerk concluded by reminding the Committee that all of the above plans were subject to change by the Government, but she would keep the Council informed of any revisions made at the appropriate time.

Chairman: **Date:**

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

22 March 2021

Date: 17/02/2021
Time: 15:33:03

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: 71,146
Transaction To: 99,999,999

Date From: 15/01/2021
Date To: 28/02/2021

A/C: ARUNBU Name: Arun Business Supplies

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71146	PI	15/02/2021	15424	Stationery	202.39	202.39
Total:						<u>202.39</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>
71147	PI	11/02/2021	15425	Electrical Remedial Works - The Street Toilets	1,747.30	1,747.30
71148	PI	17/02/2021	15426	Electrical Remedial Works - SWC	1,043.81	1,043.81
Total:						<u>2,791.11</u>

A/C: BAYSTU Name: Bay Studio Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71149	PI	10/02/2021	15427	Signs - Conbar Avenue Allotments	149.40	149.40
Total:						<u>149.40</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>
71150	PI	29/01/2021	15428	Photocopy/Printing to 31-Jan - Office	393.95	393.95
Total:						<u>393.95</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>
71151	PI	15/02/2021	15429	Microsoft Teams Phone System - Setup	1,250.00	1,250.00
Total:						<u>1,250.00</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>
71152	PI	31/01/2021	15430	Contribution to No. 12 Bus Route - Jan	2,583.33	2,583.33
Total:						<u>2,583.33</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>
71153	PI	15/01/2021	15431	Toilet Seats (6) - W.Centre	248.40	248.40
Total:						<u>248.40</u>

A/C: GRUNDO Name: Grundon Waste Management Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71154	PI	31/01/2021	15432	Wheelie Bins - W.Centre/Y.Centre	116.95	116.95
71156	PI	31/01/2021	15433	Wheelie Bins - Rec.Ground	95.92	95.92
71157	PI	31/01/2021	15434	Wheelie Bins - SWC/Museum	9.17	9.17
Total:						<u>222.04</u>

Date: 17/02/2021
Time: 15:33:03

Rustington Parish Council
Supplier Invoices Paid

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

A/C: MODESU Name: Modes Users Association

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71159	PI	08/02/2021	15435	Modes Complete Single-User Licence (upgrade)	780.00	780.00
Total:						<u>780.00</u>

A/C: SOUTHCL Name: Southern Cleaning Services

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71160	PI	04/02/2021	15436	Contract Cleaning - 04-Jan to 01-Feb - W.Centre	278.40	278.40
71161	PI	04/02/2021	15437	Machine Scrub & Clean VMH Floor x2 - Jan	132.00	132.00
Total:						<u>410.40</u>

A/C: SOUTHCL 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>
71162	PI	05/02/2021	15438	Cleansing Materials	100.48	100.48
Total:						<u>100.48</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>
71164	PI	15/02/2021	15439	Pump Maintenance Service Charge - Year 1 of 3 -	1,216.33	1,216.33
Total:						<u>1,216.33</u>
Grand Total						<u>10,347.83</u>

Date: 23/02/2021

Time: 15:12:44

Rustington Parish Council

Supplier Invoices Paid

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

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

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

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>
71245	PI	17/02/2021	15451	Security Charges	1,000.00	1,000.00
Total:						<u>1,000.00</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>
71253	PI	19/02/2021	15452	Electrical Remedial Works - Offices	769.60	769.60
71254	PI	19/02/2021	15453	Electrical Remedial Works - W.Centre	9,975.09	9,975.09
71255	PI	19/02/2021	15454	Electrical Remedial Works - Y.Centre	3,477.53	3,477.53
71256	PI	19/02/2021	15455	Electrical Remedial Works - Churchill Toilets	882.08	882.08
Total:						<u>15,104.30</u>

A/C: PPLPRSL Name: PPL PRS Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71257	PI	17/02/2021	15456	PPL & PRS Licence to 13-Jan-22 - W.Centre	1,047.12	1,047.12
71258	PC	17/02/2021	15457	PPL & PRS Licence to 13-Jan-22 - W.Centre (Covid	898.57	-898.57
Total:						<u>148.55</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>
71259	PI	22/02/2021	15458	Public Toilet Cleansing & Maintenance - Feb	2,642.41	2,642.41
Total:						<u>2,642.41</u>
Grand Total						<u>18,895.26</u>

Date: 11/03/2021
Time: 13:56:21

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: 71,314
Transaction To: 99,999,999

Date From: 08/02/2021
Date To: 31/03/2021

A/C: APPLECA Name: Applegarte Creative Group Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71315	PI	18/02/2021	15460	Newsletter Delivery	564.84	564.84
					Total:	<u>564.84</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>
71316	PI	05/03/2021	15443	Keys for Public Toilets (Biffa)	139.80	139.80
					Total:	<u>139.80</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>
71317	PI	26/02/2021	15461	Supply/Fit LED Drum - Churchill Toilets	147.00	147.00
					Total:	<u>147.00</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>
71318	PI	18/02/2021	15462	Photocopy/Printing to 31-Jan - Museum	21.56	21.56
					Total:	<u>21.56</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>
71319	PI	08/03/2021	15463	PCI Vulnerabilities Software and Setup (WorldPay)	1,450.00	1,450.00
					Total:	<u>1,450.00</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>
71320	PI	28/02/2021	15464	Contribution to No.12 Bus Route	2,583.33	2,583.33
					Total:	<u>2,583.33</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>
71321	PI	28/02/2021	15465	Maintenance & Floral Contract - Feb	4,209.94	4,209.94
					Total:	<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>
71314	PC	17/02/2021	15467	Mixer Taps - Y.Centre	65.76	-65.76
71322	PI	15/02/2021	15466	Various Plumbing Hardware inc. Toilet Seat -	111.71	111.71
71323	PI	17/03/2021	15468	Various Plumbing Hardware inc. Mixer Taps -	45.46	45.46
					Total:	<u>91.41</u>

Date: 11/03/2021
Time: 13:56:21

Rustington Parish Council
Supplier Invoices Paid

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

A/C: GRUNDO Name: Grundon Waste Management Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71324	PI	28/02/2021	15471	Wheelie Bins - W.Centre/Y.Centre	95.41	95.41
71326	PI	28/02/2021	15470	Wheelie Bins - Rec.Ground	95.41	95.41
71327	PI	28/02/2021	15469	Wheelie Bins - SWC/Museum	23.95	23.95
Total:						<u>214.77</u>

A/C: MEWDEC Name: MEW Decorating Services

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71329	PI	24/02/2021	15472	Repairs/Decoration of Disabled Toilet - Y.Centre	159.50	159.50
Total:						<u>159.50</u>

A/C: MICROSO 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>
71330	PI	03/03/2021	15473	Online Services - Office 365	87.58	87.58
Total:						<u>87.58</u>

A/C: PAINEM Name: Paine Manwaring Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71333	PI	24/02/2021	15474	Call Out - Office Boiler	70.80	70.80
Total:						<u>70.80</u>

A/C: SOUTHCL Name: Southern Cleaning Services

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71335	PI	02/03/2021	15476	Contract Cleaning - 01-Feb to 28-Feb - W.Centre	278.40	278.40
71336	PI	02/03/2021	15477	Machine Scrub & Clean VMH Floor x2 - Feb	132.00	132.00
Total:						<u>410.40</u>

A/C: SOUTHCO Name: South Coast Coffee Co

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71334	PI	25/02/2021	15475	Office Supplies	47.50	47.50
Total:						<u>47.50</u>

A/C: STANNA Name: Stannah Lift Services Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71337	PI	24/02/2021	15478	Lift Servicing to 23-May - Y.Centre	299.75	299.75
Total:						<u>299.75</u>

A/C: STONERJ Name: Mr J Stoner

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71338	PI	23/02/2021	15479	Window Cleaning - W.Centre/Y.Centre	150.00	150.00
Total:						<u>150.00</u>

A/C: TRADEU Name: Trade UK

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71340	PI	08/02/2021	15480	Combination Padlocks - W.Road Allotments	25.98	25.98
Total:						<u>25.98</u>

Date: 11/03/2021
Time: 13:56:21

Rustington Parish Council
Supplier Invoices Paid

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

A/C: WORLDP Name: Worldpay Limited

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71341	PI	01/03/2021	15481	Subscription Fee - Mar-21	11.94	11.94
					Total:	<u>11.94</u>
					Grand Total	<u>10,686.10</u>

Date: 17/02/2021

Rustington Parish Council

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Time: 14:10:34

Current Account - Recommended Payments/Payments Made

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

Bank From: 1200
Bank To: 1200

Transaction From: 71,165
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
71165	BP	4043	09/02/2021	WorldPay -	J.Hill - Rent Refund - Overpaid - Allots - 36A CA	3.00	0.00	3.00
71166	BP	2103	09/02/2021	BACS - 15441	C.Williams - Deposit Refund - Allots - 31A & 32 PL	50.00	0.00	50.00
71167	BP	2103	11/02/2021	BACS - 15442	J.Reilly - Deposit Refund - W.Centre	200.00	0.00	200.00
71168	BP	7300	23/02/2021	DD - 15443 (...)	BT - Office - Main Line/Additional Line - 70%	930.34	186.07	1,116.41
71169	BP	7300	23/02/2021	DD - 15443 (...)	BT - Office - Main Line/Additional Line - 15%	199.36	39.87	239.23
71170	BP	7300	23/02/2021	DD - 15443 (...)	BT - Office - Main Line/Additional Line - 15%	199.36	39.87	239.23
71171	BP	7300	15/02/2021	DD - 15444 (...)	BT - Office Mobile (Emergency Phone)	5.00	1.00	6.00
71172	BP	7300	15/02/2021	DD - 15444 (...)	BT - LAA Officer Mobile	5.00	1.00	6.00
71173	BP	7300	15/02/2021	DD - 15445 (...)	BT - LAA Officer Mobile	0.40	0.08	0.48
71174	BP	7203	26/02/2021	DD - 15446	SSE - Electric - SWC - to 01-Feb - Acc	391.11	78.22	469.33
71175	BP	7203	26/02/2021	DD - 15446	SSE - Electric - Museum - to 01-Feb - Acc	391.12	78.22	469.34
71176	BP	7204	19/02/2021	DD - 11557 (...)	Total Gas & Power - Gas - W.Centre - R1 to 31-Jan	794.43	158.88	953.31
71177	BP	7204	19/02/2021	DD - 11557 (...)	Total Gas & Power - Gas - W.Centre - R2 to 31-Jan	96.42	19.28	115.70
71178	BP	7204	19/02/2021	DD - 11557 (...)	Total Gas & Power - Gas - Y.Centre to 31-Jan	219.72	43.94	263.66
71179	BP	7130	19/02/2021	DD - 15448	WorldPay - Monthly Transactions Fee for Jan (65%)	9.75	0.00	9.75
71180	BP	7130	19/02/2021	DD - 15448	WorldPay - Monthly Transactions Fee for Jan (25%)	3.75	0.00	3.75
71181	BP	7130	19/02/2021	DD - 15448	WorldPay - Monthly Transactions Fee for Jan (10%)	1.50	0.00	1.50
71182	BP	7130	19/02/2021	DD - 15448	WorldPay - Monthly Payment Approvals	0.42	0.08	0.50
71183	BP	7130	19/02/2021	DD - 15448	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80
71184	BP	7310	14/02/2021	DD - 15449 -	ALCC - Membership Subscription (EL)	40.00	0.00	40.00
71185	BP	7310	14/02/2021	DD - 15450 -	ALCC - Membership Subscription (CH)	40.00	0.00	40.00
71186	BP	7310	14/02/2021	DD - 15450 -	ALCC - Membership Subscription (CW)	40.00	0.00	40.00
71187	BP	7206	14/02/2021	DD - 15450 -	Amazon (Natural Flooring & Tiles) - Bona Cleaner	61.64	12.34	73.98
71188	BP	7324	14/02/2021	DD - 15450 -	Amazon - Epson Ink Cartridges	52.48	10.52	63.00
71189	BP	7320	14/02/2021	DD - 15450 -	Amazo - Gel Roller Pens	20.62	4.13	24.75
Totals £						<u>3,759.42</u>	<u>674.30</u>	<u>4,433.72</u>

Date: 11/03/2021

Rustington Parish Council

Time: 14:05:01

Current Account - Recommended Payments/Payments Made

Date From: 01/03/2021
Date To: 31/03/2021

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
71359	BP	2103	11/03/2021	15482 - BACS	Y.Woodcock - Deposit Refund - Allots - 1 PL	50.00	0.00	50.00
71360	BP	4043	11/03/2021	15482 - BACS	Y.Woodcock - Rent Refund - Allots - 1 PL	30.20	0.00	30.20
71361	BP	7202	23/03/2021	DD - 15483 (...)	Business Stream - Water - Gdn Hydrant to 08-Mar	9.91	0.00	9.91
71362	BP	7202	23/03/2021	DD - 15484 (...)	Business Stream - Water Point to 08-Mar	9.91	1.98	11.89
71363	BP	7202	20/03/2021	DD - 15485 (...)	Business Stream - Water - W.Road Allots to	17.26	0.00	17.26
71364	BP	7300	15/03/2021	DD - 15486 (...)	BT - Office Mobile (Emergency Phone)	5.00	1.00	6.00
71365	BP	7300	15/03/2021	DD - 15486 (...)	BT - LAA Officer Mobile	5.00	1.00	6.00
71366	BP	7321	01/03/2021	DD - 15487	Sage - Finance Support Package	321.50	64.30	385.80
71367	BP	7203	14/03/2021	DD - 15488	SSE - Electric - Churchill Toilets - to 25-Feb - Est	368.66	18.43	387.09
Totals £						<u>817.44</u>	<u>86.71</u>	<u>904.15</u>

19-Jan-21	BACS (Twine)	Petty Cash (Office)	£ 38.10
17-Feb-21	BACS (Twine)	Petty Cash (Office)	£ 42.45
17-Feb-21	BACS (Twine)	Petty Cash (Office)	£ 40.90
11-Mar-21	BACS (Twine)	Petty Cash (Office)	£ 87.40

Balances as at 28 February 2021

NatWest Bank:-	
Current Account	£ 10,847.07
Imprest Account	£ 351.39
Reserve Accounts:	
General Fund	£ 147,498.76
35-Day Notice	£ 41,027.87
95-Day Notice	£ 100,180.65
Museum Reserve	£ 2,738.26
Plant Equipment Renewal	£ 1,022.38
Capital Accounts:	
Opportunity and Special Purchases	£ 1,468.05
CCLA:	
Capital Account:	
Public Sector Deposit Fund	£ 100,000.00
<i>Monthly Dividends Credited from PSDA into Nationwide Account</i>	<i>£3.10</i>
Nationwide Building Society:	
Capital Account:	
35-Day Saver	£ 103,085.95
Thomas Ashley Charity Account	£ 189.85
Petty Cash	£ 160.00
Total in Accounts	£ 508,570.23
Un-Reconciled Payments	£ 771.16
Grand Total	£ 507,799.07

Rustington Parish Council
Bank Payment Summary - 25 February 2021

Salaries (Gross) - Employees	22,201.57
Employers - N.I.	1,871.56
Employers - Superann.	2,515.97
 Total Employers Liabilities	 <u>26,589.10</u>

Rustington Parish Council
Imprest Account - Payments Made

Date: 11/03/2021
Time: 14:18:16

Date From: 18/01/2021
Date To: 11/03/2021

Bank From: 1201
Bank To: 1201

Transaction From: 71,276
Transaction To: 71,280

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1201 Currency: Pound Sterling

No	Type	N/C	Dept	Date	Ref	Details	Net	Tax	Gross
71276	BP	2103	14	04/02/2021	7413	A.Rixon - Deposit Refund - Allots - 32 CA	50.00	0.00	50.00
Totals							<u>50.00</u>	<u>0.00</u>	<u>50.00</u>

Date: 11/03/2021
Time: 14:23:35

Rustington Parish Council
Current Account - Bank Receipts

Page: 9

Date From: 05/02/2021
Date To: 11/03/2021
Transaction From: 1
Transaction To: 99,999,999
Dept From: 0
Dept To: 999

Bank From: 1200
Bank To: 1200
N/C From:
N/C To: 99999999

Bank: 1200		Currency: Pound Sterling							
No	Type	N/C	Date	Ref	Details	Net	Tax	Gross	
71225	BR	2202	05/02/2021	BACS	HMRC - VAT Refund - 01-Oct-20 to	11,875.50	0.00	11,875.50	
71226	BR	2102	10/02/2021	BACS	C.Duggan - Deposit - Allots - 32 PL	50.00	0.00	50.00	
71227	BR	4043	10/02/2021	BACS	C.Duggan - Rent - Allots - 32 PL	39.88	0.00	39.88	
71228	BR	2102	11/02/2021	BACS	S.Ulrich - Deposit - Allots - 28 PL	50.00	0.00	50.00	
71229	BR	4043	11/02/2021	BACS	S.Ulrich - Rent - Allots - 28 PL	76.43	0.00	76.43	
71230	BR	4043	15/02/2021	Card Payment	Allotment Rent 2021 - Conbar - 20	39.88	0.00	39.88	
71231	BR	2102	18/02/2021	102068	S.Horn - Deposit - W.Centre - Feb ...	50.00	0.00	50.00	
71302	BR	2102	22/02/2021	BACS	S.Laker - Deposit - Allots - 32 CA	50.00	0.00	50.00	
71303	BR	4043	22/02/2021	BACS	S.Laker - Rent - Allots - 32 CA	33.23	0.00	33.23	
71304	BR	2102	22/02/2021	BACS	M.Renata - Deposit - Allots - 23B CA	50.00	0.00	50.00	
71305	BR	4043	22/02/2021	BACS	M.Renata - Rent - Allots - 23B CA	23.86	0.00	23.86	
71342	BR	6004	11/03/2021	110321-02	RCT&C - Christmas Lighting	3,016.00	0.00	3,016.00	
71343	BR	4031	11/03/2021	110321-02	Rusti Belles - Donation - Museum	40.00	0.00	40.00	
71344	BR	2102	11/03/2021	110321-02	A.Hammond - Deposit - Allots - 16 CA	50.00	0.00	50.00	
71345	BR	4043	11/03/2021	110321-02	A.Hammond - Rent - Allots - 16 CA	33.23	0.00	33.23	
71346	BR	2102	11/03/2021	110321-02	S.Gittus - Deposit - Allots - 23A CA	50.00	0.00	50.00	
71347	BR	4043	11/03/2021	110321-02	S.Gittus - Rent - Allots - 23A CA	23.86	0.00	23.86	
71348	BR	2102	11/03/2021	110321-02	S.Pelling - Deposit - Allots - 19A CA	50.00	0.00	50.00	
71349	BR	4043	11/03/2021	110321-02	S.Pelling - Rent - Allots - 19A CA	28.24	0.00	28.24	
71350	BR	7321	11/03/2021	110321-02	R'ton Heritage Assn - 50% of Invoice	325.00	0.00	325.00	
71351	BR	2102	11/03/2021	110321-02	J.Newton - Deposit - Allots - 2 PL	50.00	0.00	50.00	
71352	BR	4043	11/03/2021	110321-02	J.Newton - Rent - Allots - 2 PL	36.25	0.00	36.25	
71353	BR	4043	11/03/2021	110321-02	Allotment Rents 2021 - Conbar	79.75	0.00	79.75	
71354	BR	4043	11/03/2021	110321-02	Allotment Rents 2021 - Penfold	133.38	0.00	133.38	
71355	BR	7303	11/03/2021	110321-02	Waters - Claignmar Road Photo - Museum	10.00	0.00	10.00	
71356	BR	7303	11/03/2021	110321-02	Allotment Rents 2021 - Over Payments	2.84	0.00	2.84	
71357	BR	4031	11/03/2021	110321-02	Museum - Donations - Bell Case	114.00	0.00	114.00	
Totals						£	16,381.33	0.00	16,381.33

Date: 11/03/2021
Time: 14:22:28

Rustington Parish Council
Current Account - Customer Receipts

Date From: 05/02/2021
Date To: 11/03/2021
Transaction From: 1
Transaction To: 99,999,999

Bank From: 1200
Bank To: 1200
Customer From:
Customer To: ZZZZZZZZ

Bank: 1200		Currency: Pound Sterling							
No	Type	A/C	Date	Ref	Details	Net	Tax	Gross	
71232	SR	SAYWELL	17/02/2021	BACS	Sales Receipt	360.00	0.00	360.00	
71233	SR	LITTLEEX	17/02/2021	BACS	Sales Receipt	1,150.50	0.00	1,150.50	
71306	SR	AGEUKWSX	24/02/2021	BACS	Sales Receipt	330.75	0.00	330.75	
71358	SR	HORNSTEP	11/03/2021	110321-02	Sales Receipt	49.50	0.00	49.50	
Totals						£	1,890.75	0.00	1,890.75