

## **RUSTINGTON PARISH COUNCIL**

### **FINANCE AND GENERAL PURPOSES ADVISORY GROUP**

**MINUTES:** of the (remote) Meeting held on 24 May 2021

**PRESENT:** Councillors Mrs A Cooper, A Cooper, Mrs S Partridge, D Rogers, G Tyler 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 Clerk 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. She said that the recording would be dispensed with as soon as the Minutes had been approved by the Council at its next full face-to-face Monthly Meeting.

The Clerk also reminded those present that the Advisory Group Meeting was being held in accordance with the decision made at the Annual Meeting of the Council (Minute 135/21) and any recommendations would require approval by the Clerk of the Council in line with the Temporary Scheme of Delegation, that had also been approved at the aforementioned Meeting.

The Clerk then advised the Advisory Group that the Chairman would manage the Meeting with clear instructions and requests to Members. She said that Members should indicate their desire to speak on any item, by clicking on the 'raised hand' icon in Teams. This would ensure that anyone wishing to speak on an Agenda Item was given the opportunity to do so.

#### **32/21 ELECTION OF CHAIRMAN**

It was proposed and seconded that Councillor Tyler be elected Chairman of the Advisory Group for the ensuing year.

The Advisory Group RESOLVED that Councillor Tyler be elected Chairman of the Advisory Group for the ensuing year.

#### **33/21 ELECTION OF VICE-CHAIRMAN**

It was proposed and seconded that Councillor Warren be elected Vice-Chairman of the Advisory Group for the ensuing year.

The Advisory Group RESOLVED that Councillor Warren be elected Vice-Chairman of the Advisory Group for the ensuing year.

#### **34/21 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bennett (Work Commitment), Mrs Broomfield (Holiday), Broomfield (Holiday) and Clayden (Other Associated Business). These apologies were accepted by the Advisory Group.

#### **35/21 DECLARATIONS OF INTEREST**

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 38/21. 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.

**36/21**            **MINUTES**

The Minutes of the Meeting held on 26 April 2021 were signed by the Chairman as a correct record.

**37/21**            **RECONCILED BANK BALANCES AS AT 30 APRIL 2021**

The Advisory Group NOTED the Council's Reconciled Bank Balances as at 30 April 2021, as verified by Councillor Warren, in his capacity as Vice-Chairman of the Advisory Group.

A copy of the Reconciled Bank Balances is attached and forms a part of these Minutes.

*(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)*

**38/21**            **PAYMENT OF ACCOUNTS**

The Advisory Group retrospectively APPROVED the payment of the Monthly Accounts in accordance with the Temporary Scheme of Delegation, APPROVED by the full Council at its Annual Meeting on 5 May 2021 (Minute 135/21 refers).

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

**39/21**            **MONTHLY BUDGET REPORT**

**(a)**    **2020/2021 Final Monthly Budget Report to 31 March 2021**

The Chairman reminded Members that the 2020/2021 Final Monthly Budget Report to 31 March 2021 had been previously circulated to all Members.

Following a brief discussion, during which the Advisory Group was pleased to NOTE that the Audited End of Year figures showed only a slight overspend on the Revised Budget of £4,275.82, it was AGREED that no further action needed to be taken in this regard.

The Advisory Group expressed its thanks and appreciation to the members of personnel involved with the Council's Financial Operation, for all of their hard work and efforts in this regard.

**(b)**    **Monthly Budget Report to 13 May 2021**

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

**40/21**            **INTERNAL AUDIT 2020/2021**

The Advisory Group considered the Final Internal Audit Report for the year ended 31 March 2021, received from Rachel Hall of R S Hall & Co.

In concluding her Report, Ms Hall had commented as follows:-

*'In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any material respect that the regulatory requirements have not been complied with. Finance Manager (inc RFO) is extremely proficient and thorough, good systems and internal controls are in place to ensure the correct documentation and recording of income and expenditure.'*

Following a brief discussion, the Advisory Group NOTED the Final Internal Audit Report for the year ended 31 March 2021, and RECOMMENDED that no further action was required in this connection.

**This recommendation was APPROVED by the Clerk in accordance with the Temporary Scheme of Delegation.**

**41/21            PLANNING ADVISORY GROUP**

The Clerk reported that Councillor Bennett had expressed his desire to become a Member of the Planning Advisory Group, as he was no longer Chairman of the Arun District Council's Planning Committee. She said that Councillor Mrs Gregory had offered to relinquish her membership of the Advisory Group, to give Councillor Bennett the opportunity to, once again, serve as a Member of that Group.

The Advisory Group RECOMMENDED that Councillor Bennett be appointed to the Planning Advisory Group with immediate effect to replace Councillor Mrs Gregory.

**This recommendation was APPROVED by the Clerk in accordance with the Temporary Scheme of Delegation.**

**42/21            CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION**

The Clerk informed the Advisory Group that Mrs Harris had recently obtained the CiLCA Qualification.

The Advisory Group congratulated Mrs Harris on this excellent and most impressive achievement.

**43/21            EXCLUSION OF THE PUBLIC AND PRESS**

The Advisory Group, 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.

**44/21            PERSONNEL SUB-GROUP**

The Clerk referred to Minute 31/21 and said that as no changes had been made to the current National Restrictions since the last Meeting, the Council's operation was continuing as previously detailed.

The Advisory Group then considered the Report of the Personnel Sub-Group Meeting held on 10 May 2021 and, following a brief discussion, agreed to support the Recommendations contained therein.

**The Clerk then APPROVED all of the Recommendations contained in the aforementioned Report, in accordance with the Temporary Scheme of Delegation.**

**Chairman: ..... Date: .....**

# Rustington Parish Council

## Reconciled Bank Balances as at 30 April 2021

<b>NatWest Bank:-</b>		
Current Account	£ 11,275.00	
Imprest Account	£ 519.20	
Reserve Accounts:		
General Fund	£ 387,042.03	
35-Day Notice	£ 41,034.95	
95-Day Notice	£ 100,206.59	
Museum Reserve	£ 2,738.30	
Plant Equipment Renewal	£ 1,022.40	
Capital Accounts:		
Opportunity and Special Purchases	£ 1,468.07	
<b>CCLA:</b>		
Capital Account:		
Public Sector Deposit Fund	£ 100,000.00	
<i>Monthly Dividends Credited from PSDA into Nationwide Account</i>		
<b>Nationwide Building Society:</b>		
Capital Account:		
35-Day Saver	£ 103,155.63	
<b>Thomas Ashley Charity Account</b>	£ 191.54	
<b>Petty Cash</b>	£ 160.00	
	<b>Total in Accounts</b>	<b>£ 748,813.71</b>
	<b>Un-Reconciled Payments</b>	<b>£ 7,788.13</b>
	<b>Grand Total</b>	<b>£ 741,025.58</b>

Checked against Bank Statements

07-May-21

Councillor P Warren (FGP)

*P. D. Warren*

# Rustington Parish Council

## **MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL**

24 May 2021

Date: 21/04/2021  
Time: 14:56:57

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

Page: 1

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

Supplier From:  
Supplier To: ZZZZZZZZ  
Transaction From: 71,728  
Transaction To: 99,999,999

Date From: 01/04/2021  
Date To: 30/04/2021

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>
71728	PI	17/04/2021	15570	Security Charges	1,140.76	1,140.76
<b>Total:</b>						<u>1,140.76</u>

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>
71739	PI	06/04/2021	15529	Stationery	269.06	269.06
71740	PI	12/04/2021	15530	Laminator - Office	89.99	89.99
<b>Total:</b>						<u>359.05</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>
71741	PI	06/04/2021	15531	Supply/Fit x12 LED Panels - JdeB - W.Centre	1,785.00	1,785.00
71747	PI	13/04/2021	15532	PAT Testing - All Areas	1,200.00	1,200.00
<b>Total:</b>						<u>2,985.00</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>
71751	PI	09/04/2021	15535	Copier/Printer Rental to 31-Jul - Office	273.55	273.55
71752	PI	09/04/2021	15534	Copier/Printer Rental to 31-Jul - 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>
71743	PI	11/04/2021	15533	Spam Service Renewal etc	1,120.00	1,120.00
71745	PI	11/04/2021	15533	Domain Name Renewal - Museum	225.00	225.00
<b>Total:</b>						<u>1,345.00</u>

A/C: EBUYER. Name: Ebuyer UK Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71753	PI	14/04/2021	15536	LG Monitor - Office (CH)	136.60	136.60
<b>Total:</b>						<u>136.60</u>

A/C: EDMEND Name: Edmends Lead Roofing

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71754	PI	01/04/2021	15537	Continuation of Roof Repairs, Inc Parts - Y.Centre	2,120.00	2,120.00
<b>Total:</b>						<u>2,120.00</u>

A/C: HOLTPUB Name: Holt Publishing Limited

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71755	PI	07/04/2021	15528	Advertising - All About Mags - SSF	950.40	950.40
<b>Total:</b>						<u>950.40</u>

Date: 21/04/2021  
Time: 14:56:57

**Rustington Parish Council**

Page: 2

**Supplier Invoices Paid**

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

A/C: INITIALW Name: Rentokil Initial UK

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71756	PI	01/04/2021	15538	Safety Mats to 15-Jul	257.57	257.57
					<b>Total:</b>	<u>257.57</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>
71758	PI	03/04/2021	15539	Online Services - Office 365	3,835.20	3,835.20
					<b>Total:</b>	<u>3,835.20</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>
71762	PI	01/04/2021	15541	Sani Dispos/Saniwipe/Air Fresh/Hand Sani -	873.79	873.79
71763	PI	01/04/2021	15542	Sani Disposal/Air Fresh/Hand Sani - Y.Centre	673.94	673.94
71764	PI	01/04/2021	15540	Sani Dispos/Saniwipe/Air Fresh/Hand Sani - Museum	743.40	743.40
					<b>Total:</b>	<u>2,291.13</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>
71767	PI	22/04/2021	15544	Contract Cleaning - 28-Feb to 28-Mar - W.Centre	278.40	278.40
71768	PI	22/04/2021	15545	Machine Scrub & Clean VMH Floor x2 - Mar	132.00	132.00
					<b>Total:</b>	<u>410.40</u>

A/C: SOUTHHD Name: South Downs Clearance

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71766	PI	16/04/2021	15543	Clear Overloaded Skips - Penfold Allots	230.00	230.00
					<b>Total:</b>	<u>230.00</u>

A/C: STOREPR Name: Store Property Investments Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71769	PI	15/04/2021	15546	Building Insurance - SWC	753.84	753.84
					<b>Total:</b>	<u>753.84</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>
71771	PI	08/04/2021	15547	Bolt Cutters & Padlock - W.Road Allots	47.98	47.98
71772	PI	14/04/2021	15548	Tapes & Cable Ties - SWC	32.39	32.39
					<b>Total:</b>	<u>80.37</u>

A/C: WOODHO Name: Woodhouse Environmental Services Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71773	PI	20/04/2021	15549	Maintenance of Air Conditioning Units - SWC	490.85	490.85
					<b>Total:</b>	<u>490.85</u>

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>
71775	PI	01/04/2021	15550	Subscription Fee - Apr-21	11.94	11.94
					<b>Total:</b>	<u>11.94</u>

Date: 21/04/2021  
Time: 14:56:57

**Rustington Parish Council**

Page: 3

**Supplier Invoices Paid**

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

A/C: WSALC Name: West Sussex ALC Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
71776	PI	01/04/2021	15551	WSALC/NALC Subscriptions - 2021-22	2,621.33	2,621.33
					<b>Total:</b>	<u>2,621.33</u>
					<b>Grand Total</b>	<u>20,358.57</u>

Date: 26/04/2021  
Time: 12:16:42

**Rustington Parish Council**

**Supplier Invoices Paid**

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

Supplier From:  
Supplier To: ZZZZZZZZ  
Transaction From: 71,936  
Transaction To: 99,999,999

Date From: 01/04/2021  
Date To: 30/04/2021

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>
71945	PI	21/04/2021	15572	Operational Inspection - Rec.Ground Equipment	136.80	136.80
					<b>Total:</b>	<u>136.80</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>
71936	PI	22/04/2021	15571	Various Tasks for Apr - inc. Clean Seafront/Bus	690.00	690.00
					<b>Total:</b>	<u>690.00</u>
					<b>Grand Total</b>	<u>826.80</u>



Date: 30/04/2021  
Time: 13:55:59

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

Page: 4

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

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

Date From: 01/04/2021  
Date To: 30/04/2021

A/C: DTECTFI Name: D-TECT Fire & Security

No	Type	Date	Ref	Details	Amount	Outstanding
71975	PI	27/04/2021	15573	Fire Alarm & Emerg. Lighting Maintenance -	449.28	449.28
71976	PI	27/04/2021	15574	Fire Alarm & Emerg. Lighting Maintenance -	349.44	349.44
71977	PI	27/04/2021	15575	Fire Alarm Annual Monitoring Charge - Y.Centre	400.61	400.61
71978	PI	27/04/2021	15576	Emergency Lighting Maintenance - Broadmark	132.00	132.00
71979	PI	27/04/2021	15577	Emergency Lighting Maintenance - Churchill	132.00	132.00
71980	PI	27/04/2021	15578	FA & EL Maint. & Int Al Maint. & Monitoring - SWC	574.08	574.08
71982	PI	27/04/2021	15579	Fire Alarm Annual Monitoring Charge - SWC	400.61	400.61
<b>Total:</b>						<u>2,438.02</u>

A/C: PAINEM Name: Paine Manwaring Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
71984	PI	24/04/2021	15580	Annual Boiler Service - W.Centre	280.80	280.80
71985	PI	24/04/2021	15581	Annual Boiler Service - Y.Centre	93.60	93.60
71986	PI	26/04/2021	15582	Remove/Supply/Install Thermostats - W.Centre	717.79	717.79
<b>Total:</b>						<u>1,092.19</u>

A/C: PHSGRO Name: PHS Group

No	Type	Date	Ref	Details	Amount	Outstanding
71987	PI	01/04/2021	15583	Sanitizer/Soap Dispenser - Office	1,764.96	1,764.96
71988	PI	01/04/2021	15584	Sani Dispos/Saniwipe/Air Fresheners - W.Centre	523.86	523.86
71989	PI	01/04/2021	15585	Sani Dispos/Saniwipe/Air Fresheners - Broadmark	409.97	409.97
71990	PI	01/04/2021	15586	Sani Dispos/Saniwipe/Air Fresh/Soap Disp -	1,916.42	1,916.42
<b>Total:</b>						<u>4,615.21</u>

A/C: TRADEU Name: Trade UK

No	Type	Date	Ref	Details	Amount	Outstanding
71991	PI	28/04/2021	15587	Cones - Rec.Ground (x20)	119.96	119.96
<b>Total:</b>						<u>119.96</u>

A/C: VORTEX Name: Vortex Designs Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
71992	PI	28/04/2021	15588	Staff Uniform	347.88	347.88
<b>Total:</b>						<u>347.88</u>
<b>Grand Total</b>						<u>8,613.26</u>

Date: 12/05/2021  
Time: 17:54:41

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

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

Supplier From:  
Supplier To: ZZZZZZZZ  
Transaction From: 72,137  
Transaction To: 99,999,999

Date From: 01/04/2021  
Date To: 30/05/2021

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>
72141	PI	26/04/2021	15592	Annual Licencing Fee - W.Centre	180.00	180.00
					<b>Total:</b>	<u>180.00</u>

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>
72137	PI	04/05/2021	15589	Stationery	169.19	169.19
					<b>Total:</b>	<u>169.19</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>
72138	PC	01/04/2021	15590	Underspend on Activities - Jan-Mar	120.00	-120.00
72139	PI	10/05/2021	15591	Youth Worker & Support Worker- Snr Y.Club -	1,543.10	1,543.10
					<b>Total:</b>	<u>1,423.10</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>
72142	PI	03/05/2021	15593	Clean Fans - W.Centre, Public Toilets & Offices	150.00	150.00
					<b>Total:</b>	<u>150.00</u>

A/C: BIFFA Name: Biffa Waste Services Limited

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
72145	PI	05/05/2021	15594	Public Toilet Cleansing Contract - Apr - inc T.Rolls	3,051.18	3,051.18
					<b>Total:</b>	<u>3,051.18</u>

A/C: BREWER Name: Brewers Decorator Centres

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
72147	PI	30/04/2021	15595	Sadolin - Beach Shelter & Seats	155.88	155.88
					<b>Total:</b>	<u>155.88</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>
72149	PI	15/04/2021	15597	Photocopy/Printing to 30-Apr - Office	251.00	251.00
72150	PI	15/04/2021	15596	Photocopy/Printing to 13-Apr - SWC	10.92	10.92
					<b>Total:</b>	<u>261.92</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>
72151	PI	30/04/2021	15598	Contribution to No. 12 Bus Route - Apr	2,583.33	2,583.33
					<b>Total:</b>	<u>2,583.33</u>

A/C: DTECTFI Name: D-TECT Fire & Security

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
72152	PI	27/04/2021	15599	Fire Alarm Annual Monitoring Charge - W.Centre	400.61	400.61
					<b>Total:</b>	<u>400.61</u>

Date: 12/05/2021  
Time: 17:54:41

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

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

A/C: EBUYER. Name: Ebuyer UK Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
72153	PI	06/05/2021	15600	Apple iPad (8th Gen) - Councillors (KC)	329.98	329.98
<b>Total:</b>						<u>329.98</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>
72204	PI	23/04/2021	15601	Plumbing Materials - Gents Toilets - Y.Centre	43.92	43.92
72205	PI	23/04/2021	15602	Double Socket - Gents Toilet - Y.Centre	4.30	4.30
<b>Total:</b>						<u>48.22</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>
72156	PI	30/04/2021	15603	Wheelie Bins - W.Centre/Y.Centre	158.86	158.86
72158	PI	30/04/2021	15604	Wheelie Bins - Rec.Ground	121.10	121.10
72159	PI	30/04/2021	15605	Wheelie Bins - SWC/Museum	39.16	39.16
<b>Total:</b>						<u>319.12</u>

A/C: ONESTOP Name: One Stop Promotions Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
72161	PI	19/04/2021	15606	x2 Rustington Flags	105.60	105.60
<b>Total:</b>						<u>105.60</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>
72162	PI	30/04/2021	15607	Skip Hire - Allots - CA & PL	834.00	834.00
<b>Total:</b>						<u>834.00</u>

A/C: RSHALLA Name: R S Hall and Co

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
72164	PI	06/05/2021	15608	Final Internal Audit to 31-Mar-21	240.00	240.00
<b>Total:</b>						<u>240.00</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>
72165	PI	06/05/2021	15609	Contract Cleaning - 28-Mar to 25-Apr	278.40	278.40
72166	PI	06/05/2021	15610	Machine Scrub & Clean VMH Floor x2 - Apr	132.00	132.00
<b>Total:</b>						<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>
72167	PI	01/05/2021	15611	Cleansing Materials	111.18	111.18
<b>Total:</b>						<u>111.18</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>
72171	PI	04/05/2021	15612	Face Shield & Backpack Pressure Sprayer -	24.98	24.98
<b>Total:</b>						<u>24.98</u>

Date: 12/05/2021  
Time: 17:54:41

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

Page: 7

*(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>
72172	PI	01/05/2021	15613	Subscription Fee - May-21	11.94	11.94
					<b>Total:</b>	<u>11.94</u>
					<b>Grand Total</b>	<u>10.810.63</u>

Date: 21/04/2021

Time: 16:10:28

**Rustington Parish Council**

Page: 8

**Current Account - Recommended Payments/Payments Made**Date From: 01/04/2021  
Date To: 30/04/2021Bank From: 1200  
Bank To: 1200Transaction From: 71,779  
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
71779	BP	7310	21/04/2021	15552 - BACS	CPRE - Annual Membership	36.00	0.00	36.00
71780	BP	6104	21/04/2021	15553 - BACS	Parochial Church Council of R'ton - Grant Aid	750.00	0.00	750.00
71781	BP	6103	21/04/2021	15554 - BACS	Arun & Chichester CAB - Grant Aid	1,000.00	0.00	1,000.00
71782	BP	6105	21/04/2021	15555 - BACS	WSCC Angmering School - Small Holdings Project	2,500.00	0.00	2,500.00
71783	BP	2103	12/04/2021	15556 -	L.Johnson - Deposit Refund - W.Centre	200.00	0.00	200.00
71784	BP	7202	21/04/2021	15557 - BACS	Business Stream - Water - Churchill Toilets to	280.73	0.00	280.73
71785	BP	7300	15/04/2021	DD - 15558 (...)	BT - Office Mobile (Emergency Phone)	5.45	1.09	6.54
71786	BP	7300	15/04/2021	DD - 15558 (...)	BT - LAA Officer Mobile	5.45	1.09	6.54
71787	BP	7202	02/04/2021	DD - 15559 (...)	Business Stream - Water - Broadmark Toilets to	80.68	0.00	80.68
71788	BP	7202	06/04/2021	DD - 15560 (...)	Business Stream - Water - The Street Toilets to	64.44	0.00	64.44
71789	BP	7202	06/04/2021	DD - 15569 (...)	Business Stream - Water - W.Centre to 19-Mar - Est	441.36	0.00	441.36
71790	BP	7202	02/04/2021	DD - 15561 (...)	Business Stream - Water - Y.Centre to 18-Mar - Est	101.83	0.00	101.83
71791	BP	7202	06/04/2021	DD - 15562 (...)	Business Stream - Water - SWC to 12-Mar - Est	43.49	0.00	43.49
71792	BP	7202	06/04/2021	DD - 15562 (...)	Business Stream - Water - SWC to 12-Mar - Est	43.48	0.00	43.48
71793	BP	7321	01/04/2021	DD - 15563	Sage - Finance Support Package	321.50	64.30	385.80
71794	BP	7130	20/04/2021	DD - 15567	WorldPay - Monthly Transactions Fee for Sep (65%)	9.25	0.00	9.25
71795	BP	7130	20/04/2021	DD - 15567	WorldPay - Monthly Transactions Fee for Sep (25%)	4.25	0.00	4.25
71796	BP	7130	20/04/2021	DD - 15567	WorldPay - Monthly Transactions Fee for Sep (10%)	1.50	0.00	1.50
71797	BP	7130	20/04/2021	DD - 15567	WorldPay - Monthly Payment Approvals	0.09	0.02	0.11
71802	BP	7203	01/04/2021	DD - 15564	SSE - Electric - W.Centre - to 05-Mar - Acc	749.95	149.99	899.94
71803	BP	7203	01/04/2021	DD - 15565C	SSE - Electric - Y.Centre - to 05-Mar - Est	246.14	12.30	258.44
71804	BP	7203	01/04/2021	DD - 15565D	SSE - Electric - Y.Centre - to 05-Mar - Est	345.74	17.28	363.02
71805	BP	7203	01/04/2021	DD - 15565E	SSE - Electric - Y.Centre - to 05-Mar - Est	412.15	20.60	432.75
71808	BP	7204	20/04/2021	DD - 15566 (...)	Total Gas & Power - Gas - W.Centre - R1 to 31-Mar	585.68	117.13	702.81
71809	BP	7204	20/04/2021	DD - 15566 (...)	Total Gas & Power - Gas - W.Centre - R2 to 31-Mar	111.32	22.26	133.58
71810	BP	7204	20/04/2021	DD - 15566 (...)	Total Gas & Power - Gas - Y.Centre to 31-Mar	169.31	33.86	203.17
71811	BP	7303	14/04/2021	DD - 15568 -	Staff Purchases (TBR)	21.49	0.00	21.49
71812	BP	7300	14/04/2021	DD - 15568 -	Vodafone - Mobile Top Up (BP)	9.00	0.00	9.00
71813	BP	7300	14/04/2021	DD - 15568 -	Vodafone - Mobile Top Up (BP)	8.00	0.00	8.00
71814	BP	7300	14/04/2021	DD - 15568 -	Vodafone - Mobile Top Up (BP)	8.00	0.00	8.00
71815	BP	7320	14/04/2021	DD - 15568 -	Amazon (DLM Direct) - Stationery	7.90	1.59	9.49
71816	BP	7320	14/04/2021	DD - 15568 -	Amazon (DLM Direct) - Stationery	6.69	1.34	8.03
71817	BP	7310	01/04/2021	DD-TV	TV Licence - Youth Centre	13.37	0.00	13.37
71818	BP	7201	15/04/2021	DD - ADC	ADC - Rates - Churchill Toilets	303.00	0.00	303.00
71819	BP	7201	16/04/2021	DD - ADC	ADC - Rates - The Street Toilets	48.11	0.00	48.11
71820	BP	7321	18/04/2021	DD-Sage	Sage - People Manager	56.70	11.34	68.04
71821	BP	7201	24/04/2021	DD - ADC	ADC - Rates - The Woodlands Centre	613.75	0.00	613.75
71822	BP	7201	25/04/2021	DD - ADC	ADC - Rates - R'ton Youth Centre	420.60	0.00	420.60
71823	BP	7201	26/04/2021	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	134.35	0.00	134.35
71824	BP	7201	26/04/2021	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	134.35	0.00	134.35
<b>Totals</b>						<b>£</b>		
						<u>10,295.10</u>	<u>454.19</u>	<u>10,749.29</u>

Date: 26/04/2021

**Rustington Parish Council**

Page: 9

Time: 12:27:50

**Current Account - Recommended Payments/Payments Made**Date From: 01/04/2021  
Date To: 30/04/2021Bank From: 1200  
Bank To: 1200Transaction From: 71,946  
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
71946	BP	7106	26/04/2021	15569 - BACS	N.Cook (Next) - Staff Uniform	18.00	0.00	18.00
<b>Totals</b>						<b>£ 18.00</b>	<b>0.00</b>	<b>18.00</b>

Date: 12/05/2021

**Rustington Parish Council**

Time: 18:06:22

**Current Account - Recommended Payments/Payments Made**Date From: 01/05/2021  
Date To: 30/05/2021Bank From: 1200  
Bank To: 1200Transaction From: 72,173  
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
72173	BP	7401	11/05/2021	15614 - BACS	Surf 50 - Zoom Subscription - RCT&C - S106	119.90	23.98	143.88
72174	BP	7300	15/05/2021	DD - 15615 (...)	BT - LAA Officer Mobile	5.45	1.09	6.54
72175	BP	7300	15/05/2021	DD - 15615 (...)	BT - Office Mobile (Emergency Phone)	5.45	1.09	6.54
72176	BP	7204	19/05/2021	DD - 15616 (...)	Total Gas & Power - Gas - W.Centre - R1 to 30-Apr	506.63	101.33	607.96
72177	BP	7204	19/05/2021	DD - 15616 (...)	Total Gas & Power - Gas - W.Centre - R2 to 30-Apr	98.09	19.62	117.71
72178	BP	7204	19/05/2021	DD - 15616 (...)	Total Gas & Power - Gas - Y.Centre to 30-Apr	150.74	30.14	180.88
72179	BP	7321	01/05/2021	DD - 15620	Sage - Finance Support Package	321.50	64.30	385.80
72180	BP	7130	20/05/2021	DD - 15617	WorldPay - Monthly Transactions Fee for Apr (65%)	9.75	0.00	9.75
72181	BP	7130	20/05/2021	DD - 15617	WorldPay - Monthly Transactions Fee for Apr (25%)	3.75	0.00	3.75
72182	BP	7130	20/05/2021	DD - 15617	WorldPay - Monthly Transactions Fee for Apr (10%)	1.50	0.00	1.50
72183	BP	7130	20/05/2021	DD - 15617	WorldPay - Monthly Payment Approvals	0.09	0.02	0.11
72184	BP	7130	20/05/2021	DD - 15617	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80
72185	BP	6231	14/05/2021	DD - 15619 -	Red 17 Ltd - Lockable Frames - Loo of the Year	46.95	9.39	56.34
72186	BP	7206	14/05/2021	DD - 15618 -	Amazon (Aquarius F&S) - Fire Safety Log Book -	3.67	0.74	4.41
72187	BP	7206	14/05/2021	DD - 15618 -	Amazon (Aquarius F&S) - Fire Safety Log Book -	3.67	0.74	4.41
72188	BP	7206	14/05/2021	DD - 15618 -	Amazon (Aquarius F&S) - Fire Safety Log Book -	1.84	0.37	2.21
72189	BP	7206	14/05/2021	DD - 15618 -	Amazon (Aquarius F&S) - Fire Safety Log Book -	1.83	0.37	2.20
72190	BP	7324	14/05/2021	DD - 15618 -	Amazon (Got the Lot) - Antibacterial Wipes - Office	11.65	2.34	13.99
72191	BP	7324	14/05/2021	DD - 15618 -	Amazon (Got the Lot) - Antibacterial Wipes -	5.82	1.16	6.98
72192	BP	7324	14/05/2021	DD - 15618 -	Amazon (Got the Lot) - Antibacterial Wipes - SWC	5.82	1.16	6.98
72193	BP	7324	14/05/2021	DD - 15618 -	Amazon (K-Mart) - Disposable Face Masks - Office	7.61	1.52	9.13
72194	BP	7324	14/05/2021	DD - 15618 -	Amazon (K-Mart) - Disposable Face Masks -	3.80	0.76	4.56
72195	BP	7324	14/05/2021	DD - 15618 -	Amazon (K-Mart) - Disposable Face Masks - SWC	3.80	0.76	4.56
72196	BP	7324	14/05/2021	DD - 15618 -	Hidden Disability Sunflower - Business Starter Pack	212.50	42.50	255.00
72197	BP	7303	14/05/2021	DD - 15618 -	Hampshire Flags - x5 National Flags, x3 West Sx	415.96	83.19	499.15
72198	BP	7206	14/05/2021	DD - 15618 -	Premier Catering - x2 Water Filters - SWC.	85.80	17.16	102.96
72199	BP	7321	14/05/2021	DD - 15618 -	HP Inc UK - x2 HP USB Keyboards	30.00	6.00	36.00
72200	BP	6012	14/05/2021	DD - 15618 -	Cut My Plastic - Acrylic Sheet - Noticeboard	60.70	12.14	72.84
72201	BP	7106	14/05/2021	DD - 15618 -	M&S - Staff Uniform - Trouser Suit (JC)	43.75	8.75	52.50
72202	BP	7106	14/05/2021	DD - 15618 -	M&S - Staff Uniform - Trouser Suit (JC)	14.58	2.92	17.50
<b>Totals</b>						<b>£ 2,186.60</b>	<b>434.34</b>	<b>2,620.94</b>

**Reconciled Bank Balances as at 30 April 2021**

<b>NatWest Bank:-</b>		
Current Account	£ 11,275.00	
Imprest Account	£ 519.20	
<b>Reserve Accounts:</b>		
General Fund	£ 387,042.03	
35-Day Notice	£ 41,034.95	
95-Day Notice	£ 100,206.59	
Museum Reserve	£ 2,738.30	
Plant Equipment Renewal	£ 1,022.40	
<b>Capital Accounts:</b>		
Opportunity and Special Purchases	£ 1,468.07	
<b>CCLA:</b>		
Capital Account:		
Public Sector Deposit Fund	£ 100,000.00	
<i>Monthly Dividends Credited from PSDA into Nationwide Account</i>		
<b>Nationwide Building Society:</b>		
Capital Account:		
35-Day Saver	£ 103,155.63	
Thomas Ashley Charity Account	£ 191.54	
Petty Cash	£ 160.00	
	<b>Total in Accounts</b>	<b>£ 748,813.71</b>
	<b>Un-Reconciled Payments</b>	<b>£ 7,788.13</b>
	<b>Grand Total</b>	<b>£ 741,025.58</b>

**Rustington Parish Council**  
**Bank Payment Summary - 25 April 2021**

Salaries (Gross) - Employees	22,202.37
Employers - N.I.	1,863.97
Employers - Superann.	2,457.35
Total Employers Liabilities	<u>26,523.69</u>
Councillor / Chairman Allowances	<u>-</u>
Total Liabilities	<u>26,523.69</u>

Date: 13/05/2021  
Time: 14:40:07

**Rustington Parish Council**  
**Imprest Account - Payments Made**

Page: 11

Date From: 12/03/2021  
Date To: 13/05/2021

Bank From: 1201  
Bank To: 1201

Transaction From: 71,966  
Transaction To: 71,974

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	
71966	BP	4043	14	01/04/2021	7414	S.Fuller - Rent Refund - Allots - 16/23C CA	13.30	0.00	13.30	
71967	BP	2102	15	01/04/2021	7415	J.Gilbert - Deposit Refund - Allots - 15/15A PL	100.00	0.00	100.00	
71968	BP	4043	15	01/04/2021	7415	J.Gilbert - Rent Refund - Allots - 15/15A PL	55.69	0.00	55.69	
71969	BP	2102	15	01/04/2021	7416	M.Jenkins - Deposit Refund - Allots - 2 PL	50.00	0.00	50.00	
71970	BP	4043	15	01/04/2021	7417	C Sharpe (Deceased) - Rent Refund - Allots - 30 PL	33.75	0.00	33.75	
71971	BP	2102	14	16/04/2021	7418	A.Kelly - Deposit Refund - Allots - 6A CA	50.00	0.00	50.00	
71972	BP	4043	14	16/04/2021	7418	A.Kelly - Rent Refund - Allots - 6A CA	29.91	0.00	29.91	
71973	BP	2102	14	16/04/2021	7419	A.Hammond - Deposit Refund - Allots - 16 CA	50.00	0.00	50.00	
71974	BP	4043	14	16/04/2021	7419	A.Hammond - Rent Refund - Allots - 16 CA	29.91	0.00	29.91	
<b>Totals</b>							<b>£</b>	<b>412.56</b>	<b>0.00</b>	<b>412.56</b>



Date: 13/05/2021  
Time: 14:37:02

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

Page: 12

Date From: 15/04/2021  
Date To: 13/05/2021  
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	
71997	BR	2102	30/04/2021	102070	P.Revell - Deposit - Allots - 16 CA	50.00	0.00	50.00	
71998	BR	4043	30/04/2021	102070	P.Revell - Rent - Allots - 16 CA	29.91	0.00	29.91	
71999	BR	2102	30/04/2021	102070	F.Gale - Deposit - Allots - 15/15A PL	50.00	0.00	50.00	
72000	BR	4043	30/04/2021	102070	F.Gale - Rent - Allots - 15/15A PL	19.93	0.00	19.93	
72040	BR	2102	15/04/2021	BACS	C.Martin - Deposit - Allots - 6A CA	50.00	0.00	50.00	
72041	BR	4043	15/04/2021	BACS	C.Martin - Rents - Allots - 6A CA	29.91	0.00	29.91	
72042	BR	2102	19/04/2021	BACS	Sx Ltd Babyballet - Deposit - W.Centre -	50.00	0.00	50.00	
72043	BR	7201	29/04/2021	BACS	ADC - The Street Toilets - Credit of DD	48.11	0.00	48.11	
72046	BR	2202	29/04/2021	BACS	HMRC - VAT Refund - 01-Jan-21 to	1,625.60	0.00	1,625.60	
72243	BR	2102	04/05/2021	BACS	D.Baldwin - Deposit - Allots - 8 PL	50.00	0.00	50.00	
72244	BR	4043	04/05/2021	BACS	D.Baldwin - Rent - Allots - 8 PL	29.91	0.00	29.91	
72245	BR	2102	10/05/2021	BACS	C.Gordon - Deposit - Allots - 30 PL	50.00	0.00	50.00	
72246	BR	4043	10/05/2021	BACS	C.Gordon - Rent - Allots - 30 PL	29.00	0.00	29.00	
<b>Totals</b>						<b>£</b>	<b>2,112.37</b>	<b>0.00</b>	<b>2,112.37</b>

Date: 13/05/2021  
Time: 14:35:40

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

Date From: 17/04/2021  
Date To: 13/05/2021  
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	
71995	SR	HORNSTEP	30/04/2021	102070	Sales Receipt	99.00	0.00	99.00	
71996	SR	GUIDES2	30/04/2021	102070	Sales Receipt	931.50	0.00	931.50	
72044	SR	LITTLEEX	26/04/2021	BACS	Sales Receipt	649.00	0.00	649.00	
72045	SR	THEATREA	27/04/2021	BACS	Sales Receipt	159.00	0.00	159.00	
72239	SR	BABYBALL	04/05/2021	BACS	Sales Receipt	99.00	0.00	99.00	
72240	SR	ARUNDC	07/05/2021	BACS	Sales Receipt	4,869.20	0.00	4,869.20	
72241	SR	AGEUKWSX	10/05/2021	BACS	Sales Receipt	330.75	0.00	330.75	
72242	SA	TATERON	05/05/2021	Card Payment	Payment on Account	159.00	0.00	159.00	
<b>Totals</b>						<b>£</b>	<b>7,296.45</b>	<b>0.00</b>	<b>7,296.45</b>