

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 26 July 2021

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

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

The Chairman welcomed the Committee to its first face-to-face Meeting since 24 February 2020.

He reminded those present that capacity in the Village Memorial Hall was currently limited due to the ongoing Government Covid-19 guidance on social distancing and, therefore, attendance by Members of the Public had to be booked in advance. He said that the Clerk had advised him that no such requests had been received.

The Clerk then reminded Members that amended Conditions of Attendance for Members and Officers at the Meeting had been previously circulated, a copy of which is attached and forms a part of these Minutes.

55/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Work Commitment), Cooper (Other Associated Business) and Warren (Personal). These apologies were accepted by the Committee.

56/21 DECLARATIONS OF INTEREST

Councillor Clayden declared a personal interest in Minute 60/21. He remained in the Meeting during consideration of this item and took part in the discussion but abstained from voting thereon.

57/21 MINUTES

The Minutes of the Meeting held on 29 June 2021 were signed by the Chairman as a correct record.

58/21 PAYMENT OF ACCOUNTS

The Committee 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) and subsequently extended at the Meeting held on 28 June 2021 (Minute 139/21 refers).

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

59/21 MONTHLY BUDGET REPORT TO 17 JUNE 2021

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

(Prior to consideration of the following item (Minute 60/21(b) refers), Councillor Clayden had declared a personal interest, as he was the Accountant for the Organisation)

60/21 **GRANT AID**

(a) **4Sight Vision Support**

The Chairman reminded the Committee of the previously circulated letter, together with supporting information, requesting Grant Aid towards funding support for its members.

The letter also stated that the Chief Executive, Nik Demetriades, would welcome the opportunity to speak at a Meeting of the Council to explain 4Sight's work in more detail and to discuss ways in which it could support more people within the Parish of Rustington.

Following a brief discussion, the Committee AGREED that, prior to any further consideration being given to this request for Grant Aid, Mr Demetriades should be invited to attend a Meeting in the foreseeable future, to explain 4Sight's work in more detail and to discuss ways in which they could give more support to Rustington residents.

(b) **Arun Community Transport**

The Chairman reminded the Committee of the previously circulated letter, together with supporting information, requesting financial assistance towards funding of a further part-time member of staff. The cost to achieve this would be £12,000.00.

Following a detailed discussion, the Committee RECOMMENDED that Grant Aid of £400.00 be awarded.

61/21 **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.

62/21 **PERSONNEL SUB-GROUP**

The Clerk referred to Minute 54/21 and said that the Council's entire Operation would be back to completely normal working with effect from 2 August 2021.

She then reported that Mrs Heather Kittle, who had been employed by the Council as the School Crossing Patrol Operative for the Rustington Community Primary School in Old Manor Road, had resigned with effect from 20 July 2021, after some 23 years in post.

She said that she had delivered a card and some gifts, on behalf of the Council, and had sent a letter thanking her for her hard work, loyalty and dedication throughout the time she had been employed by the Council.

She then advised the Committee that an email addressed to the Council and the Rustington Community Primary School had been received earlier in the day from the Area Co-ordinator (Western) Place Services - Highways, Transport and Planning, at the West Sussex County Council, as follows:-

'I visited Heather last Monday to bid her farewell after her short notice that she was retiring. I am emailing to enquire as to the situation regarding her replacement. I wasn't sure if the new Caretaker would be taking on this role or if it would be a separate person.'

She reminded the Committee that the County Council was responsible for all aspects of Mrs Kittle's terms and conditions of employment, with the exception of her salary, which had been paid by the Council.

She said that she planned to contact the County Council with a view to establishing whether it would now be prepared to assume full responsibility for this School Crossing Patrol for the future, and report back to the Committee at its next Meeting.

The Committee NOTED this information.

Chairman: **Date:**



ATTENDANCE GUIDANCE FOR MEMBERS AND OFFICERS

FOR FACE-TO-FACE MEETINGS OF THE COUNCIL/COMMITTEES

During this period of high prevalence of Covid-19 infections Members and Officers are respectively asked to take extra precautions to ensure that those participating can do so in as safe a manner as possible.

The Parish Council has in place current Risk Assessments which adhere to the following Government Guidance:

- Covid-19: Guidance for the Safe Use of Council Buildings (29 April 2021)
- Covid-19: Guidance for the Safe Use of Multi-Purpose Community Facilities (17 May 2021)
- Working Safely during Coronavirus (COVID-19): Guidance for Step 4 (14 July 2021)

In order to adhere to Covid-19 Guidance Members and Officers are asked to comply with the additional conditions of safe attendance detailed below:

- Members to use the main entrance to the Village Memorial Hall only
- To sanitise/wash hands upon arrival and exit - Hand sanitiser will be made available
- To sign in using the NHS Test and Trace App - a QR Code will be in situ at the Hall Entrance. This is no longer legally required but doing so will support the NHS Track & Trace to contact those who may have been exposed to Covid-19 so that they can book a Test
- To bring any Council papers with you
- To sit promptly in your allocated place - Name plates will be in situ. Tables and chairs will have been cleaned and sanitised prior to the Meeting. Anti-bacterial spray and paper towels will also be made available
- To avoid sharing pens, documents and other objects
- To adhere, where possible, to a social distance of 2 metres to ensure that those who are at higher risk of infection and/or an adverse outcome of infection are protected where possible
- To wear a face mask unless you are speaking during an Agenda Item
- Only a minimum amount of staff are to attend
- The Agenda and associated discussions will be kept to a minimum
- No refreshments or access to the Kitchen will be available so please bring a drink with you
- Windows and doors will be opened to aid ventilation - please bring additional layers of clothing if you feel that you may experience the cold
- If you display **COVID symptoms** with a new continuous cough or a high temperature, you are asked to **not attend** any Meetings until after a safe quarantine period has elapsed.
- To take any PPE, Council papers etc., away with you at the end of the Meeting.
- Please note the Public have the right to attend, by booking a place in advance, and that they will be subject to the same Conditions of Attendance.

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

26 July 2021

Date: 24/06/2021

Time: 10:51:48

Rustington Parish Council

Page: 1

Supplier Invoices Paid

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

Supplier From:
Supplier To: ZZZZZZZZ
Transaction From: 72,601
Transaction To: 99,999,999

Date From: 01/06/2021
Date To: 30/06/2021

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> |
|---------------|-------------|-------------|------------|------------------|---------------|--------------------|
| 72601 | PI | 17/06/2021 | 15671 | Security Charges | 1,025.00 | 1,025.00 |
| Total: | | | | | | <u>1,025.00</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> |
|---------------|-------------|-------------|------------|---------------------|---------------|--------------------|
| 72610 | PI | 18/06/2021 | 15672 | Stationery - Museum | 215.86 | 215.86 |
| Total: | | | | | | <u>215.86</u> |

A/C: JEWSON 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> |
|---------------|-------------|-------------|------------|---------------------------------|---------------|--------------------|
| 72637 | PI | 07/06/2021 | 15679 | Various Hardware - Public Seats | 11.80 | 11.80 |
| Total: | | | | | | <u>11.80</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> |
|---------------|-------------|-------------|------------|---|---------------|--------------------|
| 72611 | PI | 07/06/2021 | 15673 | Supply/Fit Fencing & Iron Railing Gate - The Street | 1,235.38 | 1,235.38 |
| 72613 | PI | 09/06/2021 | 15674 | Supply/Fit Close Board Fencing, Removing old Fence | 304.35 | 304.35 |
| 72614 | PI | 09/06/2021 | 15675 | Supply/Fit Close Board Panel to Gate, Remove old | 139.47 | 139.47 |
| Total: | | | | | | <u>1,679.20</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> |
|---------------|-------------|-------------|------------|---|---------------|--------------------|
| 72620 | PI | 22/06/2021 | 15678 | Maint/Tasks (Jun) inc. Clean Shelters (Beach & Bus) | 737.00 | 737.00 |
| Total: | | | | | | <u>737.00</u> |

A/C: SOUTHCH 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> |
|---------------|-------------|-------------|------------|--------------------------------|---------------|--------------------|
| 72615 | PI | 09/06/2021 | 15676 | Cleansing Materials - W.Centre | 257.50 | 257.50 |
| Total: | | | | | | <u>257.50</u> |

A/C: SUSSEXC Name: Sussex Communications Ltd

| <u>No</u> | <u>Type</u> | <u>Date</u> | <u>Ref</u> | <u>Details</u> | <u>Amount</u> | <u>Outstanding</u> |
|---------------|-------------|-------------|------------|-----------------|---------------|--------------------|
| 72617 | PI | 22/06/2021 | 15677 | Shopwatch Radio | 92.02 | 92.02 |
| Total: | | | | | | <u>92.02</u> |

Grand Total 4,018.38

Date: 01/07/2021

Time: 14:41:40

Rustington Parish Council

Page: 2

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: 30/04/2021
Date To: 31/07/2021

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> |
|---------------|-------------|-------------|------------|---|---------------|--------------------|
| 72724 | PI | 28/06/2021 | 15684 | Rubbish Clearance after Travellers - WPSF | 1,140.00 | 1,140.00 |
| Total: | | | | | | <u>1,140.00</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> |
|---------------|-------------|-------------|------------|-------------------------------------|---------------|--------------------|
| 72725 | PI | 30/04/2021 | 15685 | Maintenance & Floral Contract - Apr | 4,209.94 | 4,209.94 |
| 72726 | PI | 30/05/2021 | 15686 | Maintenance & Floral Contract - May | 4,209.94 | 4,209.94 |
| 72727 | PI | 30/06/2021 | 15687 | Maintenance & Floral Contract - Jun | 4,209.94 | 4,209.94 |
| Total: | | | | | | <u>12,629.82</u> |

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> |
|---------------|-------------|-------------|------------|-----------------------|---------------|--------------------|
| 72728 | PI | 28/06/2021 | 15688 | Safety Mats to 15-Oct | 257.57 | 257.57 |
| Total: | | | | | | <u>257.57</u> |

A/C: MULBER Name: Mulberry & Co

| <u>No</u> | <u>Type</u> | <u>Date</u> | <u>Ref</u> | <u>Details</u> | <u>Amount</u> | <u>Outstanding</u> |
|---------------|-------------|-------------|------------|---|---------------|--------------------|
| 72730 | PI | 30/06/2021 | 15689 | Training Courses inc Data Protection (CH) | 84.00 | 84.00 |
| Total: | | | | | | <u>84.00</u> |

A/C: NEWSPA Name: NLA Media Access Ltd

| <u>No</u> | <u>Type</u> | <u>Date</u> | <u>Ref</u> | <u>Details</u> | <u>Amount</u> | <u>Outstanding</u> |
|---------------|-------------|-------------|------------|--------------------------------|---------------|--------------------|
| 72732 | PI | 27/06/2021 | 15690 | Copyright Licence to 11-Jun-22 | 282.48 | 282.48 |
| Total: | | | | | | <u>282.48</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> |
|---------------|-------------|-------------|------------|-----------------------------|---------------|--------------------|
| 72733 | PI | 24/06/2021 | 15691 | Fuel Can & PPE - Rec.Ground | 39.43 | 39.43 |
| Total: | | | | | | <u>39.43</u> |

A/C: WALLGA Name: Wallgate Ltd

| <u>No</u> | <u>Type</u> | <u>Date</u> | <u>Ref</u> | <u>Details</u> | <u>Amount</u> | <u>Outstanding</u> |
|---------------|-------------|-------------|------------|---|---------------|--------------------|
| 72735 | PI | 24/06/2021 | 15692 | Annual Service Contract - Wallgate Units to | 2,352.00 | 2,352.00 |
| Total: | | | | | | <u>2,352.00</u> |

Grand Total 16,785.30

Date: 07/07/2021
Time: 12:05:35

Rustington Parish Council
Supplier Invoices Paid

Page: 3

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

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

Date From: 29/06/2021
Date To: 07/07/2021

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> |
|-----------|-------------|-------------|------------|---|---------------|--------------------|
| 72806 | PI | 03/07/2021 | 15700 | Attend/Clear Blockage - Churchill Toilets | 108.00 | 108.00 |
| | | | | | Total: | <u>108.00</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> |
|-----------|-------------|-------------|------------|---|---------------|--------------------|
| 72807 | PI | 05/07/2021 | 15701 | Monthly Electrical Maintenance - W.Centre | 50.00 | 50.00 |
| | | | | | Total: | <u>50.00</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> |
|-----------|-------------|-------------|------------|--|---------------|--------------------|
| 72808 | PI | 06/07/2021 | 15702 | Public Toilet Cleansing Contract - Jul - inc T.Rolls | 3,111.85 | 3,111.85 |
| | | | | | Total: | <u>3,111.85</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> |
|-----------|-------------|-------------|------------|----------------------------------|---------------|--------------------|
| 72810 | PI | 30/06/2021 | 15703 | Wheelie Bins - W.Centre/Y.Centre | 138.54 | 138.54 |
| 72812 | PI | 30/06/2021 | 15704 | Wheelie Bins - Rec.Ground | 138.18 | 138.18 |
| 72813 | PI | 30/06/2021 | 15705 | Wheelie Bins - SWC/Museum | 84.26 | 84.26 |
| | | | | | Total: | <u>360.98</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> |
|-----------|-------------|-------------|------------|---|--------------------|--------------------|
| 72815 | PI | 05/07/2021 | 15706 | Contract Cleaning - 31-May to 28-Jun - W.Centre | 1,392.00 | 1,392.00 |
| 72816 | PI | 05/07/2021 | 15707 | Machine Scrub & Clean VMH Floor x2 - Jun | 132.00 | 132.00 |
| 72817 | PI | 06/07/2021 | 15708 | Contract Cleaning - Caretaker Cover - Y.Centre | 162.00 | 162.00 |
| | | | | | Total: | <u>1,686.00</u> |
| | | | | | Grand Total | <u>5,316.83</u> |

Date: 24/06/2021
Time: 12:31:00

Rustington Parish Council
Current Account - Recommended Payments/Payments Made

Page: 4

Date From: 01/06/2021
Date To: 30/06/2021

Bank From: 1200
Bank To: 1200

Transaction From: 72,644
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 | |
| 72644 | BP | 2103 | 15/06/2021 | 15669 - BACS | E.Ball (Encore Vocal Group) - Deposit Refund - | 200.00 | 0.00 | 200.00 | |
| 72645 | BP | 2103 | 15/06/2021 | 15670 - BACS | F & P Horne (DOSH) - Deposit Refund - W.Centre | 50.00 | 0.00 | 50.00 | |
| 72646 | BP | 6011 | 24/06/2021 | 15680 - BACS | Dolphin Court (R'ton) Ltd - Annual Rent - | 425.25 | 0.00 | 425.25 | |
| 72647 | BP | 7101 | 24/06/2021 | 15682 - BACS | C.Harris - Travel Expenses - Audit Papers to/from | 8.64 | 0.00 | 8.64 | |
| 72648 | BP | 7106 | 24/06/2021 | 15682 - BACS | C.Harris (M&S) - Staff Uniform (CH) | 28.83 | 5.77 | 34.60 | |
| 72649 | BP | 5001 | 07/06/2021 | 15683 - NW1 | Amazon - Russell Hobbs - Steam Clean Mop - | 29.17 | 5.83 | 35.00 | |
| 72650 | BP | 5001 | 07/06/2021 | 15683 - NW1 | Amazon - (iTronics) - Digital Postal Scales - Office | 9.15 | 1.83 | 10.98 | |
| 72651 | BP | 7206 | 07/06/2021 | 15683 - NW1 | Amazon - (Caterspares) - x2 Lincat Water Filters - | 34.99 | 7.00 | 41.99 | |
| 72652 | BP | 6109 | 07/06/2021 | 15683 - NW1 | Staffordshire County Council - SRO Photographs - | 26.67 | 5.33 | 32.00 | |
| 72653 | BP | 7321 | 07/06/2021 | 15683 - NW1 | Amazon - Mouse Mat x5 - Office | 51.60 | 10.32 | 61.92 | |
| 72654 | BP | 7321 | 07/06/2021 | 15683 - NW1 | Amazon - Mouse Mat - SWC | 10.32 | 2.05 | 12.37 | |
| 72655 | BP | 7321 | 07/06/2021 | 15683 - NW1 | Amazon - Mouse Mat - Museum (JC) | 10.32 | 2.05 | 12.37 | |
| 72656 | BP | 7104 | 07/06/2021 | 15683 - NW1 | Digital River - Keyboard Case for iPad (KC) | 74.99 | 15.00 | 89.99 | |
| 72657 | BP | 7303 | 07/06/2021 | 15683 - NW1 | Ryman - Really Useful Box 11L - Museum | 11.61 | 2.33 | 13.94 | |
| 72658 | BP | 7303 | 07/06/2021 | 15683 - NW1 | Amazon (Daniel Beier) - Battery for Kodak Camera | 17.98 | 0.00 | 17.98 | |
| 72659 | BP | 7310 | 07/06/2021 | 15683 - NW1 | Zoom - Annual Subscription to 31-May-22 - | 119.90 | 0.00 | 119.90 | |
| 72660 | BP | 7310 | 01/06/2021 | DD-TV | TV Licence - Youth Centre | 13.37 | 0.00 | 13.37 | |
| 72661 | BP | 7321 | 18/06/2021 | DD-Sage | Sage - People Manager | 56.70 | 11.34 | 68.04 | |
| 72662 | BP | 7201 | 24/06/2021 | DD - ADC | ADC - Rates - The Woodlands Centre | 611.00 | 0.00 | 611.00 | |
| 72663 | BP | 7201 | 25/06/2021 | DD - ADC | ADC - Rates - R'ton Youth Centre | 419.00 | 0.00 | 419.00 | |
| 72664 | BP | 7201 | 26/06/2021 | DD - ADC | ADC - Rates - Samuel Wickens Centre - 50% | 132.00 | 0.00 | 132.00 | |
| 72665 | BP | 7201 | 26/06/2021 | DD - ADC | ADC - Rates - Samuel Wickens Centre - 50% | 132.00 | 0.00 | 132.00 | |
| Totals | | | | | | £ | 2,473.49 | 68.85 | 2,542.34 |

Date: 01/07/2021
Time: 14:53:54

Rustington Parish Council
Current Account - Recommended Payments/Payments Made

Date From: 01/07/2021
Date To: 31/07/2021

Bank From: 1200
Bank To: 1200

Transaction From: 1
Transaction To: 72,743

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 | |
| 72738 | BP | 7202 | 07/07/2021 | DD - 15693 (...) | Business Stream - Water - Rec Ground to 21-Jun - | 25.75 | 0.00 | 25.75 | |
| 72739 | BP | 7202 | 07/07/2021 | DD - 15694 (...) | Business Stream - Water - The Street Toilets to | 15.56 | 0.00 | 15.56 | |
| 72740 | BP | 7202 | 07/07/2021 | DD - 15695 (...) | Business Stream - Water - Y.Centre to 21-Jun - Acc | 186.39 | 0.00 | 186.39 | |
| 72741 | BP | 7202 | 07/07/2021 | DD - 15696 (...) | Business Stream - Water - Penfold Allots to 21-Jun | 27.66 | 0.00 | 27.66 | |
| 72742 | BP | 7202 | 10/07/2021 | DD - 15697 (...) | Business Stream - Water - W.Road Allots to 24-Jun | 23.63 | 0.00 | 23.63 | |
| 72743 | BP | 7310 | 22/07/2021 | DD - 15698 | Information Commissioner's Office - Data | 35.00 | 0.00 | 35.00 | |
| Totals | | | | | | £ | 313.99 | 0.00 | 313.99 |

Date: 07/07/2021

Rustington Parish Council

Page: 5

Time: 13:07:40

Current Account - Recommended Payments/Payments Made

Date From: 21/06/2021
Date To: 31/07/2021

Bank From: 1200
Bank To: 1200

Transaction From: 72,792
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 | |
|---------------|------|------|------------|------------------|---|----------|-----------------|---------------|-----------------|
| 72792 | BP | 7130 | 21/06/2021 | DD - 15699 | WorldPay - Monthly Transactions Fee for May | 9.75 | 0.00 | 9.75 | |
| 72793 | BP | 7130 | 21/06/2021 | DD - 15699 | WorldPay - Monthly Transactions Fee for May | 3.75 | 0.00 | 3.75 | |
| 72794 | BP | 7130 | 21/06/2021 | DD - 15699 | WorldPay - Monthly Transactions Fee for May | 1.50 | 0.00 | 1.50 | |
| 72795 | BP | 7130 | 21/06/2021 | DD - 15699 | WorldPay - Monthly Payment Approvals | 0.05 | 0.01 | 0.06 | |
| 72796 | BP | 7130 | 21/06/2021 | DD - 15699 | WorldPay - Safer Payments Programme Fee | 4.00 | 0.80 | 4.80 | |
| 72821 | BP | 6105 | 07/07/2021 | 15709 | Arun Vets & Armed Forces Breakfast Club - Grant | 200.00 | 0.00 | 200.00 | |
| 72822 | BP | 6105 | 07/07/2021 | 15710 | Chatterbooks+ - Grant Aid | 200.00 | 0.00 | 200.00 | |
| 72823 | BP | 6105 | 07/07/2021 | 15711 | Littlehampton Community Fridge - Grant Aid | 450.00 | 0.00 | 450.00 | |
| 72824 | BP | 6105 | 07/07/2021 | 15712 | Victim Support - Grant Aid | 200.00 | 0.00 | 200.00 | |
| 72825 | BP | 7300 | 15/07/2021 | DD - 15713 (...) | BT - Office Mobile (Emergency Phone) | 5.45 | 1.09 | 6.54 | |
| 72826 | BP | 7300 | 15/07/2021 | DD - 15713 (...) | BT - LAA Officer Mobile | 5.45 | 1.09 | 6.54 | |
| 72827 | BP | 7321 | 01/07/2021 | DD - 15714 | Sage - Finance Support Package | 321.50 | 64.30 | 385.80 | |
| 72828 | BP | 7204 | 19/07/2021 | DD - 15715 (...) | Total Gas & Power - Gas - W.Centre - R1 to 30-Jun | 211.89 | 42.38 | 254.27 | |
| 72829 | BP | 7204 | 19/07/2021 | DD - 15715 (...) | Total Gas & Power - Gas - W.Centre - R2 to 30-Jun | 60.71 | 12.14 | 72.85 | |
| 72830 | BP | 7204 | 19/07/2021 | DD - 15715 (...) | Total Gas & Power - Gas - Y.Centre to 30-Jun | 56.99 | 11.40 | 68.39 | |
| 72831 | BP | 7310 | 01/07/2021 | DD-TV | TV Licence - Youth Centre | 13.37 | 0.00 | 13.37 | |
| 72832 | BP | 7321 | 18/07/2021 | DD-Sage | Sage - People Manager | 56.70 | 11.34 | 68.04 | |
| 72833 | BP | 7201 | 24/07/2021 | DD - ADC | ADC - Rates - The Woodlands Centre | 611.00 | 0.00 | 611.00 | |
| 72834 | BP | 7201 | 25/07/2021 | DD - ADC | ADC - Rates - R'ton Youth Centre | 419.00 | 0.00 | 419.00 | |
| 72835 | BP | 7201 | 26/07/2021 | DD - ADC | ADC - Rates - Samuel Wickens Centre - 50% | 132.00 | 0.00 | 132.00 | |
| 72836 | BP | 7201 | 26/07/2021 | DD - ADC | ADC - Rates - Samuel Wickens Centre - 50% | 132.00 | 0.00 | 132.00 | |
| Totals | | | | | | £ | 3,095.11 | 144.55 | 3,239.66 |

Date: 24/06/2021

Rustington Parish Council

Time: 12:47:19

Day Books: Customer Payments (Summary)

Date From: 01/06/2021
Date To: 30/06/2021

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 | Date | Account | Ref | Details | Net £ | Tax £ | Gross £ |
|---------------|------|------------|----------|-----------|---------------|----------|--------------|--------------|
| 72642 | SP | 24/06/2021 | TURNINGT | 15681-BAC | Sales Payment | 50.00 | 0.00 | 50.00 |
| Totals | | | | | | £ | 50.00 | 50.00 |

Reconciled Balances as at 30 June 2021

| | | |
|---|-------------------------------|---------------------|
| NatWest Bank:- | | |
| Current Account | | £ 22,384.73 |
| Imprest Account | | £ 674.44 |
| Reserve Accounts: | | |
| General Fund | | £ 79,244.53 |
| 35-Day Notice | | £ 141,057.42 |
| 95-Day Notice | | £ 200,255.13 |
| Museum Reserve | | £ 2,738.34 |
| Plant Equipment Renewal | | £ 2,022.43 |
| Capital Accounts: | | |
| Opportunity and Special Purchases | | £ 1,468.09 |
| CCLA: | | |
| Capital Account: | | |
| Public Sector Deposit Fund | | £ 100,000.00 |
| <i>Monthly Dividends Credited from PSDA into Nationwide Account</i> | | |
| Nationwide Building Society: | | |
| Capital Account: | | |
| 35-Day Saver | | £ 103,190.12 |
| Thomas Ashley Charity Account | | £ 191.54 |
| Petty Cash | | £ 160.00 |
| | Total in Accounts | £ 653,386.77 |
| | Un-Reconciled Payments | £ 281.30 |
| | Grand Total | £ 653,105.47 |

Date: 15/07/2021
Time: 14:02:36

Rustington Parish Council
Current Account - Bank Receipts

Page: 7

Date From: 18/06/2021
Date To: 15/07/2021
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

| No | Type | N/C | Date | Ref | Details | Net | Tax | Gross | |
|---------------|------|------|------------|-------------|---|----------|-----------------|--------------|-----------------|
| 72507 | BR | 7203 | 25/06/2021 | DD - 15667A | SSE - Electric - Y.Centre - to 02-Jun - Acc | 412.15 | 20.60 | 432.75 | |
| 72674 | BR | 7201 | 18/06/2021 | BACS | ADC - Pub.Toilet Bus Rate Relief - Bkddd | 901.00 | 0.00 | 901.00 | |
| 72675 | BR | 4040 | 18/06/2021 | BACS | ADC - Pub.Toilet Bus Rate Relief - Bkddd | 2,994.00 | 0.00 | 2,994.00 | |
| 72676 | BR | 4040 | 18/06/2021 | BACS | ADC - Pub.Toilet Bus Rate Relief - Bkddd | 444.11 | 0.00 | 444.11 | |
| 72680 | BR | 4047 | 25/06/2021 | BACS | R'ton S&S Club - Rent - 1st Quarter | 3,300.00 | 0.00 | 3,300.00 | |
| 72785 | BR | 2102 | 18/06/2021 | BACS | Turning Tides - Deposit - W.Centre | 50.00 | 0.00 | 50.00 | |
| 72844 | BR | 7310 | 06/07/2021 | BACS | WSALC Subscription 2021-22 - | 175.00 | 0.00 | 175.00 | |
| 72864 | BR | 4025 | 08/07/2021 | 102072 | J.Ceiriog-Hughes - Seat Donation - The | 500.00 | 0.00 | 500.00 | |
| Totals | | | | | | £ | 8,776.26 | 20.60 | 8,796.86 |

Date: 15/07/2021
Time: 12:06:23

Rustington Parish Council
Current Account - Customer Receipts

Date From: 18/06/2021
Date To: 15/07/2021
Transaction From: 1
Transaction To: 99,999,999

Bank From: 1200
Bank To: 1200
Customer From:
Customer To: ????????

| No | Type | A/C | Date | Ref | Details | Net | Tax | Gross | |
|---------------|------|----------|------------|--------------|---------------|-----------|------------------|-------------|------------------|
| 72640 | SR | TURNINGT | 18/06/2021 | BACS | Sales Receipt | 110.25 | 0.00 | 110.25 | |
| 72673 | SR | ARUNDC | 18/06/2021 | BACS | Sales Receipt | 10,237.36 | 0.00 | 10,237.36 | |
| 72736 | SR | LITTLEEX | 29/06/2021 | Bank Payment | Sales Receipt | 1,062.00 | 0.00 | 1,062.00 | |
| 72737 | SR | THEATREA | 29/06/2021 | Bank Payment | Sales Receipt | 159.00 | 0.00 | 159.00 | |
| 72842 | SR | BABYBALL | 01/07/2021 | Bank Payment | Sales Receipt | 148.50 | 0.00 | 148.50 | |
| 72843 | SR | TATERON | 07/07/2021 | Card Payment | Sales Receipt | 212.00 | 0.00 | 212.00 | |
| 72860 | SR | SHORTMAT | 08/07/2021 | 102072 | Sales Receipt | 526.25 | 0.00 | 526.25 | |
| 72861 | SR | WOODTTC | 08/07/2021 | 102072 | Sales Receipt | 320.00 | 0.00 | 320.00 | |
| 72862 | SR | HORNSTEP | 08/07/2021 | 102072 | Sales Receipt | 148.50 | 0.00 | 148.50 | |
| 72863 | SR | RUSTCC | 08/07/2021 | 102072 | Sales Receipt | 530.75 | 0.00 | 530.75 | |
| Totals | | | | | | £ | 13,454.61 | 0.00 | 13,454.61 |