

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 24 January 2022

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

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

The Chairman reminded those present that capacity in the John de Bohun Room 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.

He then reminded Members that a further 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.

1/22 APOLOGIES FOR ABSENCE

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

2/22 DECLARATIONS OF INTEREST

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 6/22. He left the Meeting during consideration of this item and took no part in the discussion and vote thereon.

3/22 MINUTES

The Minutes of the Meeting held on 20 December 2021 were signed by the Chairman as a correct record.

4/22 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.

5/22 MONTHLY BUDGET REPORT TO 17 JANUARY 2022

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

(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)

Councillor Tyler, Chairman, left the Meeting at this juncture and Councillor Rogers Chaired the Meeting for the duration of the following item.

6/22

WEBSITE MAINTENANCE AGREEMENT FOR RUSTINGTON MUSEUM

The Clerk reminded the Committee that she had previously circulated a Quotation and proposed Agreement (including annual costs) in respect of Website Maintenance for the Museum, received from Mr P Collins for the period 28 January 2022 to 27 January 2023 for £500.00 per annum.

Following a brief discussion, the Committee RECOMMENDED that the above-mentioned Quotation from Mr P Collins, in the sum of £500.00 per annum, be ACCEPTED for the period commencing 28 January 2022 to 27 January 2023, with a review of the Council’s requirements again taking place at the end of the Contract.

Councillor Tyler re-joined the Meeting at this juncture.

7/22

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.

8/22

LEISURE AND AMENITIES OFFICER

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

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

There being no further business the Meeting concluded at 6.20 pm.

Chairman: Date:



ATTENDANCE GUIDANCE FOR MEMBERS AND OFFICERS

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

Covid-19 remains a risk and it is still possible to catch and spread the virus, even if you are fully vaccinated (8 Dec 21 - Covid-19 Guidance: How to stay safe and help prevent the spread). 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:

- Working Safely during Coronavirus (COVID-19) (13 Dec 2021)
- Face coverings: when to wear one, exemptions, and how to make your own (10 Dec 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
- There are now places where you must wear a face covering by law, unless you are exempt or have a reasonable excuse, this includes community centres (including village halls), youth centres, members clubs and social clubs. You are asked to please wear a face mask unless you are speaking during an Agenda Item.
- The Agenda and associated discussions will be kept to a minimum
- 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

28 January 2022

Date: 20/12/2021

Time: 13:37:59

Rustington Parish Council

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Supplier Invoices Paid

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

Supplier From:
Supplier To: ZZZZZZZZ
Transaction From: 75,129
Transaction To: 99,999,999

Date From: 16/11/2021
Date To: 01/01/2022

A/C: ANSCOM Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
75129	PI	17/12/2021	16024	Security Charges & Other Services	1,333.76	1,333.76
75144	PI	17/12/2021	16025	Remove/Clear Existing Ramp & Concrete Base -	1,850.00	1,850.00
Total:						<u>3,183.76</u>

A/C: ARUNBU Name: Arun Business Supplies

No	Type	Date	Ref	Details	Amount	Outstanding
75145	PI	15/12/2021	16026	Copier Paper & Glossy Copier Paper	176.17	176.17
Total:						<u>176.17</u>

A/C: ARUNSE Name: Arun Security Centre

No	Type	Date	Ref	Details	Amount	Outstanding
75146	PI	16/11/2021	16027	Adams Rite Sentinal Lock - SWC	51.00	51.00
Total:						<u>51.00</u>

A/C: BARKER Name: Barkers Electrical (Rustington) Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
75148	PI	10/12/2021	16028	Christmas Lighting - Install & Replace Time Clock in	520.00	520.00
75149	PI	16/12/2021	16029	Supply/Install Lamps - VMH (incl stock)	189.00	189.00
Total:						<u>709.00</u>

A/C: BIFFA Name: Biffa Waste Services Limited

No	Type	Date	Ref	Details	Amount	Outstanding
75150	PI	10/12/2021	16030	Public Toilet Cleansing Contract - Nov - inc T.Rolls	2,899.50	2,899.50
75151	PI	10/12/2021	16030	Toilet Rolls - Nov - 3 x 6 Roll Pack	91.01	91.01
Total:						<u>2,990.51</u>

A/C: EVENTPO Name: Event Power Engineering Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
75152	PI	14/12/2021	16031	Supply/Install/Remove Christmas Lighting	21,000.00	21,000.00
Total:						<u>21,000.00</u>

A/C: MEWDEC Name: MEW Decorating Services

No	Type	Date	Ref	Details	Amount	Outstanding
75154	PI	05/12/2021	16032	Repair Work/Decoration Gents Toilets - W.Centre	312.00	312.00
Total:						<u>312.00</u>

A/C: POSTOFFI Name: Banner Group Limited

No	Type	Date	Ref	Details	Amount	Outstanding
75155	PI	19/12/2021	16033	Postage Stamps	834.99	834.99
Total:						<u>834.99</u>

Date: 20/12/2021

Time: 13:37:59

Rustington Parish Council

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Supplier Invoices Paid

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

A/C: SIGMA Name: Sigma Plumbing Services

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
75157	PI	22/12/2021	16034	Maint/Tasks (Dec) inc. Clean Shelters (Beach & Bus)	680.00	680.00
Total:						<u>680.00</u>

A/C: SLCCCLER Name: Society of Local Council Clerks

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
75169	PI	01/01/2022	16035	SLCC & ILCM Membership - 2022 (CW)	349.00	349.00
Total:						<u>349.00</u>

A/C: SUSSEXS Name: Sussex Steel

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
75170	PI	01/12/2021	16036	Steel Band - Two Nights - 10 & 17-Dec-20 - R'ton	100.00	100.00
75171	PI	13/12/2021	16037	Steel Band - 11-Dec - R'ton Christmas Event	50.00	50.00
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>
75172	PI	08/12/2021	16038	Various Tools (for Toolkit) - LAR Extn	364.42	364.42
Total:						<u>364.42</u>

A/C: TRAVIS Name: Travis Perkins Trading Co Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
75173	PI	30/11/2021	16039	Weekly Servicing Portaloo's 28-Oct to 25-Nov -	459.00	459.00
75175	PI	30/11/2021	16040	Heras Fencing Hire 28-Oct to 25-Nov - B.Lane Toilets	76.80	76.80
75176	PI	09/12/2021	16041	Large Dustpan & Brush - LAR Extn	7.98	7.98
Total:						<u>543.78</u>

A/C: WATTSM Name: Mr J Watt

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
75177	PI	17/12/2021	16042	Clean Seafront Shelter & Interpretation Boards	45.00	45.00
Total:						<u>45.00</u>
Grand Total						<u>31,389.63</u>

Date: 17/01/2022

Time: 16:48:07

Rustington Parish Council

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

Supplier From:
 Supplier To: ZZZZZZZZ
 Transaction From: 75,362
 Transaction To: 99,999,999

Date From: 30/11/2021
 Date To: 16/01/2022

A/C: ARUN Name: Arun District Council

No	Type	Date	Ref	Details	Amount	Outstanding
75362	PI	30/11/2021	16067	Newsletter Printing & Design	1,292.94	1,292.94
75363	PI	04/01/2022	16068	Inspection of Outdoor Fitness Equipment	115.20	115.20
Total:						<u>1,408.14</u>

A/C: ARUNSE Name: Arun Security Centre

No	Type	Date	Ref	Details	Amount	Outstanding
75364	PI	18/12/2021	16069	Radar Lock - Churchill Toilets - Disabled	234.00	234.00
75365	PI	13/01/2022	16070	Key Cutting - Broadmark Lane Toilets	102.60	102.60
Total:						<u>336.60</u>

A/C: BARCOM Name: Barcombe Landscapes Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
75371	PI	10/01/2022	16076	Various Grounds Maint. to incl. Mowing Rec.Ground	14,664.00	14,664.00
75384	PI	10/01/2022	16076	WPSF - Roll after Season/Heavy Match - 2 of 2	180.00	180.00
75385	PI	10/01/2022	16076	Village Centre - Grass Verges - Street/AshL/WRabt -	2,538.00	2,538.00
Total:						<u>17,382.00</u>

A/C: BARKER Name: Barkers Electrical (Rustington) Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
75366	PI	22/12/2021	16071	Call Out - Test Supply - VMH Kitchen	50.00	50.00
75367	PI	31/12/2021	16072	Repair Faulty ELs & LED Upgrades - Y.Centre	1,788.00	1,788.00
75368	PI	07/01/2022	16073	Christmas Lighting - Removal	350.00	350.00
75369	PI	07/01/2022	16074	Supply/Install Time Clock & Black Out Lights -	201.00	201.00
75370	PI	10/01/2022	16075	Supply x2 Airmaster Portable Radiators - W.Centre	139.98	139.98
Total:						<u>2,528.98</u>

A/C: BAYSTU Name: Bay Studio Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
75391	PI	04/01/2022	16078	Toilet Signage - B.Lane Toilets	125.70	125.70
Total:						<u>125.70</u>

A/C: BIFFA Name: Biffa Waste Services Limited

No	Type	Date	Ref	Details	Amount	Outstanding
75389	PI	06/01/2022	16077	Public Toilet Cleansing Contract - Dec - inc T.Rolls	3,020.84	3,020.84
Total:						<u>3,020.84</u>

A/C: BREWER Name: Brewers Decorator Centres

No	Type	Date	Ref	Details	Amount	Outstanding
75392	PI	31/12/2021	16079	Dulux Diamond Eggshell B/White - W.Centre Extn	143.16	143.16
Total:						<u>143.16</u>

Date: 17/01/2022
Time: 16:48:07

Rustington Parish Council
Supplier Invoices Paid

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

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>
75393	PI	18/12/2021	16881	Copier/Printer Rental to 30-Apr - Office	273.55	273.55
75394	PI	18/12/2021	16080	Copier/Printer Rental to 30-Apr - Museum	65.58	65.58
Total:						<u>339.13</u>

A/C: COUNTY Name: County Tree Surgeons Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
75395	PI	21/12/2021	16082	Arboricultural Survey & Consultancy - Various Sites	2,940.00	2,940.00
Total:						<u>2,940.00</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>
75400	PI	30/12/2021	16083	Maintenance & Floral Contract - Dec	4,209.94	4,209.94
75401	PI	11/01/2022	16084	Supply/Install/Remove/Dispose of Christmas Trees	1,268.88	1,268.88
Total:						<u>5,478.82</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>
75402	PI	31/12/2021	16087	Wheelie Bins - SWC/Museum	69.31	69.31
75404	PI	31/12/2021	16086	Wheelie Bins - Rec.Ground	67.04	67.04
75405	PI	31/12/2021	16085	Wheelie Bins - W.Centre/Y.Centre	60.44	60.44
Total:						<u>196.79</u>

A/C: INITIALW Name: Rentokil Initial UK Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
75407	PI	24/12/2021	16088	Safety Mats to 15-Apr	257.57	257.57
Total:						<u>257.57</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>
75409	PI	03/01/2022	16089	Online Services - Office 365	616.08	616.08
Total:						<u>616.08</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>
75413	PI	22/12/2021	16090	x3 Airscent/Sanitiser Dispensers/Surface Sanitisers -	448.20	448.20
Total:						<u>448.20</u>

A/C: PRESTIG Name: Prestige Doors (Southern) Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
75414	PI	23/12/2021	16091	Attend/Carry Out Repairs/Service Shutters -	635.31	635.31
Total:						<u>635.31</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>
75415	PI	31/12/2021	16092	Contract Cleaning - 30-Nov to 24-Dec - W.Centre	1,392.00	1,392.00
75416	PI	31/12/2021	16093	Machine Scrub & Clean VMH Floor x2 - Dec	132.00	132.00
Total:						<u>1,524.00</u>

Date: 17/01/2022

Time: 16:48:07

Rustington Parish Council

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Supplier Invoices Paid

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

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

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
75417	PI	20/12/2021	16094	Cleansing Materials inc. Black Sacks - Rec.Ground	301.99	301.99
					Total:	<u>301.99</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>
75422	PI	22/12/2021	16095	Shopwatch Radio	92.02	92.02
					Total:	<u>92.02</u>

A/C: TRAVIS Name: Travis Perkins Trading Co Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
75425	PI	31/12/2021	16096	Weekly Servicing Portaloo's 25-Nov to 30-Dec -	573.75	573.75
75427	PI	31/12/2021	16097	Heras Fencing Hire 25-Nov to 30-Dec - B.Lane	96.00	96.00
					Total:	<u>669.75</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>
75428	PI	01/01/2022	16098	Subscription Fee - Jan-22	11.94	11.94
					Total:	<u>11.94</u>
					Grand Total	<u>38,457.02</u>

Date: 20/12/2021
Time: 15:43:25

Rustington Parish Council

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Current Account - Recommended Payments/Payments Made

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

Bank From: 1200
Bank To: 1200

Transaction From: 75,182
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	
75182	BP	7300	20/12/2021	16043 - BACS	BT - Directories - W.Centre	99.00	19.80	118.80	
75183	BP	6112	20/12/2021	16044 - BACS	RBL Poppy Appeal - Wreaths x17	289.50	0.00	289.50	
75184	BP	6111	20/12/2021	16045 - BACS	National Trust for Scotland - Barrie's Birthplace -	60.00	0.00	60.00	
75185	BP	2103	20/12/2021	16046 - BACS	F.O'Connell - Deposit Refund - W.Centre	100.00	0.00	100.00	
75186	BP	4048	20/12/2021	16046 - BACS	F.O'Connell - Hiring Fee Refund - W.Centre	152.00	0.00	152.00	
75187	BP	7303	20/12/2021	16047 - BACS	E.Lamb (Ace Studio) - Christmas Cards	44.97	0.00	44.97	
75188	BP	7206	20/12/2021	16048 - BACS	C.Harris (Tesco) - Handwash - SWC	14.25	2.85	17.10	
75189	BP	7303	20/12/2021	16048 - BACS	C.Harris - Laundry of Tea Towels	10.00	0.00	10.00	
75190	BP	7120	20/12/2021	16048 - BACS	C.Harris - Travel Expenses - Audit Papers to IA	4.32	0.00	4.32	
75191	BP	2103	14/12/2021	16049 -	R.Miah - Deposit Refund - W.Centre	100.00	0.00	100.00	
75192	BP	2103	14/12/2021	16050 -	S.Colbourne (Larking) - Deposit Refund - W.Centre	200.00	0.00	200.00	
75193	BP	2103	14/12/2021	16051 -	S.Hughes - Deposit Refund - W.Centre	50.00	0.00	50.00	
75194	BP	2103	14/12/2021	16052 -	J.Pettigrew - Deposit Refund - W.Centre	50.00	0.00	50.00	
75195	BP	2103	14/12/2021	16053 -	J.Milosavljevik - Deposit Refund - Y.Centre	50.00	0.00	50.00	
75196	BP	2103	14/12/2021	16054 -	C.Bolding - Deposit Refund - Y.Centre	50.00	0.00	50.00	
75197	BP	2103	14/12/2021	16055 -	L.Hayward - Deposit Refund -SWC	50.00	0.00	50.00	
75198	BP	2103	14/12/2021	16056 -	F.Farrer-Brown (LTN) - Deposit Refund - SWC	50.00	0.00	50.00	
75199	BP	7202	28/12/2021	DD - 16057 (...)	Business Stream - Water - Gdn Hydrant to 10-Dec -	11.85	0.00	11.85	
75200	BP	7202	28/12/2021	DD - 16058 (...)	Business Stream - Water Point to 10-Dec - Est	12.79	2.56	15.35	
75201	BP	7202	23/12/2021	DD - 16059 (...)	Business Stream - Water - Broadmark Toilets to	9.61	0.00	9.61	
75202	BP	7202	29/12/2021	DD - 16060 (...)	Business Stream - Water - Churchill Toilets to	349.71	0.00	349.71	
75203	BP	7202	28/12/2021	DD - 16061 (...)	Business Stream - Water - SWC to 10-Dec - Act	21.35	0.00	21.35	
75204	BP	7202	28/12/2021	DD - 16061 (...)	Business Stream - Water - Museum - 30% of SWC	9.00	0.00	9.00	
75205	BP	7203	24/12/2021	DD - 16062	SSE - Electric - W.Centre - to 25-Nov - Est	1,452.09	290.41	1,742.50	
75206	BP	7203	24/12/2021	DD - 16063	SSE - Electric - Broadmark Toilets - to 16-Nov -	37.00	1.85	38.85	
75207	BP	7203	24/12/2021	DD - 16064	SSE - Electric - The Street Toilets - to 20-Nov - Act	52.76	2.63	55.39	
75208	BP	7203	24/12/2021	DD - 16065	SSE - Electric - Offices - to 26-Nov - Act	255.12	12.75	267.87	
75209	BP	7203	24/12/2021	DD - 16066	SSE - Electric - Y.Centre - to 25-Nov - Est	503.58	100.71	604.29	
Totals						£	4,088.90	433.56	4,522.46

Date: 17/01/2022

Rustington Parish Council

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Time: 17:35:53

Current Account - Recommended Payments/Payments Made

Date From: 01/01/2022
Date To: 31/01/2022

Bank From: 1200
Bank To: 1200

Transaction From: 75,435
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	
75435	BP	7300	15/01/2022	DD - 16099 (...)	BT - Office Mobile (Emergency Phone)	5.45	1.09	6.54	
75436	BP	7300	15/01/2022	DD - 16099 (...)	BT - LAA Officer Mobile	5.45	1.09	6.54	
75437	BP	7202	04/01/2022	DD - 16100 (...)	Business Stream - Water - Rec Ground to 17-Dec -	24.66	0.00	24.66	
75438	BP	7202	21/01/2022	DD - 16101 (...)	Business Stream - Water - W.Centre to 29-Dec -	145.22	0.00	145.22	
75439	BP	7202	04/01/2022	DD - 16102 (...)	Business Stream - Water - Y.Centre to 17-Dec - Acc	137.19	0.00	137.19	
75440	BP	7202	25/01/2022	DD - 16103 (...)	Business Stream - Water - Conbar Allots to 10-Jan	161.63	0.00	161.63	
75441	BP	7202	04/01/2022	DD - 16104 (...)	Business Stream - Water - W.Road Allots to	6.89	0.00	6.89	
75442	BP	7321	01/01/2022	DD - 16105	Sage - Finance Support Package	327.50	65.50	393.00	
75443	BP	7203	24/01/2022	DD - 16106	SSE - Electric - SWC - to 07-Jan - SM	157.82	31.56	189.38	
75444	BP	7203	24/01/2022	DD - 16106	SSE - Electric - Museum - to 07-Jan - SM	157.82	31.56	189.38	
75445	BP	7204	21/01/2022	DD - 16107 (...)	Total Energies - Gas - W.Centre - R1 to 31-Dec	599.00	119.81	718.81	
75446	BP	7204	21/01/2022	DD - 16107 (...)	Total Energies - Gas - W.Centre - R2 to 31-Dec	108.31	21.66	129.97	
75447	BP	7204	21/01/2022	DD - 16107 (...)	Total Energies - Gas - Y.Centre to 31-Dec	173.74	34.75	208.49	
75448	BP	7130	19/01/2022	DD - 16108	WorldPay - Monthly Transactions Fee for Nov	12.55	0.00	12.55	
75449	BP	7130	19/01/2022	DD - 16108	WorldPay - Monthly Transactions Fee for Nov	4.83	0.00	4.83	
75450	BP	7130	19/01/2022	DD - 16108	WorldPay - Monthly Transactions Fee for Nov	1.93	0.00	1.93	
75451	BP	7130	19/01/2022	DD - 16108	WorldPay - Monthly Payment Approvals	0.41	0.08	0.49	
75452	BP	7130	19/01/2022	DD - 16108	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80	
Totals						£	2,034.40	307.90	2,342.30

Date: 18/01/2022

Rustington Parish Council

Time: 10:45:49

Day Books: Customer Payments (Summary)

Date From: 14/12/2021
Date To: 31/01/2022

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 £	
75042	SP	14/12/2021	LHTALKIN	WorldPay	Sales Payment	11.50	0.00	11.50	
Totals						£	11.50	0.00	11.50

Reconciled Balances as at 31 December 2021

NatWest Bank:-		
Current Account	£ 24,190.01	
Imprest Account	£ 1,468.61	
Reserve Accounts:		
General Fund	£ 192,255.58	
35-Day Notice (1)	£ 41,070.97	
35-Day Notice (2)	£ 200,327.57	
Museum Reserve	£ 2,738.46	
Plant Equipment Renewal	£ 1,022.55	
Capital Accounts:		
Opportunity and Special Purchases	£ 1,468.15	
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	£ 103,326.43	
Thomas Ashley Charity Account	£ 196.72	
Petty Cash	£ 170.00	
	Total in Accounts	£ 668,235.05
	Un-Reconciled Payments	£ 452.42
	Grand Total	£ 667,782.63

Rustington Parish Council
Bank Payment Summary - 25 December 2021

Salaries (Gross) - Employees	22,231.72
Employers - N.I.	1,872.81
Employers - Superann.	2,287.80
Total Employers Liabilities	<u>26,392.33</u>
Councillor / Chairman Allowances	<u>2,055.45</u>
Total Liabilities	<u>28,447.78</u>

Date: 20/12/2021

Time: 15:45:01

Rustington Parish Council
Imprest Account - Payments Made

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Date From: 15/12/2021
Date To: 20/12/2021

Bank From: 1201
Bank To: 1201

Transaction From: 75,210
Transaction To: 99,999,999

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	
75210	BP	2103	14	15/12/2021	7539	R.Marro - Deposit Refund - Allots - 23B CA	25.00	0.00	25.00	
75211	BP	2103	15	15/12/2021	7540	T.Bennett - Deposit Refund - Allots - 37 PL	50.00	0.00	50.00	
75212	BP	2103	3	15/12/2021	7541	KTS Estate Management - Deposit Refund - W.Centre	50.00	0.00	50.00	
75213	BP	2103	11	15/12/2021	7542	E.Smileski - Deposit Refund - Y.Centre	200.00	0.00	200.00	
75214	BP	2103	11	15/12/2021	7543	A.Tryjankowska - Deposit Refund - Y.Centre	50.00	0.00	50.00	
75215	BP	2103	3	15/12/2021	7544	R'ton & District Home Guard Rifle Club - Deposit	50.00	0.00	50.00	
75216	BP	2103	3	15/12/2021	7545	W.Yin-Poole - Deposit Refund - W.Centre	50.00	0.00	50.00	
75217	BP	2103	11	15/12/2021	7546	E.Perry - Deposit Refund - Y.Centre	50.00	0.00	50.00	
75218	BP	2103	3	15/12/2021	7547	E.Dimitrova - Deposit Refund - Y.Centre	200.00	0.00	200.00	
75219	BP	2103	3	15/12/2021	7549	Babyballet Bognor - Deposit Refund - W.Centre	50.00	0.00	50.00	
75220	BP	2103	11	15/12/2021	7550	S.Parkinson (Dance Beat Studio) - Deposit Refund -	50.00	0.00	50.00	
75221	BP	2103	14	17/12/2021	7551	S.Chapman - Deposit Refund - Allots - 35A CA	50.00	0.00	50.00	
75222	BP	2103	16	17/12/2021	7552	D.Stubbings - Deposit Refund - Allots - 7WR	20.00	0.00	20.00	
75223	BP	2103	15	17/12/2021	7553	D.Cairns - Deposit Refund - Allots - 41 PL	50.00	0.00	50.00	
75224	BP	2103	15	17/12/2021	7554	S.Thomas - Deposit Refund - Allots - 35 PL	50.00	0.00	50.00	
Totals							£	995.00	0.00	995.00

Date: 18/01/2022

Time: 10:48:02

Rustington Parish Council
Imprest Account - Payments Made

Date From: 20/12/2021
Date To: 17/01/2022

Bank From: 1201
Bank To: 1201

Transaction From: 75,472
Transaction To: 99,999,999

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	
75472	BP	2103	15	14/01/2022	7555	A.Stan - Deposit Refund - Allots - 38A PL - Inc.	100.00	0.00	100.00	
75473	BP	2103	3	14/01/2022	7556	The Early Bird Nursery School - Deposit Refund -	50.00	0.00	50.00	
75474	BP	2103	3	14/01/2022	7557	Littlehampton Croquet Club - Deposit Refund -	50.00	0.00	50.00	
75475	BP	2103	3	14/01/2022	7558	Sew & Sews (P.King-Welland) - Deposit Refund -	50.00	0.00	50.00	
Totals							£	250.00	0.00	250.00

Date: 18/01/2022

Rustington Parish Council

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Time: 11:10:42

Current Account - Bank ReceiptsDate From: 09/12/2021
Date To: 17/01/2022Bank From: 1200
Bank To: 1200Transaction From: 75,042
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
75046	BR	4043	13/12/2021	Bank Payment	Allotment Rent 2022 - Conbar - 8A	36.25	0.00	36.25
75047	BR	4043	13/12/2021	Bank Payment	Allotment Rent 2022 - Penfold - 27	43.50	0.00	43.50
75048	BR	4043	13/12/2021	Card Payment	Allotment Rent 2022 - Conbar - 13	36.25	0.00	36.25
75049	BR	4043	13/12/2021	Card Payment	Allotment Rent 2022 - Penfold - 12A	39.88	0.00	39.88
75075	BR	7303	15/12/2021	102080	Staff Reimbursement (RC)	6.00	0.00	6.00
75076	BR	4043	15/12/2021	102080	Allotment Rent 2022 - Conbar	141.39	0.00	141.39
75077	BR	4043	15/12/2021	102080	Allotment Rent 2022 - Penfold	442.26	0.00	442.26
75078	BR	4043	15/12/2021	102080	Allotment Rent 2022 - W.Road	58.00	0.00	58.00
75257	BR	4043	16/12/2021	Bank Payment	Allotment Rent 2022 - Penfold - 30	43.50	0.00	43.50
75258	BR	4043	20/12/2021	Bank Payment	Allotment Rent 2022 - Penfold - 31A/32	87.00	0.00	87.00
75259	BR	4043	21/12/2021	102081	Allotment Rent 2022 - Conbar	39.88	0.00	39.88
75260	BR	4043	21/12/2021	102081	Allotment Rent 2022 - Penfold	130.50	0.00	130.50
75261	BR	4061	21/12/2021	102081	Snr Y.Club - Subs - Oct-Dec	58.20	0.00	58.20
75262	BR	4062	21/12/2021	102081	Snr Y.Club - Tuck - Oct-Dec	62.30	0.00	62.30
75289	BR	4043	21/12/2021	Bank Payment	Allotment Rent 2022 - Conbar - 35 (Lee)	61.63	0.00	61.63
75290	BR	4043	21/12/2021	Bank Payment	Allotment Rent 2022 - Conbar - 29 (Rusti)	39.88	0.00	39.88
75291	BR	4043	21/12/2021	Bank Payment	Allotment Rent 2022 - Penfold - 37A/38	81.56	0.00	81.56
75292	BR	4043	29/12/2021	Bank Payment	Allotment Rent 2022 - Penfold - 4A	41.69	0.00	41.69
75293	BR	4047	29/12/2021	Bank Payment	Rion S&S Club - Rent - 3rd Quarter	3,300.00	0.00	3,300.00
75294	BR	4043	29/12/2021	Bank Payment	Allotment Rent 2022 - Conbar - 33	39.88	0.00	39.88
75295	BR	4043	29/12/2021	Bank Payment	Allotment Rent 2022 - Penfold - 26A	39.88	0.00	39.88
75296	BR	4043	29/12/2021	Bank Payment	Allotment Rent 2022 - Penfold - 7A/8	77.94	0.00	77.94
75297	BR	4043	29/12/2021	Bank Payment	Allotment Rent 2022 - Conbar - 17	47.13	0.00	47.13
75298	BR	4043	29/12/2021	Bank Payment	Allotment Rent 2022 - W.Road - 5	29.00	0.00	29.00
75299	BR	4043	30/12/2021	Bank Payment	Allotment Rent 2022 - Conbar - 5 (Brown)	47.13	0.00	47.13
75300	BR	4043	30/12/2021	Bank Payment	Allotment Rent 2022 - Conbar - 7A	36.25	0.00	36.25
75301	BR	4043	30/12/2021	Bank Payment	Allotment Rent 2022 - Conbar - 20B	21.75	0.00	21.75
75302	BR	2102	14/12/2021	Card Payment	D.Hebberd - Deposit - Allots - 4 PL	50.00	0.00	50.00
75303	BR	4043	14/12/2021	Card Payment	D.Hebberd - Rent - Allots - 4 PL	41.69	0.00	41.69
75304	BR	4043	14/12/2021	Card Payment	Allotment Rent 2022 - Conbar - 30 (Ward)	39.88	0.00	39.88
75305	BR	7303	14/12/2021	Card Payment	Staff Reimbursement (JM)	45.52	9.10	54.62
75310	BR	4043	22/12/2021	Card Payment	Allotment Rent 2022 - Penfold - 39A	39.88	0.00	39.88
75311	BR	2102	29/12/2021	Bank Payment	E.Makovskyte - Deposit - Allots - 37 PL	50.00	0.00	50.00
75312	BR	4043	29/12/2021	Bank Payment	E.Makovskyte - Rent - Allots - 37 PL	39.88	0.00	39.88
75313	BR	4043	04/01/2022	Bank Payment	Allotment Rent 2022 - Penfold - 30A	43.50	0.00	43.50
75314	BR	4043	04/01/2022	Bank Payment	Allotment Rent 2022 - Conbar - 20A	21.75	0.00	21.75
75315	BR	4043	04/01/2022	Bank Payment	Allotment Rent 2022 - Conbar - 11A/11B	36.25	0.00	36.25
75319	BR	4043	10/01/2022	Card Payment	Allotment Rent 2022 - Penfold - 15/15A	79.75	0.00	79.75
75320	BR	4043	10/01/2022	Card Payment	Allotment Rent 2022 - Conbar - 24	43.50	0.00	43.50
75321	BR	2102	10/01/2022	Card Payment	V.Billinghurst - Deposit - Allots - 3 WR	50.00	0.00	50.00
75322	BR	4043	10/01/2022	Card Payment	V.Billinghurst - Rent - Allots - 3 WR	29.00	0.00	29.00
75324	BR	4043	12/01/2022	102082	Allotment Rent 2022 - Conbar	145.01	0.00	145.01
75325	BR	4043	12/01/2022	102082	Allotment Rent 2022 - Penfold	411.45	0.00	411.45
75326	BR	4043	12/01/2022	102082	Allotment Rent 2022 - W.Road	58.00	0.00	58.00
75327	BR	4043	12/01/2022	102082	S.Pelling - Rent - Allots - 26 CA	43.50	0.00	43.50
75328	BR	4040	12/01/2022	102082	Museum - Christmas Cards	9.17	1.83	11.00
75329	BR	7303	12/01/2022	102082	Staff Reimbursement (NC)	107.94	0.00	107.94
75330	BR	2102	12/01/2022	102082	H.Rayner - Deposit - W.Centre - 21-May	50.00	0.00	50.00
75340	BR	2102	11/01/2022	Card Payment	N.Spasenoski - Deposit - Y.Centre -	200.00	0.00	200.00
75341	BR	4043	12/01/2022	Card Payment	Allotment Rent 2022 - Conbar - 9 (Taylor)	36.25	0.00	36.25
75342	BR	7303	12/01/2022	Card Payment	Staff Reimbursement (NC)	18.10	3.62	21.72
75343	BR	2102	12/01/2022	Bank Payment	A.Osborne (Dyson) - Deposit - Y.Centre -	50.00	0.00	50.00
75344	BR	2102	13/01/2022	Card Payment	K.Maciejska - Deposit - W.Centre - 22-Jan	200.00	0.00	200.00

Date: 18/01/2022

Rustington Parish Council

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Time: 11:10:42

Current Account - Bank Receipts

75345	BR	2102	13/01/2022	Card Payment	B.Bird - Deposit - Y.Centre - 10-Apr	50.00	0.00	50.00	
75346	BR	2102	14/01/2022	Bank Payment	C.Waterton - Deposit - Allots - 31CA	50.00	0.00	50.00	
75347	BR	4043	14/01/2022	Bank Payment	C.Waterton - Rent - Allots - 31CA	39.88	0.00	39.88	
Totals						£	<u>7,168.53</u>	<u>14.55</u>	<u>7,183.08</u>

Date: 18/01/2022

Rustington Parish Council

Time: 11:05:56

Current Account - Customer Receipts

Date From: 09/12/2021
Date To: 17/01/2022

Bank From: 1200
Bank To: 1200

Transaction From: 75,029
Transaction To: 99,999,999

Customer From:
Customer To: ZZZZZZZZ

Bank No	Type	A/C	Currency	Date	Ref	Details	Net	Tax	Gross
75045	SR	LITTLEEX	Pound Sterling	09/12/2021		Bank Payment Sales Receipt	1,298.00	0.00	1,298.00
75073	SR	HORNSTEP		15/12/2021	102080	Sales Receipt	49.50	0.00	49.50
75074	SR	HERITAGE		15/12/2021	102080	Sales Receipt	35.50	0.00	35.50
75090	SR	RUSTWI		14/12/2021		Bank Payment Sales Receipt	87.50	0.00	87.50
75091	SR	RUSTWI		14/12/2021		Bank Payment Sales Receipt	87.50	0.00	87.50
75092	SR	ADFAS		15/12/2021		Bank Payment Sales Receipt	283.00	0.00	283.00
75243	SR	EARLYBIR		15/12/2021		Bank Payment Sales Receipt	49.50	0.00	49.50
75244	SR	VIRTUOSO		16/12/2021		Bank Payment Sales Receipt	188.00	0.00	188.00
75245	SR	ARUNDC		17/12/2021		Bank Payment Sales Receipt	6,700.00	0.00	6,700.00
75246	SR	ALZHEIME		17/12/2021		Bank Payment Sales Receipt	41.00	0.00	41.00
75247	SR	RUSTFC		17/12/2021		Bank Payment Sales Receipt	469.25	0.00	469.25
75248	SR	THEATREA		17/12/2021		Bank Payment Sales Receipt	106.00	0.00	106.00
75249	SR	ARUNU3A		17/12/2021		Bank Payment Sales Receipt	953.00	0.00	953.00
75250	SR	RUSTPLSO		21/12/2021		Bank Payment Sales Receipt	544.75	0.00	544.75
75251	SR	LITTLEEX		17/12/2021		Bank Payment Sales Receipt	590.00	0.00	590.00
75252	SR	VIRTUOSO		20/12/2021		Bank Payment Sales Receipt	146.00	0.00	146.00
75253	SR	WOODTTC		21/12/2021	102081	Sales Receipt	376.00	0.00	376.00
75254	SR	HERITAGE		21/12/2021	102081	Sales Receipt	35.50	0.00	35.50
75255	SR	SHORTMAT		21/12/2021	102081	Sales Receipt	640.75	0.00	640.75
75256	SR	FLOWERCL		21/12/2021	102081	Sales Receipt	77.50	0.00	77.50
75285	SR	HOBDENS		20/12/2021	BACS	Sales Receipt	300.00	0.00	300.00
75286	SR	NORTHKEL		24/12/2021	Bank Payment	Sales Receipt	58.50	0.00	58.50
75287	SR	AGEUKWSX		24/12/2021	BACS	Sales Receipt	862.00	0.00	862.00
75288	SR	ALZHEIME		29/12/2021	BACS	Sales Receipt	41.00	0.00	41.00
75316	SR	MOSSSUSA		06/01/2022	Card Payment	Sales Receipt	142.50	0.00	142.50
75317	SR	HOLLIDAY		07/01/2022	Card Payment	Sales Receipt	235.25	0.00	235.25
75318	SA	TATERON		07/01/2022	Card Payment	Payment on Account	284.00	0.00	284.00
75331	SR	HORNSTEP		12/01/2022	102082	Sales Receipt	49.50	0.00	49.50
75335	SR	SPASENMI		11/01/2022	Card Payment	Sales Receipt	58.50	0.00	58.50
75336	SR	HOBDENS		11/01/2022	BACS	Sales Receipt	57.50	0.00	57.50
75338	SR	OSBORNEA		12/01/2022	Bank Payment	Sales Receipt	41.00	0.00	41.00
75339	SR	MACIEJSK		13/01/2022	Card Payment	Sales Receipt	107.00	0.00	107.00
Totals						£	<u>14,995.00</u>	<u>0.00</u>	<u>14,995.00</u>