

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 25 April 2022

PRESENT: Councillors G Tyler (Chairman), J Bennett, Mrs A Cooper, A Cooper and D Rogers

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

23/22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Broomfield (Indisposition), Broomfield (Personal), Clayden (Indisposition), Mrs Partridge (Indisposition) and Warren (previously approved Leave of Absence). These apologies were accepted by the Committee.

24/22 DECLARATIONS OF INTEREST

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 26/22. 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.

25/22 MINUTES

The Minutes of the Meeting held on 28 March 2022 were signed by the Chairman as a correct record.

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

26/22 PAYMENT OF ACCOUNTS

The Committee retrospectively APPROVED the payment of the Monthly Accounts.

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

27/22 MONTHLY BUDGET REPORT TO 31 MARCH 2022

The Committee NOTED the Pre-Audit Monthly Budget Report to 31 March 2022 which had been previously circulated to all Members.

The Chairman then advised the Committee that an email had been received from Councillor Warren as follows:-

The report for 2021/22 shows a net underspend of around £100,000 against the revised budget. All Departments were below budget but the biggest contributor was The Woodlands Centre with income in excess of budget by £15,000 (due to lettings) and total expenditure beneath budget by £24,000. In fact the total income exceeded the total expenditure for this Department.

The Committee was pleased to NOTE the above information, together with the Monthly Budget Report.

28/22 BUSINESS INTERRUPTION INSURANCE CLAIM

Mrs Harris advised she had been in correspondence with the Council's Insurers (Hiscox UK), since November 2021, for a business interruption claim for the periods when the Council's facilities were closed due to Government's Covid-19 Lockdowns.

The Insurers advised that there was business interruption insurance in place for The Woodlands Centre and the Rustington Youth Centre but, this did not extend to either the Woodlands Recreation Ground or the Samuel Wickens Centre. Also, when the Council's Policy was renewed in October 2021, it included an endorsement excluding Covid. Therefore, any claim was for the loss of income during the first lockdown only, from 23 March 2020 until 4 July 2020.

She advised that she had now received a letter from Hiscox stating that a settlement of £13,879.20 in respect of the loss of income, was forthcoming. This consisted of two elements, £11,610.00 for loss of income and £1,769.20 by way of interest at a rate of 8% per annum for the period of time that it took for the claim to be resolved. There was also a further additional payment of £500.00 in respect of 'any distress and/or inconvenience you may have suffered'.

The Committee was pleased to receive this information and thanked Mrs Harris for pursuing the matter.

29/22 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.

**30/22 REPORT OF PERSONNEL SUB-COMMITTEE MEETING HELD ON
12 APRIL 2022**

The Committee considered a Report of the Personnel Sub-Committee held on 12 April 2022.

The Committee RECOMMENDED that the Report be APPROVED, subject to an amendment to Item 2 of the Report, namely that the reduced weekly contracted hours should be 27 and not 24 as initially requested.

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

Chairman: **Date:**

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

25 April 2022

Date: 28/03/2022
Time: 14:21:12

Rustington Parish Council
Supplier Invoices Recommended for Payment

Page: 1

Supplier From:
Supplier To: ZZZZZZZZ
Transaction From: 76,504
Transaction To: 99,999,999

Date From: 17/02/2022
Date To: 31/03/2022

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
76504	PI	17/03/2022	16233	Security Charges & Other Services	1,284.00	1,284.00
Total:						<u>1,284.00</u>

A/C: ARUNTRO Name: Arundel Trophies and Engravers

No	Type	Date	Ref	Details	Amount	Outstanding
76521	PI	18/03/2022	16234	Seat & Tree Plaques	112.20	112.20
Total:						<u>112.20</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
76523	PI	24/03/2022	16235	PAT Testing - All Areas	1,200.00	1,200.00
Total:						<u>1,200.00</u>

A/C: BROADBA Name: Broadbandbyers.co.uk

No	Type	Date	Ref	Details	Amount	Outstanding
76527	PI	24/03/2022	16236	Firewall & Wi-Fi Annual Licences	1,182.34	1,182.34
Total:						<u>1,182.34</u>

A/C: COLLINSP Name: Mr P Collins

No	Type	Date	Ref	Details	Amount	Outstanding
76531	PI	26/03/2022	16237	PCI Vulnerabilities Software - Yearly Maint (WorldPay)	750.00	750.00
Total:						<u>750.00</u>

A/C: GOODDIRE Name: Good Directions Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
76532	PI	22/03/2022	16238	Supply/Install Seat - o/s 94 North Lane - RPoW	1,224.00	1,224.00
76533	PI	22/03/2022	16239	Supply/Install Seats - Jnct Pry Rd/Ding Rd & x2 Greensward	2,724.00	2,724.00
Total:						<u>3,948.00</u>

A/C: LITTLEHA Name: Littlehampton Town Council

No	Type	Date	Ref	Details	Amount	Outstanding
76534	PI	23/03/2022	16240	Social Media Training Session x2 (RC, NC)	120.00	120.00
Total:						<u>120.00</u>

A/C: SIGMA Name: Sigma Plumbing Services

No	Type	Date	Ref	Details	Amount	Outstanding
76539	PI	14/03/2022	16241	Maint/Tasks (Mar) inc. Clean Shelters (Beach & Bus) & ...	805.00	805.00
Total:						<u>805.00</u>

A/C: SUSSEXCO Name: Sussex Communications Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
76558	PI	22/03/2022	16242	Shopwatch Radio	92.02	92.02
Total:						<u>92.02</u>

Date: 28/03/2022
Time: 14:21:12

Rustington Parish Council
Supplier Invoices Recommended for Payment

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A/C: TRADEUK Name: Trade UK

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
76561	PI	16/03/2022	16243	Dewalt Hadley Safety Boots (JB)	49.99	49.99
Total:						<u>49.99</u>

A/C: WARDMAR Name: Mr M Ward

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
76562	PI	21/03/2022	16244	Repair Gate/Adjust Locking Mechanism - Broadmark Toilets	25.00	25.00
Total:						<u>25.00</u>
Grand Total						<u>9,568.55</u>

Date: 14/04/2022
Time: 13:32:42

Rustington Parish Council
Supplier Invoices Recommended for Payment

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

Date From: 22/02/2022
Date To: 14/04/2022

A/C: AGSONE Name: Anti Graffiti Systems Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
76695	PI	01/04/2022	16249	Pest Control Contract - 01-Mar-22 to 28-Feb-23 -	440.64	440.64
76696	PI	01/04/2022	16250	Pest Control Contract - 01-Mar-22 to 28-Feb-23 - WPSF	440.64	440.64
76697	PI	01/04/2022	16251	Pest Control Contract - 01-Mar-22 to 28-Feb-23 - Allots -	440.64	440.64
76698	PI	01/04/2022	16252	Pest Control Contract - 01-Mar-22 to 28-Feb-23 - Allots - PL	440.64	440.64
76699	PI	01/04/2022	16253	Pest Control Contract - 01-Mar-22 to 28-Feb-23 - Allots -	440.64	440.64
Total:						<u>2,203.20</u>

A/C: ARUN Name: Arun District Council

No	Type	Date	Ref	Details	Amount	Outstanding
76741	PI	02/03/2022	16281	Newsletter Printing & Design	1,355.30	1,355.30
Total:						<u>1,355.30</u>

A/C: ARUNBUS Name: Arun Business Supplies

No	Type	Date	Ref	Details	Amount	Outstanding
76700	PI	28/03/2022	16254	Copier Paper	129.24	129.24
76701	PI	11/04/2022	16255	Stationery	251.74	251.74
Total:						<u>380.98</u>

A/C: BIFFA Name: Biffa Waste Services Limited

No	Type	Date	Ref	Details	Amount	Outstanding
76702	PI	05/04/2022	16256	Public Toilet Cleansing Contract - Mar - inc T.Rolls	3,207.76	3,207.76
Total:						<u>3,207.76</u>

A/C: CANON Name: Canon UK Limited

No	Type	Date	Ref	Details	Amount	Outstanding
76742	PI	10/04/2022	16282	Copier/Printer Rental to 31-Jul - Office	273.55	273.55
76743	PI	10/04/2022	16283	Copier/Printer Rental to 31-Jul - Museum	65.58	65.58
Total:						<u>339.13</u>

A/C: COLLINSP Name: Mr P Collins

No	Type	Date	Ref	Details	Amount	Outstanding
76704	PI	01/04/2022	16257	Spam Service Renewal etc	1,585.00	1,585.00
Total:						<u>1,585.00</u>

A/C: COMPASS Name: Compass Travel (Sussex) Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
76708	PI	31/03/2022	16258	Contribution to No. 12 Bus Route - Mar	2,750.00	2,750.00
Total:						<u>2,750.00</u>

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
76709	PI	30/03/2022	16259	Maintenance & Floral Contract - Mar	4,209.94	4,209.94
76710	PI	10/04/2022	16260	Hedge Cutting/Clear & Removal of Waste - Conbar	1,440.00	1,440.00
Total:						<u>5,649.94</u>

Date: 14/04/2022
Time: 13:32:42

Rustington Parish Council
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A/C: GRUNDON Name: Grundon Waste Management Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
76711	PI	31/03/2022	16261	Wheelie Bins - SWC/Museum	94.20	94.20
76713	PI	31/03/2022	16262	Wheelie Bins - Rec.Ground	169.37	169.37
76714	PI	31/03/2022	16263	Wheelie Bins - W.Centre/Y.Centre	169.01	169.01
Total:						<u>432.58</u>

A/C: HOLTPUBL Name: Holt Publishing Limited

No	Type	Date	Ref	Details	Amount	Outstanding
76716	PI	08/04/2022	16264	Advertising - All about Mags - QPJ	232.80	232.80
Total:						<u>232.80</u>

A/C: INITIALW Name: Rentokil Initial UK Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
76717	PI	01/04/2022	16265	Safety Mats to 15-Jul	274.32	274.32
Total:						<u>274.32</u>

A/C: MICROSOF Name: Microsoft Ireland Operations Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
76719	PI	30/03/2022	16266	Online Services - Office 365	564.40	564.40
76723	PC	30/03/2022	16267	Online Services - Office 365	465.86	-465.86
Total:						<u>98.54</u>

A/C: PHSGROU Name: PHS Group

No	Type	Date	Ref	Details	Amount	Outstanding
76737	PI	01/04/2022	16277	Sani Dispos/Saniwipe/Air Fresh/Hand Sani - W.Centre Ext	511.37	511.37
76738	PI	01/04/2022	16278	Sani Dispos/Saniwipe/Air Fresh/Hand Sani - Churchill	840.53	840.53
76739	PI	01/04/2022	16279	Sani Dispos/Saniwipe/Air Fresh/Hand Sani - Broadmark	409.97	409.97
76740	PI	01/04/2022	16280	Sani Dispos/Air Fresh/Hand Sani/Low Risk Waste -	657.29	657.29
Total:						<u>2,419.16</u>

A/C: SCOTTAY Name: Scott Taylor Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
76727	PI	29/03/2022	16268	Feasibility Study & Presentation - W.Centre	2,351.00	2,351.00
Total:						<u>2,351.00</u>

A/C: SOUTHCLE Name: Southern Cleaning Services

No	Type	Date	Ref	Details	Amount	Outstanding
76728	PI	01/04/2022	16269	Contract Cleaning - 28-Feb to 28-Mar - W.Centre	1,392.00	1,392.00
76729	PI	01/04/2022	16270	Machine Scrub & Clean VMH Floor x2 - Mar	132.00	132.00
Total:						<u>1,524.00</u>

A/C: SOUTHCO Name: South Coast Coffee Co

No	Type	Date	Ref	Details	Amount	Outstanding
76730	PI	01/04/2022	16271	Office Supplies	112.00	112.00
Total:						<u>112.00</u>

Date: 14/04/2022
Time: 13:32:42

Rustington Parish Council
Supplier Invoices Recommended for Payment

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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>
76731	PI	31/03/2022	16272	Building Insurance - SWC	794.04	794.04
Total:						<u>794.04</u>

A/C: TRADEUK **Name:** Trade UK

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
76733	PI	22/02/2022	16273	Litter Picker & Bin Bag Hoop - Y.Centre	41.47	41.47
76734	PI	31/03/2022	16274	Mower Maintenance Parts - Rec.Ground	27.97	27.97
76735	PI	04/04/2022	16275	Bolts, Nuts & Washers - Play Area	32.99	32.99
Total:						<u>102.43</u>

A/C: WORLDPA **Name:** Worldpay Limited

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
76736	PI	01/04/2022	16276	Subscription Fee - Apr-22	11.94	11.94
Total:						<u>11.94</u>
Grand Total						<u>25,824.12</u>

Date: 28/03/2022

Rustington Parish Council

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Time: 14:32:38

Current Account - Recommended Payments/Payments MadeDate From: 18/03/2022
Date To: 31/03/2022Bank From: 1200
Bank To: 1200Transaction From: 76,565
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
76565	BP	7350	28/03/2022	16245	L'ton Community Fridge - QPJ Community Funding	100.00	0.00	100.00
76566	BP	2103	18/03/2022	16246 - WorldPay	M.O'Connell - Deposit Refund - W.Centre	200.00	0.00	200.00
76567	BP	2103	28/03/2022	16247 - WorldPay	N.Spasesoska - Deposit Refund - Y.Centre	50.00	0.00	50.00
Totals						£		
						<u>350.00</u>	<u>0.00</u>	<u>350.00</u>

Date: 14/04/2022

Rustington Parish Council

Time: 13:10:40

Current Account - Recommended Payments/Payments MadeDate From: 30/03/2022
Date To: 30/04/2022Bank From: 1200
Bank To: 1200Transaction From: 76,688
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
76688	BP	7106	30/03/2022	16248 - BACS	E.Neno (Original Factory Shop) - Staff Uniform (EN)	10.83	2.16	12.99
76689	BP	7101	30/03/2022	16248 - BACS	E.Neno - Travel Expenses - Leaflet Exchange	13.50	0.00	13.50
76761	BP	7106	14/04/2022	16284 - BACS	J.Burch Specsavers/Glasses Direct) - Eye Test/Glasses	70.00	0.00	70.00
76762	BP	7350	14/04/2022	16285 - BACS	RBL - Bunting - Plat.Jubilee	158.78	31.76	190.54
76763	BP	7350	14/04/2022	16286 - BACS	L'ton District Lions Club - QPJ Comm. Funding	100.00	0.00	100.00
76764	BP	7350	14/04/2022	16287 - BACS	Parocial Church Council (St P & St P) - QPJ Comm.	200.00	0.00	200.00
76765	BP	7350	14/04/2022	16288 - BACS	Family Support Work - QPJ Comm. Funding	80.00	0.00	80.00
76766	BP	7350	14/04/2022	16289 - BACS	R'ton Platinum Club - QPJ Comm. Funding	125.00	0.00	125.00
76767	BP	7300	15/04/2022	DD - 16290 (...)	BT - Office Mobile (Emergency Phone)	6.20	1.24	7.44
76768	BP	7300	15/04/2022	DD - 16290 (...)	BT - LAA Officer Mobile	6.20	1.24	7.44
76769	BP	7202	09/04/2022	DD - 16291 (...)	Business Stream - Water - Broadmark Toilets to 25-Mar -	92.74	0.00	92.74
76770	BP	7202	12/04/2022	DD - 16292 (...)	Business Stream - Water - Churchill Toilets to 28-Mar -	309.57	0.00	309.57
76771	BP	7202	12/04/2022	DD - 16293 (...)	Business Stream - Water - The Street Toilets to 28-Mar -	36.52	0.00	36.52
76772	BP	7202	09/04/2022	DD - 16294 (...)	Business Stream - Water - Penfold Allots to 25-Mar - Est	130.47	0.00	130.47
76773	BP	7321	01/04/2022	DD - 16295	Sage - Finance Support Package	354.00	70.80	424.80
76774	BP	7130	20/04/2022	DD - 16296	WorldPay - Monthly Transactions Fee for Mar (65%)	13.23	0.00	13.23
76775	BP	7130	20/04/2022	DD - 16296	WorldPay - Monthly Transactions Fee for Mar (25%)	5.09	0.00	5.09
76776	BP	7130	20/04/2022	DD - 16296	WorldPay - Monthly Transactions Fee for Mar (10%)	2.04	0.00	2.04
76777	BP	7130	20/04/2022	DD - 16296	WorldPay - Monthly Payment Approvals	0.32	0.06	0.38
76778	BP	7130	20/04/2022	DD - 16296	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80
76779	BP	7203	23/04/2022	DD - 16297	SSE - Electric - SWC - to 02-Apr - Acc	106.16	21.23	127.39
76780	BP	7203	23/04/2022	DD - 16297	SSE - Electric - Museum - to 02-Apr - Acc	106.16	21.23	127.39
76781	BP	7204	21/04/2022	DD - 16298 (...)	Total Energies - Gas - W.Centre - R1 to 31-Mar	535.08	107.02	642.10
76782	BP	7204	21/04/2022	DD - 16298 (...)	Total Energies - Gas - W.Centre - R2 to 31-Mar	92.63	18.53	111.16
76783	BP	7204	21/04/2022	DD - 16298 (...)	Total Energies - Gas - Y.Centre to 31-Mar	133.04	26.61	159.65
Totals						£		
						<u>2,691.56</u>	<u>302.68</u>	<u>2,994.24</u>

Reconciled Balances as at 31 March 2022

NatWest Bank:-	
Current Account	£ 7,707.85
Imprest Account	£ 625.41
Reserve Accounts:	
General Fund	£ 100,259.31
35-Day Notice (1)	£ 41,087.18
35-Day Notice (2)	£ 200,406.62
Museum Reserve	£ 2,738.52
Plant Equipment Renewal	£ 1,765.86
Capital Accounts:	
Opportunity and Special Purchases	£ 1,468.18
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	£ 103,456.81
Thomas Ashley Charity Account - Account Closed 22-Feb-22	£ -
Petty Cash	£ 170.00
	Total in Accounts
	£ 559,685.74
	Un-Reconciled Payments
	£ 550.54
	Grand Total
	£ 559,135.20

Date: 14/04/2022

Rustington Parish Council

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Time: 13:52:40

Current Account - Bank Receipts

Date From: 21/03/2022

Bank From: 1200

Date To: 31/03/2022

Bank To: 1200

Transaction From: 1

N/C From:

Transaction To: 99,999,999

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	
76563	BR	4047	24/03/2022	Bank Payment	R'ton S&S Club - Rent - 4th Quarter	3,300.00	0.00	3,300.00	
76564	BR	6107	25/03/2022	Bank Payment	J.Miles - G.Miles Memorial Trophy -	127.50	0.00	127.50	
76676	BR	4061	30/03/2022	102088	Snr Y.Club - Subs - Feb-Mar	17.15	0.00	17.15	
76677	BR	4062	30/03/2022	102088	Snr Y.Club - Tuck - Feb-Mar	22.25	0.00	22.25	
76687	BR	4040	31/03/2022	Card Payment	B.D'Alson - Tree Donation & Plaque -	115.00	0.00	115.00	
Totals						£	3,581.90	0.00	3,581.90

Date: 14/04/2022

Rustington Parish Council

Time: 13:56:29

Current Account - Customer Receipts

Date From: 21/03/2022

Bank From: 1200

Date To: 31/03/2022

Bank To: 1200

Transaction From: 1

Customer From:

Transaction To: 99,999,999

Customer To: ZZZZZZZZ

Bank: 1200 Currency: Pound Sterling

No	Type	A/C	Date	Ref	Details	Net	Tax	Gross	
76535	SR	RUSTWI	22/03/2022	Bank Payment	Sales Receipt	115.00	0.00	115.00	
76536	SR	RUSTPLSO	25/03/2022	Bank Payment	Sales Receipt	428.25	0.00	428.25	
76537	SR	ARUNDC	25/03/2022	Bank Payment	Sales Receipt	375.00	0.00	375.00	
76538	SR	SUTHERLA	28/03/2022	Bank Payment	Sales Receipt	42.25	0.00	42.25	
76675	SR	FLOWERCL	30/03/2022	102088	Sales Receipt	77.50	0.00	77.50	
76678	SR	ARUNFAIR	30/03/2022	Bank Payment	Sales Receipt	250.00	0.00	250.00	
76679	SR	THEATREA	30/03/2022	Bank Payment	Sales Receipt	212.00	0.00	212.00	
76680	SR	ADFAS	30/03/2022	Bank Payment	Sales Receipt	82.75	0.00	82.75	
76681	SR	FERRCLIN	30/03/2022	Card Payment	Sales Receipt	137.50	0.00	137.50	
76682	SR	VIRTUOSO	30/03/2022	Bank Payment	Sales Receipt	141.00	0.00	141.00	
76683	SR	LITTLEEX	31/03/2022	Bank Payment	Sales Receipt	1,327.50	0.00	1,327.50	
76684	SR	YASYOGA	31/03/2022	Bank Payment	Sales Receipt	70.00	0.00	70.00	
76685	SR	KTSESTAT	31/03/2022	Bank Payment	Sales Receipt	35.50	0.00	35.50	
76686	SR	BIRDBONN	31/03/2022	Card Payment	Sales Receipt	42.25	0.00	42.25	
Totals						£	3,336.50	0.00	3,336.50