

## **RUSTINGTON PARISH COUNCIL**

### **FINANCE AND GENERAL PURPOSES COMMITTEE**

**MINUTES:** of the Meeting held on 15 May 2023

**PRESENT:** Councillors P Warren (In the Chair), J Bennett, Mrs A Cooper, A Cooper, Mrs P Gregory, Mrs S Partridge and D Rogers

**In attendance:** Councillor J Ceiriog-Hughes, Mrs C Harris (Meeting Clerk), Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk of the Council)

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#### **34/23 CHAIRMAN OF THE MEETING**

In the absence of the Chairman and Vice-Chairman of the Committee, Councillor Warren was appointed to Chair the Meeting.

#### **35/23 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs Broomfield (Holiday), Broomfield (Holiday) and Tyler (Holiday). These apologies were accepted by the Committee.

#### **36/23 DECLARATIONS OF INTEREST**

Councillor Rogers declared a personal interest in Minute 41/23. He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

#### **37/23 MINUTES**

The Minutes of the Meeting held on 24 April 2023 were signed by the Chairman as a correct record.

#### **38/23 RECONCILED BANK BALANCES AS AT 30 APRIL 2023**

The Committee NOTED the Council's Reconciled Bank Balances as at 30 April 2023, as verified by Councillor Warren.

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

#### **39/23 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.

#### **40/23 MONTHLY BUDGET REPORT**

The Finance Manager reported that the Internal Auditor was due to audit the Council's accounts for the year ending 31 March 2023 on Tuesday 30 May 2023. She advised the Committee that the final Budget Report for the year ending 31 March 2023, together with a Report for the new financial year would be included on the Agenda for the next Meeting on 26 June 2023.

The Committee was pleased to NOTE this information.

*(Prior to consideration of the following item Councillor Rogers had declared a personal interest, in his capacity as a Committee Member of Littlehampton District Lions Club)*

**41/23            GRANT AID - RUSTINGTON STREET FAYRE**

The Committee considered a request for financial assistance towards the costs to be incurred in respect of the 2023 Street Fayre which had been previously circulated to all Members.

Following a brief discussion, the Committee RECOMMENDED that Grant Aid of £1,000.00 be awarded to the Littlehampton District Lions Club towards the costs to be incurred in connection with the 2023 Street Fayre.

The Committee also AGREED that a suggested Charity that the Lions Club might consider supporting could be The Anthony Nolan Trust. The Clerk said that she would endeavour to obtain details of the local fundraising that was currently being undertaken in memory of a young man who had recently passed away after suffering from Leukaemia, by his family and friends. She would then pass them on to Councillor Rogers who would advise the Lions Club accordingly.

**There being no further business the Meeting concluded at 6.23 pm.**

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

# Rustington Parish Council

## Reconciled Bank Balances as at 30 April 2023

<b>NatWest Bank:-</b>		
Current Account	£	6,936.24 ✓
Imprest Account	£	1,098.52 ✓
<b>Reserve Accounts:</b>		
General Fund	£	462,313.28 ✓
35-Day Notice (1)	£	25,486.61 ✓
35-Day Notice (2)	£	128,875.39 ✓
35-Day Notice (3) (S106)	£	25,458.01 ✓
Museum Reserve	£	2,752.73 ✓
Plant Equipment Renewal	£	2,780.07 ✓
<b>Capital Accounts:</b>		
Opportunity and Special Purchases	£	1,475.80 ✓
<b>CCLA:</b>		
<b>Capital Account:</b>		
Public Sector Deposit Fund	£	100,000.00 ✓
<i>Monthly Dividends Credited from PSDA into Nationwide Account</i>		
<b>Nationwide Building Society:</b>		
<b>Capital Account:</b>		
35-Day Saver	£	107,184.58 ✓
Petty Cash	£	272.23
<b>Total in Accounts</b>		<b>£ 864,633.46</b>
<b>Un-Reconciled Payments</b>		<b>£ 239.23</b>
<b>Grand Total</b>		<b>£ 864,394.23</b>

Checked against Bank Statements

06-May-23

Councillor P Warren (FGP)

# Rustington Parish Council

## **MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL**

15 May 2023

Date: 25/04/2023  
Time: 14:20:49

**Rustington Parish Council**  
**Supplier Invoices Recommended Payments/Payments Made**

Page: 1

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

Date From: 20/02/2023  
Date To: 30/04/2023

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
82458	PI	24/04/2023	17106	Security Charges & Other Services	1,415.76	1,415.76
<b>Total:</b>						<u>1,415.76</u>

A/C: APLECAR Name: Applecarte Distribution

No	Type	Date	Ref	Details	Amount	Outstanding
82474	PI	20/02/2023	17107	Newsletter Delivery	564.84	564.84
<b>Total:</b>						<u>564.84</u>

A/C: BIFFA Name: Biffa Waste Services Limited

No	Type	Date	Ref	Details	Amount	Outstanding
82475	PI	17/04/2023	17108	Public Toilet Cleansing Contract - Mar - inc T.Rolls	3,591.78	3,591.78
<b>Total:</b>						<u>3,591.78</u>

A/C: CANON Name: Canon UK Limited

No	Type	Date	Ref	Details	Amount	Outstanding
82477	PI	18/04/2023	17109	Photocopy/Printing to 13-Apr - SWC	6.71	6.71
<b>Total:</b>						<u>6.71</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
82478	PI	20/04/2023	17110	Replace CCTV Camera (Water Damage) - Y.Centre	259.20	259.20
82479	PI	21/04/2023	17111	3ltr Water Fire Extinguisher (Replacement) - Y.Centre	90.00	90.00
<b>Total:</b>						<u>349.20</u>

A/C: EBUYER.C Name: Ebuyer (UK) Limited

No	Type	Date	Ref	Details	Amount	Outstanding
82480	PI	19/04/2023	17112	HP Pro SFF 400 G6 PC - Office (RC)	727.48	727.48
<b>Total:</b>						<u>727.48</u>

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
82481	PI	21/04/2023	17113	Maintenance & Floral Contract - Apr	4,631.23	4,631.23
<b>Total:</b>						<u>4,631.23</u>

A/C: PLAYINSP Name: The Play Inspection Company Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
82482	PI	31/03/2023	17114	Operational Inspection - Rec.Ground Equipment	141.60	141.60
<b>Total:</b>						<u>141.60</u>

A/C: SIGMA Name: Sigma Plumbing Services

No	Type	Date	Ref	Details	Amount	Outstanding
82483	PI	20/04/2023	17115	Maint/Tasks (Apr) inc. Clean Shelters (Beach & Bus) &	857.00	857.00
<b>Total:</b>						<u>857.00</u>

Date: 25/04/2023  
Time: 14:20:49

**Rustington Parish Council**  
**Supplier Invoices Recommended Payments/Payments Made**

Page: 2

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>
82492	PI	19/04/2023	17116	Erbauer Angle Grinder & Disks - Rec.Ground	60.66	60.66
					<b>Total:</b>	<u>60.66</u>
					<b>Grand Total</b>	<u>12,346.26</u>

Date: 05/05/2023  
Time: 14:45:02

**Rustington Parish Council**  
**Supplier Invoices Recommended Payments/Payments Made**

Page: 3

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

Date From: 03/03/2023  
Date To: 31/05/2023

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>
82621	PI	26/04/2023	17124	Annual Licencing Fee - W.Centre	180.00	180.00
					<b>Total:</b>	<u>180.00</u>

A/C: ARUNCOM Name: Arun Church

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
82623	PC	31/03/2023	17125	Underspend on Activities (Club Closed) - 16&30-Mar	759.66	-759.66
82626	PI	25/04/2023	17126	Youth Wkr x1 & Support Wkrs x3 - Snr Y.Club - Apr-Jun	2,907.71	2,907.71
					<b>Total:</b>	<u>2,148.05</u>

A/C: BARKERSE 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>
82628	PI	27/04/2023	17127	Monthly Electrical Maintenance, ELT & Works - All Centres	120.00	120.00
					<b>Total:</b>	<u>120.00</u>

A/C: HIGHDOW Name: Highdown Carpets

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
82632	PI	03/03/2023	17128	Remove/Supply/Fit Polyflor Vogue Flooring - W.Centre Extn	2,917.00	2,917.00
82633	PI	03/05/2023	17129	Upgrade Floor Priming due to wet conditions - W.Centre	369.79	369.79
					<b>Total:</b>	<u>3,286.79</u>

A/C: MICROSOFT 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>
82634	PI	03/05/2023	17130	Online Services - Office 365 - 03-Apr to 03-May	615.40	615.40
					<b>Total:</b>	<u>615.40</u>

A/C: SOUTHCC Name: South Coast Commercial Cleaning Group

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
82638	PI	04/05/2023	17131	Pressure Wash War Memorial	135.00	135.00
82653	PI	04/05/2023	17131	Pressure Wash Poppies & Banner - Abbotswood	135.00	135.00
					<b>Total:</b>	<u>270.00</u>

A/C: SOUTHCLE 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>
82639	PI	01/05/2023	17132	Contract Cleaning - 28-Mar to 25-Apr - W.Centre & Offices	1,800.00	1,800.00
82640	PI	01/05/2023	17133	Machine Scrub & Clean VMH Floor x2 - Apr	140.40	140.40
					<b>Total:</b>	<u>1,940.40</u>

A/C: SOUTHCO Name: South Coast Coffee Co

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
82641	PI	27/04/2023	17134	Office Supplies	117.00	117.00
					<b>Total:</b>	<u>117.00</u>

Date: 05/05/2023  
Time: 14:45:02

**Rustington Parish Council**  
**Supplier Invoices Recommended Payments/Payments Made**

Page: 4

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>
82642	PI	24/04/2023	17135	Apache Ranger Boots (JB)	49.99	49.99
<b>Total:</b>						<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>
82643	PI	04/05/2023	17136	Remove/Replace Broken Key From Lock - Churchill Toilets	60.00	60.00
<b>Total:</b>						<u>60.00</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>
82645	PI	01/05/2023	17137	Subscription Fee - May-23	11.94	11.94
<b>Total:</b>						<u>11.94</u>
<b>Grand Total</b>						<u>8,799.57</u>



Date: 26/04/2023  
Time: 15:12:52

**Rustington Parish Council**

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**Current Account - Recommended Payments/Payments Made**

Date From: 01/04/2023  
Date To: 30/04/2023

Bank From: 1200  
Bank To: 1200

Transaction From: 82,493  
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	
82493	BP	6111	20/04/2023	17117 - BankPay	K.Ferry - Seaside Architecture Talk - Museum	85.00	0.00	85.00	
82494	BP	7300	15/04/2023	DD - 17118 (...)	BT - Office Mobile (Emergency Phone)	6.44	1.29	7.73	
82495	BP	7300	15/04/2023	DD - 17118 (...)	BT - LAA Officer Mobile	6.44	1.29	7.73	
82496	BP	7202	25/04/2023	DD - 17119	Business Stream - Water - SWC to 10-Apr - Est	61.56	0.00	61.56	
82497	BP	7202	25/04/2023	DD - 17119	Business Stream - Water - Museum to 10-Apr	26.38	0.00	26.38	
82498	BP	7310	01/04/2023	DD-TV L	TV Licence - Youth Centre	13.25	0.00	13.25	
82499	BP	7321	18/04/2023	DD-Sage	Sage - People Manger	62.37	12.47	74.84	
82500	BP	7201	24/04/2023	DD - ADC	ADC - Rates - R'ton Youth Centre	441.18	0.00	441.18	
82501	BP	7201	25/04/2023	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	137.47	0.00	137.47	
82502	BP	7201	25/04/2023	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	137.47	0.00	137.47	
82503	BP	7201	26/04/2023	DD - ADC	ADC - Rates - The Woodlands Centre	640.39	0.00	640.39	
<b>Totals</b>						<b>£</b>	<b>1,617.95</b>	<b>15.05</b>	<b>1,633.00</b>

Date: 05/05/2023  
Time: 14:48:03

**Rustington Parish Council**

**Current Account - Recommended Payments/Payments Made**

Date From: 01/05/2023  
Date To: 31/05/2023

Bank From: 1200  
Bank To: 1200

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

N/C From:  
N/C To: 99999999

Dept From: 0  
Dept To: 999

Bank: 1200		Currency: Pound Sterling							
No	Type	N/C	Date	Ref	Details	Net	Tax	Gross	
82646	BP	2103	05/05/2023	17138 - BankPay	L.Taplín - Deposit Refund - Allots - 11A PL	50.00	0.00	50.00	
82647	BP	4043	05/05/2023	17138 - BankPay	L.Taplín - Rent Refund - Allots - 11A PL	23.75	0.00	23.75	
82648	BP	2103	05/05/2023	17139 - BankPay	M.Gillings - Deposit Refund - Allots - 39 PL	50.00	0.00	50.00	
82649	BP	7349	05/05/2023	17140 - BankPay	C.Ward (M&S) - Coronation Concert Prizes	22.00	0.00	22.00	
82650	BP	7349	05/05/2023	17140 - BankPay	C.Ward (Aldi) - Refreshments - Coronation Concert	19.88	3.98	23.86	
82651	BP	7300	15/05/2023	DD - 17141 (...)	BT - Office Mobile (Emergency Phone)	6.44	1.29	7.73	
82652	BP	7300	15/05/2023	DD - 17141 (...)	BT - LAA Officer Mobile	6.44	1.29	7.73	
<b>Totals</b>						<b>£</b>	<b>178.51</b>	<b>6.56</b>	<b>185.07</b>

**Reconciled Bank Balances as at 30 April 2023**

<b>NatWest Bank:-</b>		
Current Account		£ 6,936.24
Imprest Account		£ 1,098.52
<b>Reserve Accounts:</b>		
General Fund		£ 462,313.28
35-Day Notice (1)		£ 25,486.61
35-Day Notice (2)		£ 128,875.39
35-Day Notice (3) (S106)		£ 25,458.01
Museum Reserve		£ 2,752.73
Plant Equipment Renewal		£ 2,780.07
<b>Capital Accounts:</b>		
Opportunity and Special Purchases		£ 1,475.80
<b>CCLA:</b>		
<b>Capital Account:</b>		
Public Sector Deposit Fund		£ 100,000.00
<i>    Monthly Dividends Credited from PSDA into Nationwide Account</i>		
<b>Nationwide Building Society:</b>		
<b>Capital Account:</b>		
35-Day Saver		£ 107,184.58
<b>Petty Cash</b>		£ 272.23
	<b>Total in Accounts</b>	<b>£ 864,633.46</b>
	<b>Un-Reconciled Payments</b>	<b>£ 239.23</b>
	<b>Grand Total</b>	<b>£ 864,394.23</b>

**Rustington Parish Council**  
**Bank Payment Summary - 25 April 2023**

Salaries (Gross) - Employees	£ 24,812.37
Employers - N.I.	£ 2,193.16
Employers - Superann.	£ 2,476.79
	£ -
<b>Total Employers Liabilities</b>	<b>£ 29,482.32</b>

**Petty Cash Requirements - 4 April 2023**

Chq.No.7624 - Office	180.00
- Museum	10.00
- SWC	10.00
<b>Grand Total:</b>	<b>200.00</b>

Date: 09/05/2023  
Time: 11:34:51

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

Page: 7

Date From: 06/04/2023  
Date To: 09/05/2023

Bank From: 1200  
Bank To: 1200

Transaction From: 82,391  
Transaction To: 99,999,999

Customer From:  
Customer To: ZZZZZZZZ

Bank	1200	Currency	Pound Sterling						
No	Type	A/C	Date	Ref	Details	Net	Tax	Gross	
82606	SR	DANCEBEA	06/04/2023	Bank Receipt	Sales Receipt	218.00	0.00	218.00	
82607	SR	RUSTFC	06/04/2023	Bank Receipt	Sales Receipt	453.15	0.00	453.15	
82608	SR	THEATREA	28/04/2023	Bank Receipt	Sales Receipt	297.25	0.00	297.25	
82609	SR	ARUNFAIR	28/04/2023	Bank Receipt	Sales Receipt	10.00	0.00	10.00	
82610	SR	ARUNFAIR	28/04/2023	Bank Receipt	Sales Receipt	335.30	0.00	335.30	
82615	SR	RUSTPLSO	24/04/2023	Bank Receipt	Sales Receipt	520.00	0.00	520.00	
82616	SR	KTSESTAT	26/04/2023	Bank Receipt	Sales Receipt	37.75	0.00	37.75	
<b>Totals</b>						<b>£</b>			
						<u>1,871.45</u>	<u>0.00</u>	<u>1,871.45</u>	