

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 26 June 2023

PRESENT: Councillors J Bennett (In the Chair), Mrs V Allen, Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, Mrs A Cooper, A Cooper, R Grevett, Ms L Lloyd, Mrs S Partridge, Ms M Revell, D Rogers and P Warren

In attendance: Mrs C Ward (Clerk of the Council), Ms R Costan (Deputy Clerk of the Council) and Mrs C Harris (Finance Manager/RFO)

153/23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Gregory (Holiday) and Tyler (Indisposition). These apologies were accepted by the Council.

154/23 CHAIRMAN OF THE MEETING

In the absence of Councillor Tyler, Chairman, the Vice-Chairman, Councillor Bennett, Chaired the Meeting.

Councillor Bennett advised the Council that Councillor Tyler was currently in hospital and said that he would ensure that Members were kept up to date on his progress on a regular basis.

The Council expressed its hope that Councillor Tyler would make a full recovery very soon.

155/23 DECLARATIONS OF INTEREST

Councillor Mrs Broomfield declared a personal interest in Minute 163/23 (Minute 52/23 of the Finance and General Purposes Committee Meeting - 26 June 2023 refers). She remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Broomfield declared a personal interest in Minute 163/23 (Minute 52/23 of the Finance and General Purposes Committee Meeting - 26 June 2023 refers). He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Rogers declared a personal interest in Minute 163/23 (Minute 52/23 of the Finance and General Purposes Committee Meeting - 26 June 2023 refers). He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Mrs Cooper declared a personal interest in Minute 178/23. She remained in the Meeting during consideration of this item and took part in the discussion thereon.

156/23 MINUTES

The Minutes of the Annual Meeting held on 15 May 2023 were signed by the Chairman of the Meeting as a correct record.

157/23 SUSSEX POLICE

(a) Matters Arising

The Clerk said that over the past month or so, the unceasing spate of anti-social behaviour incidents on the Recreation Ground had ceased, almost completely. She said that following the receipt of a number of representations from members of the local community expressing concern that they were being intimidated by

the youths gathering along the footpath on the eastern boundary of the Recreation Ground, a Security Company had been employed for one evening, which it was felt might have helped to deter the continuation of this behaviour. This was coupled with the fact that the Police had turned up 'in force' on the next evening, after being called by the Council, and had proceeded to stop and search the majority of members of the group. She said that it was understood that one of the main perpetrators of the incidents had now been removed from the area, which might also have had a bearing on the problems ceasing for the time being.

The Council NOTED this information.

(b) Arun All Parishes Meeting - 12 June 2023

The Clerk reported that she had attended, along with the Deputy Clerk, a recent Meeting hosted by Inspector Ross Wickings (Acting Arun NPT Inspector), who had provided information on the recently issued State of Policing Report that had stated how Neighbourhood Policing was incredibly important, which was most welcome to hear.

He then reported on Operation Downsway (Forcewide Operation directed at anti-social driving, etc.), and also advised that Bognor Regis Town Centre had been recognised as suffering from significant anti-social behaviour and had, because of this, been awarded some grant funding by the Police and Crime Commissioner's Office as a result.

He also provided an update on the personnel position in the Arun District and said that, unfortunately, the two Sergeants were no longer in post as one had retired and one was on sick leave. He said that there was an Acting Sergeant, namely Georgia Hudson, who would be operational in Littlehampton within the next couple of months. He referred to the situation regarding PCSO's and said that there were currently five vacancies, but it was hoped that some of these would be filled within the next six months.

At the Meeting, Inspector Wickings responded to a number of questions from Town and Parish Council representatives.

The Council NOTED this information.

The Clerk reminded Members that the Arun Weekly Bulletins continued to be being circulated via email.

158/23 DISTRICT COUNCILLORS

Apologies for absence had been received from Councillors Gunner and Ms Edwards.

- Councillor Mrs Cooper, in her capacity as the Chairman of the District Council advised that her chosen Charity for her Term of Office was the A J's Legacy (the late Alex Bryant), under the umbrella of The Anthony Nolan Trust. She said that the fundraising efforts were being co-ordinated by Alex's wife, who was a Rustington resident
- Training of new Council ongoing
- Local Plan - Un-paused - Call for Sites issued
- Economy Committee - Pier Road, Littlehampton to through Traffic - Officers authorised to engage with the County Council as the Highway Authority to appraise feasibility, etc., with a view to delivering the preferred option of a permanent closure.

Councillor Mrs Cooper said that there was nothing else of any significance to report at the present time.

The Council NOTED this information.

159/23 COUNTY COUNCILLORS

Councillor Mrs Cooper reported on the following County Council issues:-

- New West Sussex Fire Training Centre and Fire Station at Horsham now opened - Amazing facility, the first of its type in the County - Combines a multi-use Training Centre with a 24/7 response Fire Station - Carbon neutral site
- Council committed to working with communities to provide more defibrillators in West Sussex - and for all defibrillators on Council property and in Schools to be registered with The Circuit - the National Defibrillator Network, supported by the British Heart Foundation
- Procedure for requests for Traffic Regulation Orders now changed - Parish Council has to support any requests, along with the County Councillor for the Parish.

The Council NOTED the above information and the Chairman of the Meeting thanked Councillor Mrs Cooper for her Report.

160/23 CLERK'S REPORT

(a) Rustington Charity Street Fayre 2023

The Clerk reported the receipt of an email from the Littlehampton District Lions Club, expressing its thanks and appreciation to the Council for its continued support.

The letter also advised that due to current regulations in respect of Public Events, additional expenditure of approximately £400.00 was having to be endured, but the Club really did want to continue with the Event as it benefitted so many local Charities and non-profit groups.

The Clerk said that the Lions Club had decided to donate any proceeds from the Event to the St Peter and St Paul Pantry which supported many people in the Village who were struggling to afford to buy food.

The Council was pleased to NOTE this information.

161/23 CHAIRMAN'S REPORT

In the absence of the Chairman, Councillor Tyler, the Vice-Chairman reported that he had attended the following Events during the first month of his Chairmanship as follows:-

- Launch of extended No. 12 Bus Service - 2 June 2023
- SERFCA (South East Reserve Forces' & Cadets' Association) Armed Forces' Briefing - 8 June 2023

The Vice-Chairman then reported on his attendance, representing the Chairman, at the following:-

- Arundel & Littlehampton Scout District - Annual General Meeting - 22 June 2023
- Littlehampton Town Council - Armed Forces Day - 24 June 2023
- Rustington Heritage Association - 40th Birthday Party - 24 June 2023

The Council NOTED this information.

162/23 PLANNING COMMITTEE

The Council NOTED the Reports of the Planning Committee Meetings held on 15 May 2023 and 12 June 2023.

(Prior to consideration of the following item, Councillor Mrs Broomfield, Broomfield and Rogers had declared a personal interest in their capacity as Committee Members of the Littlehampton District Lions Club - Minute 52/23 refers)

163/23 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received the Report of the Finance and General Purposes Committee Meeting held on 26 June 2023. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 26 June 2023 be APPROVED.

164/23 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) - AUDIT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

The Clerk reported that the Accounts for the year ending 31 March 2023, prepared under the Accounts and Audit Regulations 1996, had been completed and were ready for Audit. She said that it was now necessary for the Council to formally consider and approve the Accounts, prior to submission to the External Auditors.

The Council considered and NOTED the Annual Internal Audit Report 2022/2023 (AGAR - Page 3).

The Council then considered the Annual Governance Statement 2022/2023 (AGAR - Page 4) and RESOLVED unanimously that this should be APPROVED.

The Council also considered the Accounting Statements 2022/2023 (AGAR - Page 5) and RESOLVED unanimously that these should be APPROVED.

A copy of the Annual Return, together with all of the associated documentation, as circulated, is attached and forms a part of these Minutes.

It was further AGREED that Councillor Bennett, Chairman of the Meeting, be AUTHORISED to sign the Annual Governance Statement, the Statement of Accounts, together with any other relevant documentation, on behalf of the Council.

165/23 LEISURE AND AMENITIES COMMITTEE

The Council received the Report of the Leisure and Amenities Committee Meeting held on 12 June 2023.

The Council RESOLVED that the Recommendations contained in the Report of the Leisure and Amenities Committee Meeting held on 12 June 2023 be APPROVED.

166/23 PLANNING COMMITTEE - RESIGNATION OF COUNCILLOR MRS PARTRIDGE

The Clerk reported that Councillor Mrs Partridge had recently advised her that she had decided to stand down from the Planning Committee due to the fact that she had a conflict of interests, as she had recently been appointed, in her capacity as an Arun District Councillor, as a Member of the District Council's Planning Committee.

The Council NOTED this information.

167/23 APPOINTMENT OF SATUTORY AND STANDING COMMITTEES

The Clerk advised that there was one vacancy on the Allotments Committee, and now one vacancy on the Planning Committee resulting from Councillor Mrs Partridge's decision to stand down (Minute 166/23 refers).

The Council AGREED the following:-

(a) **Allotments Committee (One Vacancy)**

Hold in Abeyance

(b) **Planning Committee (One Vacancy)**

Hold in Abeyance

168/23 IT/WEBSITE WORKING PARTY - IT EQUIPMENT FOR MEMBERS

The Clerk referred to Minute 46/23 and reminded the Council that she had previously circulated a Report from the IT/Website Working Party regarding IT Equipment for Members, as follows:-

1. *At the Council Meeting on 27 February 2023, a Report from the IT/Website Working Party containing the following Recommendations, was considered:-*
 - *16 laptops should be purchased in the new financial year for issuing to Members of the Council elected in May 2023, as soon as practicably possible after that date, up to a maximum total expenditure of £8,000.00 excluding VAT*
 - *The existing iPads to be sold to Members/Personnel for £100.00 each or donated to the local Primary Schools/Charities.*
2. *At that time, the Council decided that this matter should be held in abeyance until the new Council had been elected, following which a Survey should be carried out as to Members' preferences in respect of receiving paper copies or opting to go 'paperless', and their chosen IT devices.*

Accordingly, an email was sent to all Members on 23 May 2023 asking Members to respond to the following questions:-

- *The Council has, in the past, expressed its desire to achieve 'paperless' status in respect of Council Meeting documentation, in particular. Would your preference be to continue receiving hard copies of the aforementioned documentation, or would you be happy to receive all of this documentation electronically (via SharePoint and Email)?*
 - *What would your preferred device be from the following options?*
 - *Microsoft Surface Go - 10.5" screen, portable touchscreen device, or another brand with a similar specification*
 - *Laptop - 14" screen*
 - *Alternatively, would you prefer to be able to receive all such documentation on one of your own personal devices, rather than one of the above-mentioned appliances provided by the Council? The Council's IT Administrator has advised that this would be possible.*
3. *The Working Party met to consider the responses and a proposed way forward on 7 June 2023, and agreed that prior to placing its final recommendations to the full Council, Members should be asked to consider and respond to the following suggestions:-*
 - *Members who have opted to go paperless should be issued with a new device in the form of a 14" Screen Laptop, and should return their iPads to the Office, unless they have expressed their desire to purchase them*

- *Members who have opted to continue to receive Council documentation in paper form should not be issued with a new device, but instead, should retain their iPads for the purposes of receiving emails and other communications via this device.*

4. *The responses received were as follows:-*

- (a) *Nine Members opted to go 'paperless' and be issued with a 14" Screen Laptop on which to receive all documentation - Existing iPads to be returned to the Council Offices*
- (b) *Six Members opted to remain receiving Council documentation in paper form, with their existing iPads being retained for the purposes of sending and receiving Council related emails and any other relevant documentation*
- (c) *Two 'Paperless' Members expressed a desire to purchase their existing iPads.*

5. *Taking account of the responses received, the Working Party would now like to RECOMMEND that:-*

- (a) *Ten 14" Screen Laptops should be purchased, up to a maximum unit cost of £500.00, and issued to those Members who are opting to go 'paperless' - This quantity assumes the soon to be co-opted Member will choose to go paperless, or it could be retained as a spare device*
- (b) *With the exception of the two Members who have expressed a desire to purchase their iPads, the remaining iPads should be returned to the Council Offices, once the new laptops have been issued*
- (c) *Members wishing to purchase their iPads should be able to do so at a cost of £50.00, with the remaining devices being offered to members of personnel. Any unsold devices can then be offered to one/all of the Village Primary Schools*
- (d) *All Members should also be given the opportunity to receive Council documentation, and/or emails on their own personal devices*
- (e) *The remaining six Members to continue to receive hard-copies of all Council related documentation, and should retain their existing iPads to enable them to be used to send and receive emails and other associated Council communications.*

6. *The Council's views are now requested.*

Following a detailed discussion, the Council RESOLVED that the Recommendations contained within the Report from the IT/Website Working Party be APPROVED, and that the resulting expenditure should be borne from balances if this proved to be necessary.

169/23 SAFEGUARDING POLICY

The Council reviewed the Safeguarding Policy and RESOLVED to take no action in respect of any amendments to this Policy at the present time. A copy of the Policy is attached and forms a part of these Minutes.

170/23 VACANCY - WEST PRESTON WARD

The Clerk referred to Minute 128/23 and reported that four applications had been received in response to the vacancy being advertised for filling by the co-option process, the closing date for which had been Friday 23 June 2023.

She reminded Members that it would now be necessary to invite all of the applicants to make a brief personal presentation to the Council at its next Meeting on Monday 24 July 2023, at a point prior to it considering the applications received. She said that the written applications would be circulated with the Agenda papers for the Meeting.

She concluded by saying that she would be confirming the procedure that had to be followed prior to the next Meeting, and would advise Members accordingly in good time.

The Council NOTED this information.

171/23 INDUCTION/FAMILIARISATION COURSE FOR COUNCILLORS

The Clerk reported that the informal Induction/Familiarisation Course for all Councillors, held on 14 June 2023, had been attended by ten Members and had proved most worthwhile.

She said that a comprehensive and informative Induction Pack had been provided to the Members in attendance, and arrangements were in hand for the remaining five Members, who had been unable to attend the Course, to also receive a copy of the Induction Pack for their information and reference.

The Council was pleased to NOTE this information.

172/23 COUNCILLORS' SURGERIES

The Clerk referred to Minute 43/22 and reminded Members that the Quarterly 'Face to Face' Councillor Surgeries at Rustington Library and the six-monthly Evening Surgeries at the Samuel Wickens Centre were recommenced with effect from June 2022.

She said that the Council might now wish to consider whether the Surgeries should continue for the foreseeable future.

Following a further discussion, the Council RESOLVED that:-

- (a) the Quarterly 'Face to Face' Councillor Surgeries at Rustington Library should continue with the next Surgery being held on Saturday 29 July 2023 from 10.30 am to 12.30 pm
- (b) due to the poor attendance at all of the previous six-monthly Evening Surgeries at the Samuel Wickens Centre, these should now cease for the foreseeable future
- (c) an Attendance List should be provided for each Surgery, to ensure that attendance figures were recorded for reference when considering the continuation of Surgeries in the future.

The Clerk said that the Library had provisionally agreed to the above date, together with a further three dates over the next 12-month period, namely Saturday 4 November 2023, Saturday 13 January 2024 and Saturday 2 March 2024, but these had yet to be confirmed. She advised that Members would be being approached in the next couple of weeks to establish their availability, etc.

It was further AGREED that the previous arrangement for one representative from each of the Parish, District and County Councils to be in attendance at each of the Quarterly Surgeries should continue. The Clerk was asked to ensure that the appropriate District and County Councillors were advised of this arrangement.

173/23 NUMBER 12 BUS SERVICE

(a) Statistics - May 2023

The Council NOTED the Number 12 Bus Service Statistics for May 2023.

(b) Extension of Service

The Council NOTED a Press Release issued by East Preston Parish Council in this regard.

174/23 THE WOODLANDS CENTRE - PROPOSED MAJOR REDESIGN AND REFURBISHMENT PROJECT

The Clerk referred to Minute 149/23 and said that the Architects, Scott Taylor, had now advised that the Quantity Surveyor was concluding his cost plan for the Village Memorial Hall Phase of the Project and, accordingly, a Meeting to discuss this area of the Project, with the Rolling Programme of Works/Capital Projects Working Party, was due to be held on 5 July 2023.

She said that a further Report on the next steps, namely the Public Consultation and preparation of the Planning Application would be made to the next Meeting of the Council.

The Council was pleased to NOTE this information.

175/23 STRATEGIC PRIORITIES AND ACTION PLAN - JUNE 2023 TO APRIL 2027

The Clerk referred to Minute 235/22 and reminded Members that, following the Council's Priorities Working Party's Workshop with Breakthrough Communications, the Council's Priorities going forward were identified, and these provided the foundation for the Draft Strategic Priorities and Action Plan Document, produced by the Deputy Clerk, which she had previously circulated to all Members.

The Deputy Clerk then explained in detail the content of the Plan and the process for its implementation.

Following a detailed discussion, the Council RESOLVED unanimously to Adopt the Strategic Priorities and Action Plan June 2023 to April 2027 with immediate effect.

The Council recorded its thanks and appreciation to the Deputy Clerk for all of her hard work and effort in this connection and congratulated her for producing such an excellent document which would formulate and prioritise the Council's focus and operation for the next four years.

A copy of the Strategic Priorities and Action Plan - June 2023 to April 2027 is attached and forms a part of these Minutes.

176/23 ARUN DISTRICT COUNCIL - SCHOOLS MEETING - 21 JUNE 2023 - ANTI-SOCIAL BEHAVIOUR

The Deputy Clerk reported that she had attended the Littlehampton Locality Schools Multi-Agency Meeting on Wednesday 21 June 2023.

She explained that the Meeting had been co-ordinated by Dax O'Connor, Community Safety Officer at Arun District Council in response to a letter sent from all Headteachers representing schools in the Littlehampton Locality. She added that this included the Heads from Summerlea Community Primary School and the Rustington Community Primary School.

She further explained that the Littlehampton Locality Schools Group had felt compelled to write to both the District Council and Littlehampton Town Council to express their concerns regarding the increasing number of worrying examples of serious anti-social behaviour by, in particular, Primary aged children. She reported that children as young as eight had recently been caught bringing a knife into a local school. She added that there were also significant concerns regarding vaping and how these were being obtained, often in dangerous situations, as well as an increase in "sexting" and fighting.

The Deputy Clerk stated that the Schools were reaching out for help and support and to gain a greater understanding of child and youth activities available in the local area. She added that there were particular

concerns regarding the Summer Holidays and the lack of positive engagement many of the young people of concern would benefit from over the six-week period.

She concluded that the Meeting had led to links being made but that a significant amount of further joined up working was required in order to be able to have an effective and positive impact for the young people in the Community.

The Council NOTED this information with much concern, and expressed its appreciation to the Deputy Clerk for attending the Meeting and for providing a comprehensive Report on its proceedings.

177/23 ARUN DISTRICT COUNCIL - CHANGES ALL ROUND AT ARUN DISTRICT COUNCIL - NEWS RELEASE

The Council NOTED a News Release in this regard.

(Prior to consideration of the following item, Councillor Mrs Cooper had declared a personal interest as a Member of the West Sussex County Council)

178/23 WEST SUSSEX COUNTY COUNCIL - BSIP PHASE 2 ENGAGEMENT - ARUN AREA

The Council NOTED an email received from Dainah Websdale, Project Support Officer, Highways, Transport & Planning, together with associated information detailing the proposed Bus Stop Improvements Plan, which included a breakdown of the affected bus stops within the Arun District.

The Clerk said that the general arrangement designs were in the process of being created ahead of a further consultation in the future, with the main objective being to draw awareness to the improvements that were likely to take place in the current phase. Comments were invited on the proposals, but the process would be ongoing with no deadline as engagement would continue until the designs were ready for consultation, at which point views would be invited on support for the proposed improvements.

179/23 WEST SUSSEX COUNTY COUNCIL - STREET LIGHTING - PARISH MAINTENANCE AND ENERGY 1 APRIL 2022 - 31 MARCH 2023

The Clerk referred to the recently received Invoice and Street Lighting Inventory, previously circulated, from the Traffic Signals and Street Lighting Team at the West Sussex County Council.

She explained that the total cost for the 44 Units owned by the Parish Council would be £3,705.66 for the 2022/2023 Financial Year which included the cost of maintenance and energy used. She added that this represented a, not surprisingly, significant increase of £965.80 on the previous Financial Year.

The Council NOTED this information.

180/23 RAMPION 2 OFFSHORE WIND FARM - ONSHORE CABLE ROUTE SELECTED

The Council NOTED an email received from Chris Tomlinson, Development & Stakeholder Manager, which had requested the following announcement to be shared with all Members:-

Rampion 2 has consulted on four occasions over a two-year period, during which a number of onshore cable route options have been considered. The preferred route will take power from the landfall at Climping Beach to the connection point at Bolney National Grid Substation.

Our non-statutory consultation in January/February 2021 introduced an initial scoping boundary or 'area of search' for the onshore cable route. Our statutory, project-wide consultation from July-September 2021 included a proposed cable route. Having listened to feedback, we embarked on a second statutory consultation dedicated to potential onshore cable route alternatives, which ran in October/November

2022. Having considered the response to this consultation, we ran one further consultation on the cable route, exploring a single short alternative known as '1d'.

The Rampion Team would like to thank the Sussex community for their input over the last three years, helping to finalise the cable route to be included in the Development Consent Order (DCO) application, which will be submitted later this Summer.

The final cable route decision was influenced by consultation feedback from statutory bodies, landowners, local residents and businesses, alongside our ongoing engineering and environmental work. Our goal throughout, has been to identify a cable route which best meets the needs of local communities, wildlife and the environment, while providing a technically feasible and economic connection solution.

The longest section of the route where alternatives were consulted upon ran from Lyminster to Sullington Hill. Having considered feedback from our consultation, the Eastern Route, also known as 'Longer Alternative Cable Route 1' has been selected. This was principally in order to protect ecology, avoiding the Warningcamp Hill and New Down Wildlife Site, and Ancient Woodland. It also reflects feedback raised during consultations with the villages of Crossbush, Burpham and Wepham.

At the northern end of the Eastern Route on the approach to Sullington Hill, a further alternative option, '1d', consulted on in February and March this year, has been selected to reconnect to the original route at Sullington Hill. This option has less impact on business, affects fewer hedgerows and is a more direct route.

The Rampion 2 DCO application will be submitted this summer and once accepted by the Planning Inspectorate it will be examined before a decision on approval is made by the Secretary of State. Should consent be granted construction could start end 2026/early 2027, with the wind farm fully operational before the end of the decade, helping meet the UK's increased target for a five-fold increase in offshore wind capacity by 2030.

The proposed Rampion 2 Wind Farm could generate up to 1,200 megawatts, enough to power over 1 million homes, meaning Rampion and Rampion 2 combined will be able to power the equivalent of all of the homes in Sussex, twice over.

181/23 DOCUMENTS AND PUBLICATIONS CIRCULATED

The Council NOTED the following Documents and Publications previously circulated for Members' information:-

- (a) Action in rural Sussex - May 2023 and June 2023 AirS Newsletter
- (b) CAGNE - Lesson should be learnt from COVID by aviation
- (c) CAGNE - 2nd Runway by the backdoor
- (d) Campaign to Protect Rural England - Campaigns Update - May 2023 and June 2023
- (e) Campaign to Protect Rural England - Summer Newsletter
- (f) Campaign to Protect Rural England - Using Rooftops for Solar - Moronic and absolute nonsense?
- (g) Campaign to Protect Rural England - Priority Booking for CPRE Sussex Members
- (h) Campaign to Protect Rural England - Groundbreaking Rooftop Solar Research
- (i) Campaign to Protect Rural England - Rooftop Solar
- (j) Campaign to Protect Rural England - Friend, did you know about this loophole exploited by developers?
- (k) Campaign to Protect Rural England - Quiz - Do you know the true power of rooftop solar?
- (l) Campaign to Protect Rural England - CPRE Sussex Notice of AGM
- (m) Carers Support West Sussex - Latest News
- (n) Chestnut Tree House - Mrs Ward, what do superheroes and owls have in common?
- (o) East Preston Parish Council News - 18 May 2023, 25 May 2023, 1 June 2023, 7 June 2023 and 20 June 2023

- (p) Hidden Disabilities - The Invisible Issue - Issue 14 - May 2023
- (q) National Association of Local Councils - Chief Executive's Bulletin - 18 May 2023, 25 May 2023, 1 June 2023 and 15 June 2023
- (r) National Association of Local Councils - NALC Events - 30 May 2023 and 6 June 2023
- (s) National Association of Local Councils - Newsletter - 17 May 2023 and 31 May 2023
- (t) Royal Horticultural Association - Celebrating volunteers
- (u) South East Employers (SEE) - Newsletter - May 2023 and June 2023
- (v) South East Water - Temporary Use Ban
- (w) South East Water - Update on water supply situation across areas of Kent and Sussex
- (x) St Barnabas House - Coping with bereavement and sharing joy
- (y) Turning Tides - BBC's The One Show reports on Turning Tides' activities
- (z) West Sussex County Council - News Release - 17 May 2023, 25 May 2023, 30 May 2023, 5 June 2023, 8 June 2023, 13 June 2023, 14 June 2023, 16 June 2023, 19 June 2023, 20 June 2023, 22 June 2023, 23 June 2023 x2 and 26 June 2023
- (aa) West Sussex County Council - Childrens' Services Ofsted Inspection Report Special
- (bb) West Sussex County Council - Highways, Transport and Planning Newsletter
- (cc) West Sussex County Council - Residents' eNewsletter
- (dd) West Sussex County Council - West Sussex Emergency Management - Headline of Emergency situation
- (ee) West Sussex County Council - West Sussex Emergency Management - Air Quality Alert Moderate Pollution Forecast for West Sussex
- (ff) WSALC - NALC Planning call for evidence

182/23 DOCUMENTS AND PUBLICATIONS RECEIVED

The Council NOTED the following Documents and Publications received for Members' information:-

- (a) SERFCA (South East Reserve Forces' & Cadets' Association) - Information Pack
- (b) Wellspring West Sussex - Newsletter - Issue No. 1 2023

There being no further business the Meeting concluded at 8.08 pm.

Chairman:

Date:

There were no questions received either preceding, or at, the Meeting for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.

MONTHLY COUNCIL MEETING

26 JUNE 2023

Audit of Accounts for the year
ended 31 March 2023 - Submission
of Accounts prior to Audit

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

RUSTINGTON PARISH COUNCIL

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During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

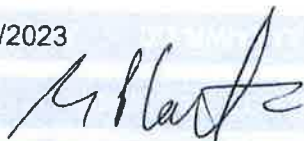
15/11/2022

30/05/2023

Name of person who carried out the internal audit

Mike Platten CPFA

Signature of person who carried out the internal audit



Date

01/06/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

RUSTINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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Section 2 – Accounting Statements 2022/23 for

RUSTINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	408,551	477,220	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	690,000	690,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	131,184	184,744	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	329,730	365,644	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	422,785	500,392	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	477,220	485,928	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	559,246	548,731	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,081,610	3,092,101	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

RUSTINGTON PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Rustington Parish Council

Income & Expenditure Account For the year ended 31 March 2023

Year ended 31 March 2022 £		Year ended 31 March 2023 £
	INCOME	
690,000.00	Precept	690,000.00
46,975.87	Woodlands Centre Income	65,028.51
5,402.18	Allotments Income	5,795.93
19,521.75	Playing Fields Income	18,215.70
594.27	Interest Received	6,507.77
17,481.35	Other Income	34,133.23
-	Discretionary Grants	-
120.45	Museum Income	142.70
25,395.36	Samuel Wickens Centre (Community Hall)	36,344.85
6,700.00	Concurrent Functions Grant	6,700.00
8,992.35	Youth Centre Other Income	11,875.06
<u>821,183.58</u>	TOTAL INCOME	<u>874,743.75</u>
	EXPENDITURE	
333,644.33	General Administration	364,575.79
4,280.00	Section 137	2,500.00
1,750.00	Other Grants	1,500.00
52,709.37	Rolling Programme of Works (Reserve & Capital Exp)	-
	<u>Running Expenses</u>	
60,188.65	Woodlands Centre Expenditure	90,166.79
5,264.17	Allotments	17,011.80
46,439.08	Playing Fields	95,880.24
107,140.60	Amenities	136,221.25
2,553.20	Street Lighting	2,739.86
41,087.02	Youth Centre	46,480.60
46,913.11	Museum Expenditure	51,515.87
50,545.44	Samuel Wickens Centre (Community Hall)	57,444.55
<u>752,514.97</u>	TOTAL EXPENDITURE	<u>866,036.75</u>
<u>68,668.61</u>	NET INCOME/(EXPENDITURE)	<u>8,707.00</u>
	GENERAL FUND	
200,167.04	General Fund O/B	267,790.64
<u>68,668.61</u>	Net Income/(Expenditure)	<u>8,707.00</u>
268,835.65	Total General Fund before Transfers	276,497.64
- 1,045.01	Transfers (to)/from Reserves	- 29,947.12
<u>267,790.64</u>	General Fund Balance as at 31 March	<u>246,550.52</u>

Rustington Parish Council
Balance Sheet
For the year ended 31 March 2023

Year ended 31 March 2022 £		£	Year ended 31 March 2023 £
	CURRENT ASSETS		
559,246.35	Cash in Hand	548,730.51	
5,175.37	Debtors	5,242.27	
1,206.42	Stock	887.76	
1,445.79	Prepayments	1,660.49	
2,195.53	VAT recoverable	11,800.55	
<u>569,269.46</u>	TOTAL ASSETS		<u>568,321.58</u>
	CURRENT LIABILITIES		
92,049.45	Creditors, Accruals & Deposits	82,394.57	
-	Temporary Borrowing	-	
-	VAT due	-	
92,049.45	TOTAL CURRENT LIABILITIES		<u>82,394.57</u>
<u>477,220.01</u>	NET ASSETS		<u>485,927.01</u>
	REPRESENTED BY		
267,790.64	General Fund Balance		246,550.52
	Earmarked Reserves:		
	<i>Included in General Fund Balance:</i>		
	Section 106 Funding	469.79	
	Changing Places Toilet	50,000.00	
	Building Improvement Fund - W.Centre	10,000.00	
	Reserve Accounts:		
1,468.18	Opportunity Purchases Fund		1,474.65
1,765.86	Equipment Renewal Reserve		2,777.90
2,738.52	Museum Reserve		2,750.58
100,000.00	Capital Reserve Projects (1)		100,000.00
103,456.81	Capital Reserve Projects (2)		106,947.25
	Section 106 Funding Account		25,426.11
<u>477,220.01</u>			<u>485,927.01</u>

The above statements represent fairly the financial position of the Parish Council and reflect its
Income and Expenditure during the year.

Signed:

Chairman

RFO

Dated:

Rustington Parish Council

Final Accounts 2022/2023

Bank Reconciliation

<u>Per Bank Account</u>	£
Current Account	37,958.09
Imprest Account	1,304.94
General Fund	141,474.83
35-Day Notice Account (1)(276)	25,454.67
35-Day Notice Account (2)(670)	25,426.11
35-Day Notice Account (3)(284)	125,717.64
Public Sector Deposit Fund	100,000.00
35-Day Saver Account	106,947.25
Equipment Renewal Account	2,777.90
Opportunity Purchases Fund	1,474.65
Museum Reserve	2,750.58
Petty Cash	94.51
	<u>571,381.17</u>
Less: Unpresented Items	
Current Account per attached list	- 22,471.43
Imprest Account per attached list	- 179.23
<u>Per Balance Sheet</u>	<u><u>548,730.51</u></u>

Responsible Finance Officer

Date

Chairman

Date

Rustington Parish Council

External Audit 2022-2023

Supporting Statement Variance Analysis

Box 1 - Balances Brought Forward

From:	31-Mar-22	£	408,551	To:	31-Mar-23	£	477,220
Variance:	16.81%		£ 68,669				

Box 2 - Annual Precept

From:	31-Mar-22	£	690,000	To:	31-Mar-23	£	690,000
Variance:	0.00%		£ 0				

Box 3 - Total Other Receipts

From:	31-Mar-22	£	131,184	To:	31-Mar-23	£	184,744
Variance:	40.83%		£ 53,561				

Covid Business Interruption Insurance Claim	£ 13,879
External Event - Halloween	£ 2,121
Increase in Lettings - All Sites	£ 20,975
Insurance Claim - Planter Damage	£ 1,860
Insurance Claim - Vandalised Toilets	£ 1,713
Seat Donations	£ 7,460
Sponsorship of Planters	£ 6,650
	<u>£ 54,658</u>

Box 4 - Staff Costs

From:	31-Mar-22	£	329,730	To:	31-Mar-23	£	365,644
Variance:	10.89%		£ 35,914				

Box 5 - Loan Interest/Capital Repayments

From:	31-Mar-22	£	-	To:	31-Mar-23	£	-
Variance:	0.00%		£ 0				

Rustington Parish Council

External Audit 2022-2023

Supporting Statement Variance Analysis

Box 6 - Total Other Payments

From: 31-Mar-22 £ 422,785 To: 31-Mar-23 £ 500,392

Variance: 18.36% £ 77,607

Installation of services for changing room - WPSF	£ 20,732
New CCTV system - Woodlands Centre & Youth Centre	£ 8,044
New public seats	£ 6,030
Purchase & Maintenance New Vehicle	£ 20,057
Refurbished War Memorial Soldier etc	£ 4,124
Replacement Wall incl. Clearance - Allotment Site	£ 6,400
Replacement memorial clock and plinth	£ 6,812
Replacement noticeboards	£ 4,850
	<u>£ 77,049</u>

Box 7 - Balances Carried Forward

From: 31-Mar-22 £ 477,220 To: 31-Mar-23 £ 485,927

Variance: 1.82% £ 8,707

Box 8 - Total Cash and Short Term Investments

From: 31-Mar-22 £ 559,246 To: 31-Mar-23 £ 548,731

Variance: -1.88% (£ 10,516)

Box 9 - Total Fixed Assets and Long Term Assets

From: 31-Mar-22 £ 3,081,610 To: 31-Mar-23 £ 3,092,101

Variance: 0.34% £ 10,490

Box 10 - Total Borrowings

From: 31-Mar-22 £ - To: 31-Mar-23 £ -

Variance: 0.00% £ 0

Rustington Parish Council

**Explanation of Difference between Balance Carried Forward (Box 7)
and Total Cash and Short Term Investments (Box 8) at 31 March 2023**

Reconciliation of Box 7 -

Balances Carried Forward at 31-Mar-23 £ 485,927.01

Reconciliation of Box 8 -

Total Cash and Short Term Investments at 31-Mar-23 £ 548,730.51

Difference £ 62,803.50

Liabilities:

Creditors, Accruals and Deposits Held

£ 82,394.57

VAT Due

£ -

Total Liabilities £ 82,394.57

Assets:

Debtors

£ 5,242.27

Prepayments

£ 1,660.49

Stock

£ 887.76

VAT Recovered

£ 11,800.55

Total Assets £ 19,591.07

Difference between Liabilities and Assets £ 62,803.50



RUSTINGTON PARISH COUNCIL

SAFEGUARDING POLICY

RUSTINGTON PARISH COUNCIL (RPC)

Safeguarding Policy

1.0 Introduction

- 1.1 The purpose of this Policy is to make clear to all members, staff, volunteers, and contractors what is required in relation to the protection of children, young people and vulnerable adults. Children, young people, and vulnerable adults have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents / carers choose for them. This Policy will help to maintain a safe and positive environment for children and vulnerable adults.

2.0 Policy Coverage

- 2.1 This Policy applies to all members, employees, volunteers, and contractors working in partnership with Rustington Parish Council. Under the Children Act 2004, Rustington Parish Council has a duty to co-operate with other agencies and authorities to promote the well-being of children and young people. West Sussex County Council is the lead agency for the protection of vulnerable adults.
- 2.2 It is not the role of Rustington Parish Council to investigate allegations of abuse. However, all Members, employees, volunteers and contracted services providers have a responsibility to take action when they suspect or recognise that a child or vulnerable adult may be a victim of significant harm or abuse. This Policy is to be used in conjunction with the Council's Health and Safety Policy, Equal Opportunities Policy, Complaints Policy and Procedure, Disciplinary and Grievance Procedures.
- 2.3 The phrase '**children, young people and vulnerable adults**' refers to:
- a) Anyone under the age of 18 years,
 - b) Someone who is over the age of 18 who is or may be in need of community care services by reasons of mental health or other disability, age or illness and is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

When the term '**parents**' is used, it is used in the broadest sense to include parents, carers and guardians.

3.0 Policy Principles

- 3.1 Rustington Parish Council recognises that all children and vulnerable adults have an equal right to protection from abuse. It is committed to safeguarding children and vulnerable adults and protecting them from abuse when they are engaged in services organised and provided by, or on behalf of, the Parish Council.
- 3.2 Referrals of suspicions of abuse cannot be anonymous and should be made in the knowledge that, during enquiries, the agency that made that referral will be made clear.

- 3.3 Rustington Parish Council will not tolerate the harassment of any Member, employee, volunteer, contracted service provider or child/vulnerable adult who raises concerns of abuse.

4.0 Policy Statement

- 4.1 Rustington Parish Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and will promote a safeguarding culture and environment.

- We will endeavour to keep children and vulnerable adults safe from abuse.
- Suspicion of abuse will be responded to promptly and appropriately.
- We will always act in the best interests of the child or vulnerable adult.
- We will proactively seek to promote the welfare and protection of all children and vulnerable adults living in the local community.
- We will endeavour to ensure that unsuitable people are prevented from working with children and vulnerable adults through, as appropriate, its recruitment and selection Policy and by reminding hirers of their safeguarding responsibilities.
- We will take any concern made by a member, employee, volunteer or contracted service provider or child / vulnerable adult seriously and treat it with sensitivity.

5.0 Procedure and Systems

5.1 Definitions of Abuse:

- **Abuse** covers any form of physical, emotional, mental and sexual abuse including bullying, including lack of care that leads to injury or harm. For vulnerable adults abuse may also be financial.
- **Neglect** is where people fail to meet a child's or vulnerable person's basic physical / psychological needs and is likely to result in the serious impairment of their health or development, e.g., failure to ensure that a child is protected from unnecessary risk of injury, or exposing them to undue cold.
- **Physical Abuse** is where physical pain or injury is caused, e.g., hitting, shaking, biting, etc.
- **Sexual Abuse** is where children or vulnerable adults knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.
- **Emotional / Mental Abuse** is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g., bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.

- 5.2 It is important to recognise that disabled children may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g., feeding and clothing may make a person feel powerless to report abusive treatment.
- 5.3 This Policy is inclusive of all children, young people and vulnerable adults, irrespective of their age, gender, race or ethnicity, religion, disability or sexual preference.

5.4 Use of Video and Photography

The use of photographs and images of young people will be controlled to prevent possible misuse. In general, agreement will be sought from parents or guardians that images can be used as appropriate.

6.0 Responding to Allegations

6.1 If a person discloses abuse by someone else:

- Stay calm, take the allegation seriously.
- Allow the person to speak without interruption, accepting what is said, but DO NOT investigate
- Only ask questions for clarification, do not ask leading questions and do not attempt to investigate.
- Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that they did the right thing by talking to you.
- Advise that you will try to offer support, but that you MUST pass the information on, do not offer to keep secrets.
- Record the facts as you know them.
- Refer the allegation immediately and directly to the appropriate person. If an employee or volunteer is implicated, refer to their Line Manager. If a Manager or another young person is implicated, refer directly to the Parish Clerk. If the Parish Clerk is implicated, refer to the Chairman. All allegations must be referred, no matter how insignificant they seem to be, or when they occur.
- Try to ensure that no-one is placed in a position which could cause further compromise.

6.2 As soon as possible after the incident or disclosure has occurred:

- Write down notes, dates, times, facts, observations, and verbatim speech.
- Ensure the correct details are available, the young person's / vulnerable adult's name and address, and the name and address of their parent or guardian.
- Immediately contact the "Integrated Front Door" (IFD) via the West Sussex Safeguarding Children Partnership at West Sussex County Council. The IFD for West Sussex Children Services ensures that all enquiries and referrals are triaged upon receipt and directed to the appropriate service to support with the query, providing a seamless process with children receiving a service proportionate to their needs in a timely way.
- This expertise of the team comprises of qualified Early Help specialists, qualified Social Care specialists, qualified Managers, Customer Service Centre Agents and social care referral advisors.
- When referring in, you should confirm your referral in writing within 24 hours.
- Ask for the name of the person with whom you are speaking. Do not filter out or withhold any information. Ask if there is anyone else who should be informed.
- Prepare a confidential file. Record all notes, conversations, and advice from Social Services. Every effort should be made to ensure that confidentiality is maintained for all concerned.
- Store information in a secure place with limited access to designated people, in line with data protection legislation.
- Follow the advice from the IFD; take no other action unless advised to do so by IFD. Do not attempt to investigate any matters – this is not the role of the Parish Council.

- If in doubt about the advice you have received at any stage refer to West Sussex Safeguarding Children Partnership for guidance.

6.3 Responding to concerns about a child's welfare where there has been no specific disclosure or allegation.

All Members, employees, volunteers, and organisations contracted to provide services on behalf of the Council are encouraged to share concerns with the Parish Clerk. The Parish Clerk will, if appropriate, make a referral to the IFD.

Recognising abuse is not always easy. The list below provides some indicators of abuse; however, the list is not exhaustive and contains only indicators, not confirmation, of abuse:

- unexplained bruising, marks or injuries on any part of the body e.g. cigarette burns, bite marks.
- bruises which reflect hand marks or fingertips (from slapping or pinching)
- an injury for which the explanation seems inconsistent, or which has not been treated adequately.
- sudden changes in behaviour, including becoming withdrawn or becoming aggressive, severe temper outbursts.
- reluctance to get changed e.g., for swimming.
- neglected in appearance, dirty or 'smelly'.
- constant hunger, sometimes stealing food from others.
- inappropriate dress for the conditions.
- fear of parents or carers being approached for an explanation.
- flinching when approached or touched.
- neurotic behaviour e.g., hair twisting, rocking.
- being unable to play.
- fear of making mistakes.
- self-harm.
- fear of being left with a specific person or group of people, lack of trust in adults.
- sexual knowledge which is beyond their age or development age.
- sexual drawings or language.
- saying they have secrets they cannot tell anyone about.
- not allowed to have friends.

6.4 Contact Details for the West Sussex Safeguarding Children Partnership (IFD), the Police and NSPCC:

The Integrated Front Door (IFD) during office hours Telephone: 01403 229900
Or email from a secure email address: WSChildrenservices@westsussex.gov.uk

Adult Social Care - West Sussex County Council: Telephone 01243 642121

Sussex Police: Telephone 101 or in an emergency 999

NSPCC Child Protection Helpline: Telephone: 0808 800 5000

NSPCC Help for children and young people - Childline: Telephone 0800 1111

6.5 Confidentiality

Members, employees, volunteers, and contracted service providers must not discuss allegations of abuse, substantiated or not, with anyone other than in connection with the formal investigation. Where it is necessary to put in procedures to prevent continuing abuse the matter should be shared with the Parish Clerk so that appropriate risk assessments may be undertaken.

7.0 Prevention

7.1 Recruitment

- Prospective employees will be interviewed, and previous, relevant experience will be noted. Two appropriate references will be taken up for all employees. All employees will undergo a probationary period.
- All members, employees and volunteers who are required to carry out duties that involve working with children or vulnerable adults or whose roles mean they come directly into contact with children or vulnerable adults will be checked by the Government's Disclosure and Barring Service (DBS) and / or appropriate safeguarding agency. In line with best practice, these checks will be repeated every three years.

7.2 Training

- The Council will make the Safeguarding Policy available to all members, staff and volunteers. Line Managers will encourage good practice and identify any training needs required through the Council's Appraisal System.
- All Members and employees will be expected to read this Policy and sign the Declaration at the end of the document.
- Members will be offered appropriate training on safeguarding children and vulnerable adults as required.

7.3 Reporting

The Council is committed to maintaining an open culture where Members, employees, volunteers, children, vulnerable persons, parents, guardians and carers feel able to express concerns both about child protection and issues of poor practice.

In addition to the procedures outlined in this Policy, the Council's Complaints Policy is available to all Members, staff, volunteers, and the general public.

8.0 Codes of Practice and Behaviour

These guidelines have been devised to protect children and vulnerable adults from abuse, as well as to protect Members, staff and volunteers from situations where false allegations may occur.

The guidelines apply to those working with children or vulnerable persons involved in activities organised by or on behalf of Rustington Parish Council or at services provided by Rustington Parish Council.

8.1 Members, staff and volunteers must:

- Treat everyone with respect, regardless of their age, ethnicity, social background, ability, sexual orientation, culture, or religious beliefs.
- Provide an example of good conduct they wish others to follow.
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others.
- Respect a person's right to personal privacy.
- Provide access for young people to talk to others about any concerns they may have.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviours they do not like.
- Remember that someone else might misinterpret their actions, no matter how well-intentioned.
- Recognise that special caution is required when discussing sensitive issues, such as bullying, bereavement, abuse, or personal development.
- Recognise that some children or vulnerable adults will be more vulnerable to abuse than others and may face extra barriers in getting help because of their race, gender, age, religion, disability, sexual orientation, social background, or culture.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.

8.2 Members, staff and volunteers must not:

- Engage in physical horseplay, such as wrestling or tickling.
- Have any inappropriate verbal or physical contact with children or vulnerable people or make suggestive remarks or gestures.
- Permit abusive youth peer activities (e.g., initiation ceremonies, ridiculing, bullying etc.).
- Play physical contact games with children or vulnerable adults.
- Jump to conclusions about others without checking the facts.
- Ask children or vulnerable adults to do things that are potentially dangerous, illegal or otherwise unreasonable.
- Exaggerate or trivialise abuse issues.
- Show favouritism to any individual.
- Rely on just their good name to protect them.
- Believe it could "never happen to me".
- Take chances when common sense, Policy or practice suggest a more prudent approach.
- Allow allegations made to go unchallenged, unrecorded, and not acted upon.

Rustington Parish Council takes its responsibility very seriously. Employees who breach these guidelines will face investigation and may face disciplinary action, which could lead to a dismissal. Volunteers in breach of the above Code of Conduct will have their services terminated with immediate effect and their parent organisation (as appropriate) will be informed. If a Member does not adhere to the Policy, there may be grounds for reporting their behaviour to the Monitoring Officer, who may require an investigation under the Member Code of Conduct. Where there is evidence of illegal activity, the Member, employee, or volunteer will be reported to the relevant authorities and may face a criminal investigation.

9.0 Procedure in Relation to Specific Services

9.1 Work Experience

Rustington Parish Council may offer work experience placements. The Council will ensure that employees working with children or vulnerable adults are aware of the Safeguarding Policy. Line Managers are responsible for the health, safety and welfare of work experience students who under law are regarded as employees.

9.2 Employees aged under 18

Rustington Parish Council may employ workers aged under 18. The Council will ensure that all employees are aware of the Safeguarding Policy. Line Managers are responsible for the health, safety and welfare of all employees.

9.3 Grants

All organisations applying for a grant will be required to supply a copy of their Safeguarding Policy in order for their application to be progressed.

9.4 Council Assets and Facilities

Independent sports clubs and private individuals who regularly use the assets and facilities operated by Rustington Parish Council should have appropriate Safeguarding Policies in place, commensurate with the level of contact they have. Furthermore, their employees or volunteers who have significant and regular unsupervised contact with children and vulnerable adults should have satisfactory DBS checks.

9.5 Use of Contractors

Rustington Parish Council will take reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into regular contact with children, young people, or vulnerable adults, should have its own equivalent Safeguarding Policy, or failing this, must comply with the terms of this Policy. This requirement will be written into the contract. If this is not met, the contractor will be deemed to be in breach of their contract.

9.6 Internet and e-mail Policy

Please refer to Rustington Parish Council's Data Protection Policy.

9.7 First Aid

The administration of first aid to children, young people and vulnerable adults can present risks. Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or guardian expressly permits this course of action.

When administering first aid, wherever possible, employees should ensure that another adult is present, or is aware of the action being taken. Parents/carers should always be informed when first aid is administered.

Child welfare is of paramount importance. In certain circumstances members, employees, volunteers, and contracted service providers may undertake first aid as a last resort, notifying parents / carers as soon as possible, to minimise a child's or vulnerable adult's distress.

9.6 Special Events - Photography

It is an unfortunate fact that some people have used children and young people's events as opportunities to take inappropriate photographs or footage of children, every attempt should be made to ensure that this does not happen. Members, employees, volunteers, and contracted service providers should be vigilant at all times. Anyone using cameras or film recorders for or on behalf of the Council should obtain consent from the parents of children being photographed or filmed before the activity commences.

When commissioning professional photographers or inviting the press to cover Council services, events and activities the Council's expectations must be made clear in relation to child protection by checking the credentials of any photographers, ensuring identification is worn and by not allowing unsupervised access to children or one to one photographic session.

9.7 Misuse of Procedure

Malicious complaints about a member or an employee(s) and/or serious and/or persistent abuse of these safeguarding policies and procedures will not be tolerated and will be dealt with through Rustington Parish Council's disciplinary process.

10.0 Policy Monitoring and Review

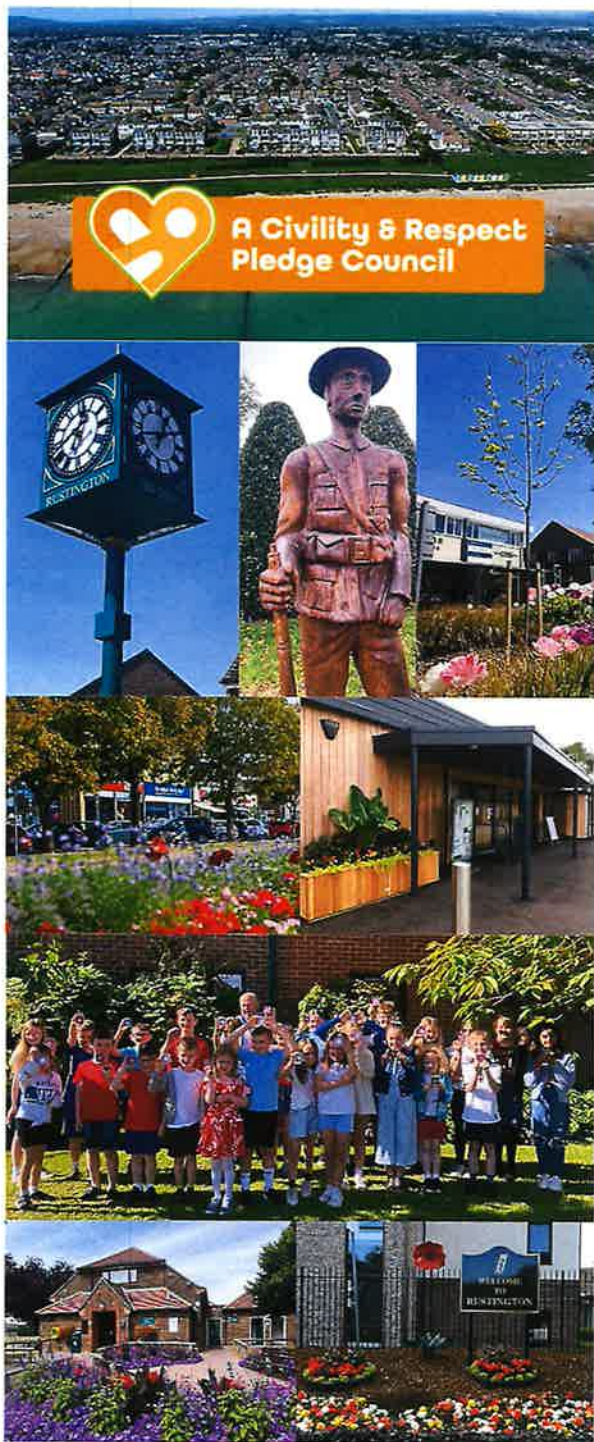
10.1 All incidents and allegations of abuse and complaints will be recorded and monitored.

Declaration

Rustington Parish Council is fully committed to safeguarding the wellbeing of children, young people and vulnerable adults and promoting their welfare. Representing Rustington Parish Council as a Member or working as an employee, volunteer or contracted service provider of Rustington Parish Council it is important that you have taken the time to thoroughly read the Safeguarding Policy document.

By being made aware of the Policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and vulnerable adults in our community.

(Adopted 27/06/2022)
(Reviewed 26/06/2023)



Rustington Parish Council

Strategic Priorities and Action Plan

June 2023 to April 2027

Produced in partnership with Breakthrough Communications

This document contains proposed outline Strategic Priorities for Rustington Parish Council (RPC), as well as supporting actions.

It has been produced in partnership with Breakthrough Communications (BC), who facilitated a workshop with Councillors and Officers in November 2022 and assisted in drafting this document.

RPC has a clear vision for the local community and enjoys a positive reputation from residents. The Council provides and manages a wide range of Services and is ambitious for the future of the Village. Councillors and Council Officers have a shared desire to communicate their Priorities to local residents and make it clear how these Priorities will be delivered.

Rustington Parish Council aims to:-

- Represent and promote the interests of Rustington and all of its parishioners in all forums
- Pay particular attention to the needs of Rustington's children and young people
- Provide the best possible amenities and Services by the efficient use of available resources
- Actively involve local people in decisions affecting activities in the Parish
- Promote equality of opportunity and oppose discrimination
- Be open and accountable in all that it does
- Support development, which is environmentally, socially and economically sound and sustainable
- Enhance quality of life by protecting and enhancing Rustington's ecological and environmental assets

In order to achieve these aims, the Council will:-

- Work closely with residents, businesses and community groups
- Engage with as many people as possible who want to participate in decision making, monitoring Services and planning for the future
- Ensure, that through the use of a wide range of approaches to public involvement and community engagement, it actively encourages the involvement of residents, to capture their views and learn their concerns and effectively use those views as an integral part of the decision-making process
- Ensure that parishioners have the opportunities to be heard at every stage, and the capacity to be effective citizens.

The Council considers the community of Rustington to consist of:-

- All residents of the Village
- All users of the Parish Council's Services
- All those who work within the Village
- All those who own businesses within the Village
- All young people who live and/or go to school within the Village
- All local Voluntary Organisations, Clubs and Societies
- Any Group or Organisation that represents some or any of the Members of the above sections of the Community

Additionally, RPC recognises that there are certain bodies that are crucial to the quality of life in Rustington and aims to maintain excellent working relationships with these bodies, including the Sussex Police, the other tiers of Local Government and neighbouring Town and Parish Councils.

This document outlines seven priority areas to provide focus for the Council:-

- 1. Leisure and Amenities**
- 2. Partnership Working**
- 3. Council Services**
- 4. Finance and Administration**
- 5. Climate Emergency**
- 6. Public Safety**
- 7. Community Engagement**

The RPC Strategic Priorities and Action Plan is a 'live' document that the Council updates on a regular basis and reviews annually. The Strategic Priorities and Action Plan enables RPC to track and monitor progress against the objective and timescale. The Strategic Priorities and Action Plan is a two-way conversation.

Committee Abbreviations:-

LAA = Leisure and Amenities

FGP = Finance and General Purposes

P = Planning

A = Allotments

EP = Emergency Planning

1. Leisure and Amenities

RPC has a number of key Leisure and Amenity facilities that it manages on behalf of local residents including the Woodlands Recreation Ground, The Woodland Park Sportsfield and Public Conveniences. The Council wants to improve and expand these facilities in the coming years to further improve access for the community.

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)
Actively engage with West Sussex County Council to secure an extension of the Lease on Woodland Park Sportsfield to enable RPC to improve the community asset for the further development of Youth Football	Establish relevant point of contact at WSCC for the issuing of a new Lease/extension to existing Lease Agree new Lease for Woodland Park Sportsfield	May 2023 February 2024		LAA	Clerk/Deputy Clerk
Facilitate detailed discussions with users of the Council's sports facilities regarding what they would want to see work better and how RPC can support those ambitions	Meet seasonally with representatives of Cricket and Football Clubs. Capture outcomes and agree actions with all stakeholders to report to LAA scheduled Meetings	April & September		LAA	Clerk/Deputy Clerk
Work closely with West Sussex County Council and Arun District Council to fully explore options for grants and other funding to improve and upgrade Council leisure and amenity spaces	Representation at ADALC Meetings Delivery of UKSPF project – new outdoor fitness equipment, MUGA, cycle racks and cycle repair station	Ongoing 2024/25	£48k Grant £40k RPC Match £	LAA LAA	Chairman/Clerk Deputy Clerk

Aim to construct a new play area to replace the existing facility at the Woodlands Recreation Ground supported by an annual budget allocation for maintenance and improvements	Commission initial feasibility study on new play area to obtain all costings	May 2025	N/A	LAA	Deputy Clerk
	Take a fully costed plan to Council including an annual maintenance and improvements budget	September 2025			Clerk
	Publish tender for contractor to carry out design and building works	April 2026			Deputy Clerk
	Aim for completion of new play area	December 2026	£100k		Clerk/Deputy Clerk
Seek to secure a 'Changing Places' toilet to make local public toilets more accessible to disabled residents	Successful delivery of installation of new facility in partnership with ADC	October 2023	£40k Grant £50k RPC contribution	LAA	Clerk/Deputy Clerk

2. Partnership Working

RPC wants to work more closely with their public sector partners to achieve more for the community of Rustington. All public sector bodies have seen substantial cuts to funding in recent years and RPC recognises that the Council can achieve more by sharing Services and resources. To boost its partnership working RPC proposes the following:-

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)
To become the local point of contact for other Authorities to improve partnership working and public access to Services	Reach out to ADC and WSCC to discuss routing Service delivery, including physically locating Services	Spring 2024	Unknown	Full Council	Clerk/Deputy Clerk
	Costed staffing resources plan developed and put to Full Council	Summer 2024			
	Establish model for residents to access Services from principal Authorities via RPC	Autumn 2024			
	Broaden offer out to other public Services such as NHS, Sussex Police and Social Services	Summer 2025			
Identify Service areas which have been affected by a reduction in Services from either of the two principal Authorities and identify if there is an appetite	Carry out a mapping exercise on Services that have been reduced or cut entirely in the Parish area	January 2024	Unknown	Full Council Possible new Working Group	Clerk/Deputy Clerk
		April 2024			

<p>and capacity for RPC to supply the Services that have been reduced</p>	<p>Conduct sifting exercise with Members to establish which Services are a priority</p> <p>Engage relevant principal Authorities about whether RPC could deliver priority Services and what the cost and logistics involved would be</p> <p>Present a proposal to Full Council for RPC to take on Services that are practical for the authority to manage</p>	<p>September 2024</p> <p>March 2025</p>			
<p>Work to improve links with neighbouring parishes and work more closely with WSALC</p>	<p>Continue to work with primary contacts in neighbouring parishes including Littlehampton, Angmering, and East Preston. Also, establish clear point of contact at WSALC</p> <p>Consider the resurrection of Meetings of the East Arun Parishes Group</p> <p>Set up regular catch-up Meetings either as a group or individually with neighbouring parishes and WSALC on a quarterly basis in addition to ADALC</p>	<p>Ongoing</p> <p>January 2024</p> <p>Ongoing</p>		<p>Full Council</p>	<p>Clerk/Deputy Clerk/Member Representatives</p>

<p>When working in partnership, to ensure there is always clarity as to what is required by RPC in terms of officer and member support and resource commitment</p>	<p>Review existing partnerships to draw out learning about where the Council has not clearly articulated the level of support and commitment that it will give. Produce a document outlining the ways in which RPC can better define its role in future partnerships</p> <p>Implement changes in approach to partnership working and ensure that all RPC Personnel and key Members are aware of change in approach</p>	<p>September/October 2024</p> <p>January 2025</p>		FGP	Clerk/Deputy Clerk
<p>Aim to re-establish physical Citizens Advice (CA) presence in Village</p>	<p>Contact CA Arun and Chichester to discuss RPC facilitating a physical presence once again in Rustington</p> <p>Outline costs and resource commitments, and present to Full Council for approval</p> <p>Aim for first CA session in Rustington</p>	<p>October 2023</p> <p>January 2024</p> <p>March 2024</p>		FGP	Clerk/Finance Manager

3. Council Services

RPC runs a range of Services on behalf of local residents and aims to continually improve and develop those Services for the benefit of everyone in the Village. RPC proposes to:-

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)
Review all contracts for Services, to re-evaluate whether they provide best value to the Council and Taxpayers	<p>Conduct full review of all RPC contracts for Services and compile reporting matrix based on value for money</p> <p>Performing benchmarking exercise to ensure all contracts are competitive with market rates</p> <p>Compile report for Council on which Services are providing value and which should be re-tendered or terminated</p>	December 2023 onwards		FGP/LAA/Full Council	Clerk/Deputy Clerk/ Finance Manager
Identify each individual Service the Council provides and write a comprehensive 10-year plan for each. To include the Council's Bus Service, museum, toilets, rentals, play facilities, and allotments	<p>Create a full list of Services that the Council provides and prioritise which Services most urgently require a long-term plan</p> <p>Allocate staff resource or outsource to external organisations to draft plans in priority order</p>	<p>Autumn/Winter 2023</p> <p>Spring 2024</p>		Full Council	<p>Clerk/Deputy Clerk</p> <p>Clerk/Deputy Clerk/ Finance Manager</p>

	Complete priority Service plans	Autumn 2024			
Review of Christmas Lighting Contract	Review in partnership with key stakeholders	Spring 2023		LAA	Deputy Clerk
Increase the number of sessions at the Youth Centre	Review existing sessions and carry out stakeholder engagement exercise Agree Priorities for new sessions based on stakeholder feedback Identify providers for new sessions and commence new Programme	September onwards 2024 January 2025 New contract to be awarded August 2025		LAA/Full Council	Deputy Clerk/Clerk
Review the Museum and Village Information Centre including opening hours, role of Information Centre and Personnel	Identify Council resources including officer time to review the Museum and Information Centre Carry out thorough review and produce report with recommendations for Council Implement agreed recommendations	January 2024 April 2024 September 2024		LAA/Full Council	Deputy Clerk/Clerk
Extend the Bus Service to nearby Villages and make agreements to co-fund to share costs and improve the Service	Launch of extended route in partnership with East Preston Parish Council Invite LTC and APC for discussions re future of Service	May 2023 Autumn 2023	£30,000.00	Full Council	Clerk/Deputy Clerk

	<p>Place as an Item on the Eastern Parishes Meeting Agenda</p> <p>Move forward with those Parishes who are willing to engage with extended Service to put into place funding and staffing arrangements</p> <p>Investigate alternative possible Community Transport options</p>	<p>March 2024</p> <p>November 2023</p>			
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4. Finance and Administration

Providing value for money and demonstrating financial transparency for residents is a top priority for the Council. RPC wants to ensure that their financial and administrative organisation is as efficient as possible to provide the best possible value.

RPC proposes to:-

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)
Overhaul the way in which grants are awarded by RPC to ensure that they are focused on supporting the Council's Strategic Priorities	Identify lead officer to put together the Council's top Strategic Priorities and design new grant process to clearly reflect those Priorities	Autumn 2023		FGP	Clerk/Finance Manager
	<p>Research best practice examples of Councils that have aligned their own grant processes in a similar way</p> <p>Consult internally on new process before submitting to Council</p> <p>Agree new process subject to any amendments from Council and apply to new grants rounds</p>	Spring 2024			
Review delegated powers to consider greater financial delegation to streamline decision-making	Research examples from other equivalent Authorities of different models for delegated powers for Officers	May 2024		FGP/Full Council	Clerk/Finance Manager

	<p>Review recent Council decisions to understand examples of where delegated authority would have streamlined processes and improved Council performance</p> <p>Build new schedule of delegated authority and submit to Council for consideration</p> <p>If approved by Council, implement new delegated powers</p>				
Acquire appropriate software to manage organisational, rental, allotments and booking systems for the Council	<p>Carry out market research to understand options and costs for acquisitions of new system</p> <p>Identify preferred system and clearly understand upfront and ongoing costs</p> <p>Implement new system</p>	<p>Hall Booking System - April 2023 onwards</p> <p>Allotments - Summer 2023 onwards</p>		<p>FGP</p> <p>Allotment Committee</p>	<p>Finance Manager</p> <p>Deputy Clerk</p>
Set up induction and training programme for new Council after the May 2023 elections	<p>Identify priority training needs for Councillors and Officers</p> <p>Contact training providers to build a schedule of training for May and June</p> <p>Implement training programme</p>	June 2023		Full Council	Clerk/Deputy Clerk

<p>Review Personnel management including appraisals, supervision and training</p>	<p>Draw up outline of current personnel management arrangements</p> <p>Consider options for external HR and training support</p> <p>Compile report with recommendations for Council's Personnel Sub-committee</p> <p>Implement recommendations and any amendments</p>	<p>July 2023</p> <p>Appraisals to take place for all staff by September 2023</p>		<p>FGP</p> <p>Personnel Sub-Committee</p>	<p>Deputy Clerk</p> <p>Clerk/DeputyClerk/ Finance Manager</p>
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5. Climate Emergency

RPC is committed to taking serious action to mitigate the impact of the Climate Emergency on our local community and promote sustainability. RPC proposes to:-

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)
Integrate a focus on sustainability into all policy areas and weave it through the overall vision for RPC	Allocate resources to write a Council Sustainability Strategy	January 2024		Full Council	Clerk
	Research examples of best practice from other Local Authorities and Councils	Spring 2024			Deputy Clerk
	Submit Draft Strategy to Council for consideration	July 2024 latest			Clerk
Improve energy saving	Ensure any improvements to RPC buildings focus on renewable energy and energy efficiency as part of any building improvements	Summer 2023 onwards		Full Council/Rolling Programme of Works Working Party	Clerk/Finance Manager
Reduce use of paper for Meetings	Offer all Councillors a tablet or laptop to access Council papers	June 2023		IT/Website Working Party	Finance Manager
	Commission training for Councillors and Officers on safe and secure handling of data including being GDPR compliant	June 2023		Full Council	Clerk
	Set a date to stop sending paper copies of Meeting Papers	January 2024 latest		Full Council	Clerk

6. Public Safety

Residents have repeatedly expressed concern to the Council about public safety in the Village. RPC wishes therefore to carry out a series of actions to improve safety locally. RPC proposes to:-

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)
Intensify joint working with Sussex Police and other Parishes to focus on public safety locally	Attend Neighbourhood Police Team (NPT) online Meetings for Parish and Town Councils	Ongoing		Full Council	Clerk/Deputy Clerk/ Member Representative
	Invite representatives of the NPT to Full Council Meetings	Ongoing			
	Invite representatives of NPT to Councillor Surgeries	Ongoing			
Offer accommodation and more support to external agencies including Sussex Police and Citizens Advice to provide a more visible presence in the Village	<p>Reach out to make sure accommodation is offered/needed to both Sussex Police and Citizens Advice</p> <p>Possibly invite Citizens Advice to Councillor Surgeries</p> <p>Allocate required budget to facilitate accommodating Sussex Police and Citizens Advice</p>	Summer 2023		Full Council	Clerk

Support and help to find the resources to possibly install Speed Indicator Devices (SIDs) to combat speeding in the Village	Explore the process for getting a SID installed	Summer 2023		Full Council/LAA	Clerk/Deputy Clerk
	Identify budget and staff resource required to carry out evidencing need and installation of SID	November 2023		FGP	Clerk/Finance Manager
	Work with Sussex Police to possibly establish a Speedwatch Group. Undertake survey of interest from Parishioners	Autumn 2023		LAA	Clerk/Deputy Clerk

7. Community Engagement

Active engagement with the community is critical to both communicating what the Council is doing and getting feedback and ideas from residents. RPC wants to improve their community engagement to better involve the community in decision making.

RPC proposes to:-

AIM	OBJECTIVE	TIMESCALE	BUDGET/COST	COMMITTEE RESPONSIBLE	LEAD OFFICER(S)
Develop a Communications and Engagement Strategy for the Council, outlining Strategic Communications Priorities, key audiences and communications messages, as well as the creation of a Communications Action Plan	<p>Identify budget and officer resource to support project</p> <p>Explore options for outsourcing to specialist agencies</p> <p>Develop strategy including workshops and surveying Members and Officers</p> <p>Submit strategy Council for consideration and approval</p>	Autumn 2023		Full Council	Deputy Clerk
Review existing Parish Council Newsletter and explore possibility of bringing in-house	Allocate Officer Resource to lead on producing the Newsletter	From April 2023		FGP/Full Council	Clerk/Deputy Clerk
Develop and distribute an Annual Parish Survey and report back to households and businesses on results	Consider option for producing in-house or with an external partner	Early 2025 onwards		Council Priorities Working Party	Deputy Clerk/Clerk

<p>The Council will incorporate the findings into its own policies and future planning</p>	<p>Allocate necessary resources for development, print and delivery</p> <p>Develop and distribute the survey</p> <p>Use findings to feedback on Community Priorities and work with Members to integrate into Council Priorities document</p>	<p>Review Strategic Priorities and Action Plan Document Winter 2025</p>			
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