

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 26 February 2024

PRESENT: Councillors A Cooper (Chairman), J Bennett, Mrs C Broomfield, M Broomfield, Mrs A Cooper, Mrs S Partridge, D Rogers and P Warren

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

8/24 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Tyler (Indisposition). This apology was accepted by the Committee.

9/24 DECLARATIONS OF INTEREST

Councillor Mrs Broomfield declared a personal interest in Minute 14/24. She remained in the Meeting during consideration of this item and took part in the discussion but abstained from voting thereon.

Councillor Broomfield declared a personal interest in Minute 14/24. He remained in the Meeting during consideration of this item and took part in the discussion but abstained from voting thereon.

Councillor Rogers declared a personal interest in Minute 14/24. He remained in the Meeting during consideration of this item and took part in the discussion but abstained from voting thereon.

10/24 MINUTES

The Minutes of the Meeting held on 22 January 2024 were signed by the Chairman as a correct record.

11/24 RECONCILED BANK BALANCES AS AT 31 JANUARY 2024

The Committee NOTED the Council's Reconciled Bank Balances as at 31 January 2024, as verified by Councillor Warren.

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

12/24 PAYMENT OF ACCOUNTS

The Committee retrospectively APPROVED the payment of the Monthly Accounts.

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

13/24 MONTHLY BUDGET REPORT TO 15 FEBRUARY 2024

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

(Prior to consideration of the following item Councillors Mrs Broomfield, Broomfield and Rogers had declared a personal interest, in their capacity as Committee Members of Littlehampton District Lions Club)

14/24 REQUEST FOR FINANCIAL ASSISTANCE FOR RUSTINGTON EVENTS BEING PLANNED IN 2024 - LITTLEHAMPTON DISTRICT LIONS CLUB

The Committee considered a request for financial assistance towards the costs to be incurred in respect of the following planned Events, being held in Rustington, during the financial year commencing 1 April 2024:-

- (a) **Quiz Night and Fish and Chip Supper in aid of celebrating the RNLI's 200th Anniversary at The Woodlands Centre - Request for a reduction in the hiring charge for the Village Memorial Hall**
- (b) **Rustington Charity Street Fayre - Request for financial support towards the Event**
- (c) **Senior Citizens Luncheon - Request for the hiring charges for the Village Memorial Hall and the John de Bohun at The Woodlands Centre, together with associated facilities, to be waived as in previous years**
- (d) **80th Anniversary of D-Day Event at The Woodlands Centre - Request for hiring charge for the Village Memorial Hall to be waived**

Mrs Harris advised the Committee that she had received notification from the Club that it would not be proceeding with the proposed D-Day Commemoration Event (Minute 14/24(d) refers).

Following a detailed discussion, the Committee RECOMMENDED the following:-

- (a) **Quiz Night and Fish and Chip Supper in aid of celebrating the RNLI's 200th Anniversary**

That the hiring fees should be reduced by 50%, for the Village Memorial Hall at The Woodlands Centre

- (b) **Rustington Charity Street Fayre**

That Grant Aid of £1,000.00 be awarded to the Littlehampton District Lions Club towards the costs to be incurred in connection with the 2024 Street Fayre

- (c) **Senior Citizens Luncheon**

That the hiring fees should be waived, for facilities at The Woodlands Centre

The Committee also AGREED that the Littlehampton District Lions Club should be asked to actively promote all of the above Events as being funded in partnership with the Council.

15/24 REQUEST FOR WAIVING OF HIRING FEES - RUSTINGTON SHORT MAT BOWLS CLUB - CHARITY EVENT

The Committee considered a request for financial assistance towards the costs to be incurred in respect of the Charity Event in the Village Memorial Hall, which had been previously circulated to all Members.

Following a brief discussion, the Committee RECOMMENDED that, taking account of the fact that the Rustington Short Mat Bowls Club had been a regular Hirer of the Village Memorial Hall for over twenty years, with three hirings per week (income in excess of £7,000.00 per year), the hiring fee for the Village Memorial Hall should be reduced by 50%, on this occasion.

It was also AGREED that, to further support the Charity Event, the Council should offer to promote the Event on its social media page, and that all Members should be asked if they could consider donating a prize for the raffle, or tombola, which would be most appreciated by the Club.

16/24 GRANT AID - REVISION OF THE APPLICATION PROCESS AND CRITERIA

The Committee considered a Report from the Deputy Clerk, in accordance with Section 4 (Finance and Administration) of the Council’s Strategic Priorities and Action Plan to review the criteria and application process for Grant Aid.

Following a detailed discussion, the Committee RECOMMENDED that, subject to an amendment to Item 6 of the Report, the proposals contained therein, including the generic Application Form and Criteria, be APPROVED and implemented for the 2024/2025 Grant Process.

A copy of the amended Report, together with the Application Form and Criteria, is attached and forms a part of these Minutes.

**17/24 REQUEST FOR REDUCTION IN, OR WAIVING OF, HIRING FEE -
80TH ANNIVERSARY OF D-DAY THEMED COMMEMORATION EVENT -
FRIDAY 7 JUNE 2024**

The Committee considered an email request, from David Bishop, for financial assistance towards the costs to be incurred in respect of a D-Day themed Commemoration Event, to mark the 80th Anniversary of the D-Day landings, to be held in the Village Memorial Hall at The Woodlands Centre on Friday 7 June 2024.

Following a further discussion, the Committee RECOMMENDED that the hiring fees should be reduced by 50%, for the above-mentioned Event in the Village Memorial Hall.

It was also AGREED that Mr Bishop should be asked to actively promote this Event as being funded in partnership with the Council.

There being no further business the Meeting concluded at 6.44 pm.

Chairman: **Date:**

Rustington Parish Council

Reconciled Balances as at 31 January 2024

NatWest Bank:-		
Current Account	£	9,374.99 ✓
Imprest Account	£	541.47 ✓
Reserve Accounts:		
General Fund	£	238,291.99 ✓
35-Day Notice (276) - Earmarked Reserves	£	60,751.38 ✓
35-Day Notice (284)	£	128,616.97 ✓
35-Day Notice (670) - Section 106 Funds	£	26,487.83 ✓
Museum Reserve	£	2,781.23 ✓
Plant Equipment Renewal	£	3,090.66 ✓
Capital Accounts:		
Opportunity and Special Purchases	£	1,491.08 ✓
CCLA:		
Capital Account:		
Public Sector Deposit Fund	£	100,000.00 ✓
<i> Monthly Dividends Credited from PSDA into Nationwide Account</i>		
Nationwide Building Society:		
Capital Account:		
35-Day Saver	£	113,172.98 ✓
Petty Cash	£	245.20
Total in Accounts		£ 684,845.78
Un-Reconciled Payments		£ 50.00
Grand Total		£ 684,795.78

Checked against Bank Statements

01/02/24

Councillor P Warren (FGP)

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

26 February 2024

Date: 25/01/2024
Time: 15:02:40

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 1

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

Date From: 25/10/2023
Date To: 31/01/2024

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
87372	PI	22/01/2024	17743	Premises Checks & Other Tasks - Jan-24	1,100.42	1,100.42
Total:						<u>1,100.42</u>

A/C: ARUNCOM Name: Arun Church

No	Type	Date	Ref	Details	Amount	Outstanding
87387	PI	02/01/2024	17744	Youth Wkr x1 & Support Wkrs x2 - Snr Y.Club - Jan-Mar	2,400.32	2,400.32
87389	PI	31/12/2023	17745	Snr. Y.Club Tuck Purchases - Oct	72.67	72.67
87390	PC	31/12/2023	17746	Refund - Support Worker x3 - 23-Nov-07-Dec	163.22	-163.22
Total:						<u>2,309.77</u>

A/C: ARUNTRO Name: Arundel Trophies and Engravers

No	Type	Date	Ref	Details	Amount	Outstanding
87392	PI	25/10/2023	17747	Engrave Michael Harwood Cup - Gardens Competition	12.50	12.50
Total:						<u>12.50</u>

A/C: BARCOMB Name: Barcombe Landscapes Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
87393	PI	09/01/2024	17748	Various Grounds Maint. to incl. Mowing Rec.Ground - 23 of	5,214.00	5,214.00
Total:						<u>5,214.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
87405	PI	12/12/2023	17749	Monthly Electical Maintenance, ELT & Works - All Centres	615.97	615.97
Total:						<u>615.97</u>

A/C: BAYSTUDI Name: Bay Studio Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
87458	PI	24/01/2024	17772	Supply/Fit Opening Time Vinyls - Office	60.00	60.00
Total:						<u>60.00</u>

A/C: CANON Name: Canon UK Limited

No	Type	Date	Ref	Details	Amount	Outstanding
87411	PI	16/01/2024	17751	Photocopy/Printing to 13-Jan - SWC	6.62	6.62
Total:						<u>6.62</u>

A/C: CKMOBME Name: CK Mobile Mechanics

No	Type	Date	Ref	Details	Amount	Outstanding
87412	PI	15/01/2024	17752	Service Inc. All Parts, Oil & Filters - Council Vehicle	360.00	360.00
Total:						<u>360.00</u>

A/C: COUNTYTR Name: County Tree Surgeons Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
87409	PI	17/01/2024	17750	Tree Works - Rec.Ground Inc. Village	2,016.00	2,016.00
Total:						<u>2,016.00</u>

Date: 25/01/2024
Time: 15:02:40

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 2

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

No	Type	Date	Ref	Details	Amount	Outstanding
87413	PI	05/12/2023	17753	Callout - Replacment Fire Alarm Point - SWC	152.82	152.82
Total:						<u>152.82</u>

A/C: OVENGENI Name: Oven Genie

No	Type	Date	Ref	Details	Amount	Outstanding
87415	PI	19/01/2024	17754	Oven Clean - K.Hall Kitchen - Y.Centre Inc. SWC	120.00	120.00
Total:						<u>120.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
87417	PI	23/01/2024	17755	Operation Inspection - Rec.Ground Equipment	187.80	187.80
Total:						<u>187.80</u>

A/C: POSTOFF1 Name: Banner Group Limited

No	Type	Date	Ref	Details	Amount	Outstanding
87418	PI	15/01/2024	17756	Postage Stamps	534.99	534.99
Total:						<u>534.99</u>

A/C: RACKHAM Name: Rackhams Chartered Surveyors

No	Type	Date	Ref	Details	Amount	Outstanding
87420	PI	12/01/2024	17757	Lease Renewal - Rustington S&S Club	1,200.00	1,200.00
Total:						<u>1,200.00</u>

A/C: SCOTTAY Name: Scott Taylor Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
87421	PI	23/01/2024	17758	Stage 3a - Spatial Co-Ordination/Planning Application etc.	2,555.50	2,555.50
Total:						<u>2,555.50</u>

A/C: SIGMA Name: Sigma Plumbing Services

No	Type	Date	Ref	Details	Amount	Outstanding
87423	PI	20/01/2024	17759	Maint/Tasks (Jan) inc. Clean Shelters (Beach & Bus) &	853.00	853.00
Total:						<u>853.00</u>

A/C: SOUTHCO Name: South Coast Coffee Co

No	Type	Date	Ref	Details	Amount	Outstanding
87459	PI	23/01/2024	17773	Office Supplies	117.00	117.00
Total:						<u>117.00</u>

A/C: TRADEUK Name: Trade UK

No	Type	Date	Ref	Details	Amount	Outstanding
87434	PI	17/01/2024	17760	Polyfilla, Filling Knives & Paint Brushes - Offices	24.87	24.87
Total:						<u>24.87</u>

Grand Total 17,441.26

Date: 15/02/2024
Time: 13:33:48

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 3

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

Date From: 26/01/2024
Date To: 15/02/2024

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

No	Type	Date	Ref	Details	Amount	Outstanding
87820	PI	03/02/2024	17775	Replace LED Drum - Broadmark Lane Toilets - Gents	135.00	135.00
87821	PI	07/02/2024	17776	Hoover Service & Batteries - W.Centre	116.82	116.82
Total:						<u>251.82</u>

A/C: BAYSTUDI Name: Bay Studio Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
87822	PI	08/02/2024	17777	x3 A1 Post Signs inc Posts - Rec.Ground - Commercial	1,548.00	1,548.00
Total:						<u>1,548.00</u>

A/C: BCSROBE Name: BCS Robertson

No	Type	Date	Ref	Details	Amount	Outstanding
87914	PI	14/02/2024	17815	Conversion of Public Conveniences to CPF - The Street	16,447.25	16,447.25
87915	PC	14/02/2024	17815	Conversion of PC to CPF - 20% CIS Deduction - The	664.00	-664.00
Total:						<u>15,783.25</u>

A/C: BIFFA Name: Biffa Waste Services Limited

No	Type	Date	Ref	Details	Amount	Outstanding
87823	PI	06/02/2024	17778	Public Toilet Cleansing Contract - Jan - inc T.Rolls	3,520.19	3,520.19
Total:						<u>3,520.19</u>

A/C: BREWERS Name: Brewers Decorator Centres

No	Type	Date	Ref	Details	Amount	Outstanding
87825	PI	31/01/2024	17779	McPherson Gloss Base MC1 Adam Green - Y.Centre	16.72	16.72
Total:						<u>16.72</u>

A/C: CANON Name: Canon UK Limited

No	Type	Date	Ref	Details	Amount	Outstanding
87826	PI	08/02/2024	17780	Copier/Printer Rental to 30-Apr - Office	273.55	273.55
87827	PI	08/02/2024	17781	Photocopy/Printing to 31-Jan - Office	346.80	346.80
87828	PI	08/02/2024	17782	Copier/Printer Rental to 30-Apr - Museum	65.58	65.58
87829	PI	08/02/2024	17783	Photocopy/Printing to 31-Jan - Museum	22.98	22.98
Total:						<u>708.91</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
87830	PI	31/01/2024	17784	Contribution to No. 12 Bus Route - Jan	3,083.00	3,083.00
Total:						<u>3,083.00</u>

A/C: GRUNDON Name: Grundon Waste Management Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
87831	PI	31/01/2024	17787	Wheelie Bins - SWC/Museum	129.83	129.83
87833	PI	31/01/2024	17786	Wheelie Bins - Rec.Ground/Y.Centre	137.86	137.86
87835	PI	31/01/2024	17785	Wheelie Bins - W.Centre/Offices	277.46	277.46
Total:						<u>545.15</u>

Date: 15/02/2024
Time: 13:33:48

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

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A/C: LITTLETH Name: Littlethorpe of Leicester Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
87836	PI	06/02/2024	17788	Repair to Bus Shelter o/s Westcourt inc. Travel & Labour	5,197.20	5,197.20
Total:						<u>5,197.20</u>

A/C: MICROSOF Name: Microsoft Ireland Operations Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
87837	PI	03/02/2024	17789	Online Services - Office 365 - 03-Jan to 02-Feb	579.20	579.20
Total:						<u>579.20</u>

A/C: MSSERVIC Name: MS Services Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
87844	PI	13/02/2024	17790	Project Hound Operation (Security) - Rec. Ground	432.00	432.00
Total:						<u>432.00</u>

A/C: PARISHON Name: Parish Online

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
87845	PI	01/02/2024	17791	Parish Online - Subscription to 01-Feb-25	324.00	324.00
Total:						<u>324.00</u>

A/C: RABBIT&D Name: Rabbit & Dowling Plant Hire Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
87846	PI	31/01/2024	17792	Hire of Kubota K008-5 (EX040) Excavator - Jub.Ave	164.40	164.40
Total:						<u>164.40</u>

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

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
87847	PI	27/01/2024	17793	Window Cleaning (Extn) - Jan - W.Centre/Y.Centre	132.00	132.00
Total:						<u>132.00</u>

A/C: SOUTHCLE Name: Southern Cleaning Services

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
87849	PI	01/02/2024	17795	Contract Cleaning - 03-Jan to 31-Jan - W.Centre & Offices	1,800.00	1,800.00
87850	PI	01/02/2024	17794	Machine Scrub & Clean VMH Floor x2 - Jan	140.40	140.40
Total:						<u>1,940.40</u>

A/C: SOUTHCO Name: Southern Counties Jan.Supp.Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
87851	PI	31/01/2024	17796	Cleansing Materials - Various Sites	435.97	435.97
Total:						<u>435.97</u>

A/C: TRADEUK Name: Trade UK

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
87855	PI	09/02/2024	17797	Club Hammer, Latex & Disposable Gloves - Rec.Ground	30.65	30.65
Total:						<u>30.65</u>

Date: 15/02/2024
Time: 13:33:48

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

A/C: WATTSMRJ Name: Mr J Watt

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
87856	PI	26/01/2024	17798	Clean Seafront Shelter & Interpretation Board	45.00	45.00
					Total:	<u>45.00</u>

A/C: WORLDPA Name: Worldpay Limited

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
87857	PI	01/02/2024	17799	Subscription Fee - Feb-24	11.94	11.94
					Total:	<u>11.94</u>
					Grand Total	<u>34,749.80</u>

Date: 25/01/2024

Time: 15:11:25

Rustington Parish Council

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Current Account - Recommended Payments/Payments Made

Date From: 01/01/2024
Date To: 31/01/2024

Bank From: 1200
Bank To: 1200

Transaction From: 87,436
Transaction To: 99,999,999

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1200		Currency: Pound Sterling							
No	Type	N/C	Date	Ref	Details	Net	Tax	Gross	
87436	BP	2103	24/01/2024	17761 - BankPay	N.Moss - Deposit Refund - Allots - 23 CA	50.00	0.00	50.00	
87437	BP	2103	24/01/2024	17762 - BankPay	M.Burns - Deposit Refund - Allots - 26A CA	50.00	0.00	50.00	
87438	BP	2103	24/01/2024	17763 - BankPay	J.Evans - Deposit Refund - Allots - 6 WR	50.00	0.00	50.00	
87439	BP	2103	24/01/2024	17763 - BankPay	J.Evans - Deposit Refund - Allots (RB) - 6 WR	50.00	0.00	50.00	
87440	BP	2103	24/01/2024	17764 - BankPay	K.Holmes - Deposit Refund - Allots - 9 WR	50.00	0.00	50.00	
87441	BP	7106	24/01/2024	17765 - BankPay	N.Cook (Asda) - Glasses (NC)	40.00	0.00	40.00	
87442	BP	7101	24/01/2024	17766 - BankPay	C.Harris - Travel Expenses	14.50	0.00	14.50	
87443	BP	2103	24/01/2024	17767 - BankPay	S.Guyon - Deposit Refund - SWC	50.00	0.00	50.00	
87444	BP	2103	24/01/2024	17768 - BankPay	L.Jones - Deposit Refund - W.Centre	50.00	0.00	50.00	
87445	BP	2103	24/01/2024	17769 - WorldPay	Compass Fostering (Withers) - Deposit Refund -	50.00	0.00	50.00	
87446	BP	7202	25/01/2024	DD - 17770 (7040)	Business Stream - Water - SWC to 10-Jan - Acc	67.72	0.00	67.72	
87447	BP	7202	25/01/2024	DD - 17770 (7040)	Business Stream - Water - to 10-Jan (30% of SWC)	29.02	0.00	29.02	
87456	BP	7100	25/01/2024	17771 - BankPay	Angmering Parish Council - Planning Training (CW & CH)	37.72	0.00	37.72	
87457	BP	7104	25/01/2024	17771 - BankPay	Angmering Parish Council - Planning Training (MR & GL)	37.72	0.00	37.72	
Totals						£	626.68	0.00	626.68

Date: 15/02/2024
Time: 11:52:01

Rustington Parish Council
Current Account - Recommended Payments/Payments Made

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Date From: 03/01/2024
Date To: 27/02/2024

Bank From: 1200
Bank To: 1200

Transaction From: 87,502
Transaction To: 99,999,999

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1200 Currency: Pound Sterling

No	Type	N/C	Date	Ref	Details	Net	Tax	Gross	
87502	BP	7202	03/01/2024	DD - 17774 (4677)	Business Stream - Water Point to 14-Dec - Service	21.36	4.27	25.63	
87858	BP	6101	15/02/2024	17800 - BankPay	CancerWise - Community Carol Concert - Retiring	819.00	0.00	819.00	
87859	BP	6111	15/02/2024	17801 - BankPay	C.Lucas (Hobbycraft) - Activities Items - Museum	13.00	2.60	15.60	
87860	BP	7303	15/02/2024	17801 - BankPay	C.Lucas (Hobbycraft) - x2 Storage Boxes - Museum	15.83	3.17	19.00	
87861	BP	2103	15/02/2024	17802 - WorldPay	Blind Veterans UK (Smith) - Deposit Refund - W.Centre	50.00	0.00	50.00	
87862	BP	2103	15/02/2024	17803 - WorldPay	March of the Mods (Cast) - Deposit Refund - W.Centre	200.00	0.00	200.00	
87863	BP	2103	15/02/2024	17804 - WorldPay	E.Dimitrova - Deposit Refund - Y.Centre	200.00	0.00	200.00	
87864	BP	2103	15/02/2024	17805 - BankPay	Healdance (Bakotic) - Deposit Refund - W.Centre	200.00	0.00	200.00	
87865	BP	2103	15/02/2024	17806 - WorldPay	D.Spasenoska - Deposit Refund - W.Centre	200.00	0.00	200.00	
87866	BP	2103	15/02/2024	17807 - BankPay	K.Toppin - Deposit Refund - W.Centre	50.00	0.00	50.00	
87867	BP	2103	15/02/2024	17808 - BankPay	T.Wood - Deposit Refund - W.Centre	50.00	0.00	50.00	
87868	BP	7300	27/02/2024	DD - 17809 (...)	BT - W.Centre - Redcare/Alarm Monitoring (398)	86.31	17.26	103.57	
87869	BP	7300	27/02/2024	DD - 17809 (...)	BT - Office - Fax/Internet (736)	0.60	0.12	0.72	
87870	BP	7310	27/02/2024	DD - 17809 (...)	BT - Office - Broadband (736)	158.09	31.62	189.71	
87871	BP	7300	27/02/2024	DD - 17809 (...)	BT - Y.Centre - Redcare/Alarm Monitoring (890)	86.31	17.26	103.57	
87872	BP	7300	27/02/2024	DD - 17809 (...)	BT - Y.Centre - Main Line (899)	94.84	18.97	113.81	
87873	BP	7310	27/02/2024	DD - 17809 (...)	BT - SWC - Broadband (819)	79.05	15.81	94.86	
87874	BP	7310	27/02/2024	DD - 17809 (...)	BT - Museum - Broadband (819)	79.04	15.81	94.85	
87875	BP	7321	01/02/2024	DD - 17810	Sage - Finance Support Package - Feb	398.50	79.70	478.20	
87876	BP	7203	14/02/2024	DD - 17811	SSE - Electric - W.Centre - to 31-Dec - SM	1,239.60	247.92	1,487.52	
87877	BP	7203	14/02/2024	DD - 17811	SSE - Electric - Broadmark Toilets - to 31-Dec - SM	114.06	5.70	119.76	
87878	BP	7203	14/02/2024	DD - 17811	SSE - Electric - Broadmark Toilets - to 31-Dec - SM	79.00	15.80	94.80	
87879	BP	7203	14/02/2024	DD - 17811	SSE - Electric - The Street Toilets - to 31-Dec - SM	68.27	3.41	71.68	
87880	BP	7203	14/02/2024	DD - 17811	SSE - Electric - Offices - to 31-Dec - SM	246.93	12.35	259.28	
87881	BP	7203	14/02/2024	DD - 17811	SSE - Electric - Y.Centre - to 31-Dec - SM	373.38	18.67	392.05	
87882	BP	7203	14/02/2024	DD - 17812	SSE - Electric - SWC - to 31-Dec - SM	165.75	33.15	198.90	
87883	BP	7203	14/02/2024	DD - 17812	SSE - Electric - Museum - to 31-Dec - SM	165.75	33.15	198.90	
87884	BP	7204	19/02/2024	DD - 17813 (...)	Total Energies - Gas - W.Centre - R1 to 31-Jan	766.32	153.26	919.58	
87885	BP	7204	19/02/2024	DD - 17813 (...)	Total Energies - Gas - W.Centre - R2 to 31-Jan	100.21	20.04	120.25	
87886	BP	7204	19/02/2024	DD - 17813 (...)	Total Energies - Gas - Y.Centre to 31-Jan	196.73	39.35	236.08	
87887	BP	7130	20/02/2024	DD - 17814	WorldPay - Monthly Transactions Fee for Jan (65%)	27.17	0.00	27.17	
87888	BP	7130	20/02/2024	DD - 17814	WorldPay - Monthly Transactions Fee for Jan (25%)	10.45	0.00	10.45	
87889	BP	7130	20/02/2024	DD - 17814	WorldPay - Monthly Transactions Fee for Jan (10%)	4.18	0.00	4.18	
87890	BP	7130	20/02/2024	DD - 17814	WorldPay - Monthly Payment Approvals	0.68	0.14	0.82	
87891	BP	7130	20/02/2024	DD - 17814	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80	
Totals						£	6,364.41	790.33	7,154.74

Rustington Parish Council
Bank Payment Summary - 25 February 2024

Salaries (Gross) - Employees	£ 27,162.07
<i>Includes Mileage Claim (N/Code: 7101)</i>	£ 18.70
Employers - N.I.	£ 2,493.11
Employers - Superann.	£ 2,589.62
Total Employers Liabilities	£ 32,244.80

Rustington Parish Council
Bank Payment Summary - 25 January 2024

Salaries (Gross) - Employees	£ 26,572.83
<i>Includes Mileage Claim (N/Code: 7101)</i>	£ -
Employers - N.I.	£ 2,457.96
Employers - Superann.	£ 2,575.12
Total Employers Liabilities	£ 31,605.91

Rustington Parish Council
Reconciled Balances as at 31 January 2024

NatWest Bank:-			
Current Account	£	9,374.99	✓
Imprest Account	£	541.47	✓
Reserve Accounts:			
General Fund	£	238,291.99	✓
35-Day Notice (276) - Earmarked Reserves	£	60,751.38	✓
35-Day Notice (284)	£	128,616.97	✓
35-Day Notice (670) - Section 106 Funds	£	26,487.83	✓
Museum Reserve	£	2,781.23	✓
Plant Equipment Renewal	£	3,090.66	✓
Capital Accounts:			
Opportunity and Special Purchases	£	1,491.08	✓
CCLA:			
Capital Account:			
Public Sector Deposit Fund	£	100,000.00	✓
<i>Monthly Dividends Credited from PSDA into Nationwide Account</i>			
Nationwide Building Society:			
Capital Account:			
35-Day Saver	£	113,172.98	✓
Petty Cash	£	245.20	
Total in Accounts		£ 684,845.78	
Un-Reconciled Payments		£ 50.00	
Grand Total		£ 684,795.78	

Checked against Bank Statements

10/02/24

Councillor P Warren (FGP)

Date: 19/02/2024
Time: 13:34:15

Rustington Parish Council
Current Account - Bank Receipts

Date From: 02/01/2024
Date To: 15/02/2024
Transaction From: 1
Transaction To: 99,999,999
Dept From: 0
Dept To: 999

Bank From: 1200
Bank To: 1200
N/C From:
N/C To: 99999999

Bank:	1200		Currency:	Pound Sterling					
No	Type	N/C	Date	Ref	Details	Net	Tax	Gross	
87136	BR	7401	14/01/2024	DD - 17738 -	Double the Bubble - Costume Deposit Refund	170.00	0.00	170.00	
87232	BR	4043	02/01/2024	Bank Receipt	Allotment Rent 2024 - Stevens - 33 CA	42.62	0.00	42.62	
87233	BR	4043	02/01/2024	Bank Receipt	Allotment Rent 2024 - Bartholomew - 27 CA	46.50	0.00	46.50	
87234	BR	4043	02/01/2024	Bank Receipt	Allotment Rent 2024 - Simmons - 4A PL	44.56	0.00	44.56	
87235	BR	4043	02/01/2024	Bank Receipt	Allotment Rent 2024 - Bailey - 20A CA	23.25	0.00	23.25	
87236	BR	4043	04/01/2024	Bank Receipt	Allotment Rent 2024 - Andrews - 4 WR	31.00	0.00	31.00	
87237	BR	2102	08/01/2024	Bank Receipt	T.Wood - Deposit - W.Centre - 03-Feb	50.00	0.00	50.00	
87238	BR	4043	08/01/2024	Bank Receipt	Allotment Rent 2024 - Viner - 17 CA	50.38	0.00	50.38	
87239	BR	4043	08/01/2024	Bank Receipt	Allotment Rent 2024 - Lee - 35 CA	65.88	0.00	65.88	
87240	BR	4043	04/01/2024	Card Receipt	Allotment Rent 2024 - Harris - 4 WR	31.00	0.00	31.00	
87241	BR	2102	05/01/2024	Card Receipt	D.Spasenoska - Deposit - W.Centre - 20-Jan	200.00	0.00	200.00	
87242	BR	4043	11/01/2024	102129	Allotment Rent 2024 - Hooper (Torell) - 9 PL	44.56	0.00	44.56	
87243	BR	4040	11/01/2024	102129	Museum - RHA Christmas Cards	5.00	1.00	6.00	
87244	BR	4043	11/01/2024	102129	Allotment Rent 2024 - Haskins - 4 CA	42.62	0.00	42.62	
87245	BR	4043	11/01/2024	102129	Allotment Rent 2024 - Sealey - 28 CA	46.50	0.00	46.50	
87246	BR	6101	11/01/2024	102129	Carol Concert - Auction - Cooper	40.00	0.00	40.00	
87247	BR	7321	11/01/2024	102129	J.Ceiriog-Hughes - iPad Purchase (JCH)	50.00	0.00	50.00	
87280	BR	4043	10/01/2024	Card Receipt	Allotment Rent 2024 - Pelling - 26 CA	46.50	0.00	46.50	
87281	BR	4043	10/01/2024	Card Receipt	Allotment Rent 2024 - Mackleworth - 6 PL	77.50	0.00	77.50	
87282	BR	2102	10/01/2024	Card Receipt	March of the Mods (Cast) - Deposit - W.Centre	200.00	0.00	200.00	
87283	BR	2102	16/01/2024	Card Receipt	E.Dimitrova - Deposit - Y.Centre - 14-Jan	200.00	0.00	200.00	
87489	BR	4004	03/01/2024		CCLA - PSDA - Interest to 02 Jan 24	447.65	0.00	447.65	
87504	BR	2102	22/01/2024	Bank Receipt	M.Rowson (Hemphill) - Deposit - SWC -	50.00	0.00	50.00	
87505	BR	2102	22/01/2024	Bank Receipt	S.Price - Deposit - W.Centre - 16-Mar	50.00	0.00	50.00	
87507	BR	4043	23/01/2024	Bank Receipt	Allotment Rent 2024 - Brunning - 42 PL	38.75	0.00	38.75	
87513	BR	4043	24/01/2024	Card Receipt	Allotment Rent 2024 - Baldry - 41 PL	42.62	0.00	42.62	
87515	BR	2102	29/01/2024	Bank Receipt	M.Rimmington - Deposit - Allots - 6 WR	50.00	0.00	50.00	
87516	BR	4043	29/01/2024	Bank Receipt	M.Rimmington - Rent - Allots - 6 WR	31.00	0.00	31.00	
87517	BR	2102	29/01/2024	Bank Receipt	Chi. Granite (Kara/Stojanovski.) - Deposit -	200.00	0.00	200.00	
87521	BR	7130	30/01/2024	Bank Receipt	NatWest Bank - Gov. Card Rebate	8.64	0.00	8.64	
87569	BR	2102	02/02/2024	Card Receipt	S.Bainbridge - Deposit - Allots - 27A PL	50.00	0.00	50.00	
87570	BR	4043	02/02/2024	Card Receipt	S.Bainbridge - Rent - Allots - 27A PL	46.50	0.00	46.50	
87576	BR	4043	05/02/2024	Bank Receipt	Allotment Rent 2024 - Shuaibi (Offiong) - 10	38.75	0.00	38.75	
87577	BR	4043	05/02/2024	Bank Receipt	Allotment Rent 2024 - Piper - 7A PL	40.69	0.00	40.69	
87765	BR	2102	07/02/2024	102130	M.Petrovski - Deposit - Y.Centre - 28-Jan	200.00	0.00	200.00	
87766	BR	6101	07/02/2024	102130	Carol Concert - Auction (CancerWise)	20.00	0.00	20.00	
87767	BR	4061	07/02/2024	102130	Snr Y.Club - Subs - Jan	22.81	0.00	22.81	
87768	BR	4062	07/02/2024	102130	Snr Y.Club - Tuck - Jan	9.00	0.00	9.00	
87786	BR	2102	06/02/2024	Bank Receipt	C.Jackson - Deposit - Allots - 9 WR	50.00	0.00	50.00	
87787	BR	4043	06/02/2024	Bank Receipt	C.Jackson - Rent - Allots - 9 WR	28.42	0.00	28.42	
87788	BR	2102	06/02/2024	Bank Receipt	P.Langston - Deposit - W.Centre - 21-Feb	50.00	0.00	50.00	
87789	BR	2202	09/02/2024	Bank Receipt	HMRC - VAT Refund - 01-Oct-23 to 31-Dec-23	8,953.21	0.00	8,953.21	
87790	BR	2102	06/02/2024	Card Receipt	M.Twaits - Deposit - Allots - 19 CA	50.00	0.00	50.00	
Totals						£ 11,985.91	1.00	11,986.91	

Date: 19/02/2024
 Time: 13:41:37

Rustington Parish Council
Current Account - Customer Receipts

Date From: 02/01/2024
 Date To: 15/02/2024

Bank From: 1200
 Bank To: 1200

Transaction From: 87,011
 Transaction To: 99,999,999

Customer From:
 Customer To: ZZZZZZZZ

Bank	1200	Currency	Pound Sterling						
No	Type	A/C	Date	Ref	Details	Net	Tax	Gross	
87216	SR	DANCEBEA	02/01/2024	Bank Receipt	Sales Receipt	56.25	0.00	56.25	
87217	SA	BABYSUPE	02/01/2024	Bank Receipt	Payment on Account	138.00	0.00	138.00	
87223	SR	GUIDES2	02/01/2024	Bank Receipt	Sales Receipt	478.29	0.00	478.29	
87224	SR	RUSTFC	04/01/2024	Bank Receipt	Sales Receipt	933.50	0.00	933.50	
87225	SA	AGEUKWSX	05/01/2024	Bank Receipt	Payment on Account	351.00	0.00	351.00	
87226	SA	WOODTOM	08/01/2024	Bank Receipt	Payment on Account	83.00	0.00	83.00	
87227	SR	TOPPINKA	04/01/2024	Card Receipt	Sales Receipt	61.00	0.00	61.00	
87228	SA	SPAENOS	05/01/2024	Card Receipt	Payment on Account	93.00	0.00	93.00	
87229	SA	WOODTTC	11/01/2024	102129	Payment on Account	395.04	0.00	395.04	
87230	SA	SHORTMAT	11/01/2024	102129	Payment on Account	567.32	0.00	567.32	
87231	SR	SEAESTAT	11/01/2024	102129	Sales Receipt	83.75	0.00	83.75	
87253	SR	RUSTSCOU	11/01/2024	Bank Receipt	Sales Receipt	128.75	0.00	128.75	
87254	SA	TATERON	09/01/2024	Card Receipt	Payment on Account	438.25	0.00	438.25	
87255	SA	DIMITROV	16/01/2024	Card Receipt	Payment on Account	62.25	0.00	62.25	
87332	SR	DIAMONDD	17/01/2024	Bank Receipt	Sales Receipt	305.25	0.00	305.25	
87333	SR	WRIGHTMA	17/01/2024	Bank Receipt	Sales Receipt	163.75	0.00	163.75	
87334	SR	COOPERAN	17/01/2024	Bank Receipt	Sales Receipt	300.00	0.00	300.00	
87335	SR	NEWCREAT	18/01/2024	Bank Receipt	Sales Receipt	79.25	0.00	79.25	
87481	SR	ANSCOMBE	29/01/2024	Against Jan	Sales Receipt	101.75	0.00	101.75	
87503	SR	BLINDVET	22/01/2024	Bank Receipt	Sales Receipt	151.75	0.00	151.75	
87506	SR	SAYWELL	22/01/2024	Bank Receipt	Sales Receipt	360.00	0.00	360.00	
87508	SR	KAPOWWRE	23/01/2024	Bank Receipt	Sales Receipt	128.75	0.00	128.75	
87509	SR	LIONS	25/01/2024	Bank Receipt	Sales Receipt	25.00	0.00	25.00	
87510	SR	RUSTOTTE	25/01/2024	Bank Receipt	Sales Receipt	384.00	0.00	384.00	
87511	SR	BARCLAYS	25/01/2024	Bank Receipt	Sales Receipt	1,550.86	0.00	1,550.86	
87512	SA	HEMPHILL	23/01/2024	Card Receipt	Payment on Account	85.34	0.00	85.34	
87514	SR	ENCOREVO	26/01/2024	Bank Receipt	Sales Receipt	712.75	0.00	712.75	
87518	SA	KARAFILO	29/01/2024	Bank Receipt	Payment on Account	62.25	0.00	62.25	
87519	SR	RUSTPLSC	30/01/2024	Bank Receipt	Sales Receipt	248.00	0.00	248.00	
87520	SA	BABYSUPE	30/01/2024	Bank Receipt	Payment on Account	103.50	0.00	103.50	
87522	SA	SLIMWORL	31/01/2024	Bank Receipt	Payment on Account	306.75	0.00	306.75	
87523	SR	LHCROQUE	30/01/2024	Card Receipt	Sales Receipt	62.25	0.00	62.25	
87566	SR	ARUNFAIR	01/02/2024	Bank Receipt	Sales Receipt	345.30	0.00	345.30	
87567	SR	ALZHEIME	02/02/2024	Bank Receipt	Sales Receipt	43.75	0.00	43.75	
87568	SA	TATERON	02/02/2024	Card Receipt	Payment on Account	287.75	0.00	287.75	
87574	SR	RUSTPLSC	05/02/2024	Bank Receipt	Sales Receipt	335.00	0.00	335.00	
87575	SA	RUSTPLSC	05/02/2024	Bank Receipt	Payment on Account	251.25	0.00	251.25	
87578	SA	ROWLEYSA	05/02/2024	Bank receipt	Payment on Account	13.75	0.00	13.75	
87769	SR	PETROVSK	07/02/2024	102130	Sales Receipt	62.25	0.00	62.25	
87770	SR	HERITAGE	07/02/2024	102130	Sales Receipt	37.75	0.00	37.75	
87771	SR	SHORTMAT	07/02/2024	102130	Sales Receipt	707.26	0.00	707.26	
87772	SR	WOODTTC	07/02/2024	102130	Sales Receipt	526.72	0.00	526.72	
87773	SR	DEVERELL	07/02/2024	102130	Sales Receipt	0.25	0.00	0.25	
87774	SR	PLAYERS	05/02/2024	Bank Receipt	Sales Receipt	80.00	0.00	80.00	
87775	SR	PLAYERS	05/02/2024	Bank Receipt	Sales Receipt	183.75	0.00	183.75	
87776	SR	YASYOGA	05/02/2024	Bank Receipt	Sales Receipt	297.00	0.00	297.00	
87777	SR	VIRTUOSO	05/02/2024	Bank Receipt	Sales Receipt	250.00	0.00	250.00	
87778	SR	THEATREA	05/02/2024	Bank Receipt	Sales Receipt	546.00	0.00	546.00	
87779	SR	RUSTWI	06/02/2024	Bank Receipt	Sales Receipt	120.25	0.00	120.25	
87780	SR	ARUNU3A	06/02/2024	Bank Receipt	Sales Receipt	87.00	0.00	87.00	
87781	SR	ARUNU3A	06/02/2024	Bank Receipt	Sales Receipt	641.75	0.00	641.75	
87782	SR	LITTLEEX	06/02/2024	Bank Receipt	Sales Receipt	759.00	0.00	759.00	
87783	SR	LHCONBAN	07/02/2024	Bank Receipt	Sales Receipt	182.17	0.00	182.17	
87784	SR	ADFAS	08/02/2024	Bank Receipt	Sales Receipt	86.00	0.00	86.00	
87785	SR	HAYESSHA	08/02/2024	Card Receipt	Sales Receipt	155.25	0.00	155.25	
87806	SR	THELIMES	12/02/2024	Bank Receipt	Sales Receipt	26.00	0.00	26.00	
87807	SR	DANCEBEA	09/02/2024	Bank Receipt	Sales Receipt	450.00	0.00	450.00	
Totals						£			
						<u>15,475.80</u>	<u>0.00</u>	<u>15,475.80</u>	

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

26 February 2024

Grant Aid - Revision of the Application Process and Criteria

1. As part of the Parish Council's Strategic Priorities and Action Plan, June 2023 to April 2027, it was agreed that the Grant Aid Process should be reviewed as detailed within the Priority Area Section of the Plan "Finance and Administration" which states the following aim:

"Overhaul the way in which grants are awarded by RPC to ensure that they are focused on supporting the Council's Strategic Priorities".

2. The overarching statement in relation to the Council's Finance and Administration Priority is as follows:

"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."

3. In order to enhance the administrative efficiency of the Grant Aid process it is proposed that a generic Grant Aid Application Form is introduced - see Appendix A.

The existing process requires applicants to write in and to respond to a list of criteria, this has often been submitted in the form of a letter. Although this has worked for many years it is thought that an Application Form will enable the assessment of grants to be undertaken on a more easily comparative basis, as all applicants will be completing and submitting responses in the exact same format. It is proposed that a Table Summary of all applications with Officer recommendations, in this first Funding Round, will be presented to Members, for consideration, at the Meeting of this Committee in June. This will also reduce the amount of administration involved in terms of the printing and scanning of applications.

4. The adoption of a one-stop Application Form will also lend itself to greater accessibility as a result of the ability to download it directly from the Council's Website.

If Members wished, an online version could also be created which would facilitate ease of access for Organisations and Groups who are used to completing Applications online in this manner.

5. The document detailing the revised criteria, which is attached as Appendix B, incorporates all of the Council's previous criteria but it also adds a greater emphasis on the recipient of a Grant acknowledging the Parish Council's financial contribution to a Project within the Group/Organisations own publicity materials etc. This will help to demonstrate and promote the Parish Council's approach to community engagement and financial transparency in the wider public arena.

6. It is also proposed that each recipient is written to at the end of the Financial Year, and asked to complete a very short questionnaire to confirm how Parish Council funding has made a difference to their Group/Organisation. This succinct summary would form part of the Grant Aid Report presented to Members at the June Meeting of this Committee. It may also assist in contributing to positive publicity/press releases for the Council and in turn encourage others to apply.
7. It is proposed that the Council continues to deal with the majority of applications for Grant Aid annually, at the June Meeting of the Finance and General Purposes Committee.
8. If approved, the introduction of the revised Criteria and Application Form will begin from the new Financial Year and be applied to the 2024/25 Grant Aid Programme.
9. The Committee's views are requested.

19 February 2024

Deputy Clerk of the Council



GRANT AID 2024 APPLICATION

PLEASE REFER TO THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM

SECTION A - YOUR ORGANISATION

SECTION A – GUIDANCE NOTES

- The name of your organisation should be the same as the name on your constitution
- The contact person must be someone from your organisation who can talk about this application in detail. They should have official permission from your organisation to be the main contact
- It is helpful if you can give your project a title which reflects what it is about, i.e., 'Training for Volunteers'
- Describe the type of organisation, if you are unable to find an appropriate box, please describe the status of your organisation, for example, a friendship group
- Please tell us about your membership charges. Organisations often charge an annual subscription or ask members for a small amount each week to cover hire of halls etc. Please tell us how much your organisation charges and how often

Name of your organisation	
Name of your project/event/activity	
Name of main contact	
Position within your organisation	
Address for correspondence	
Postcode	
Organisation Website/Facebook address	
Telephone number	
When are the best times to reach you on this number?	
Email address	



GRANT AID 2024 APPLICATION

Is your organisation: Please tick	
Charitable Incorporated Organisation (CIO)	
Charitable Trust	
Charitable Company (limited by guarantee)	
Community Interest Company	
Unincorporated Association	
Other please specify	
Describe your organisations main purpose and regular activities	
Total number of members OR people supported	
Please give a breakdown of your age range	
Children under 12	
12 – 18yr olds	
18 – 60 years	
Over 60's	
What percentage of your total membership lives in Rustington?	%
What membership charges does your organisation make (if any)?	
How many people will the funded project benefit in Rustington?	



GRANT AID 2024 APPLICATION

SECTION B - ABOUT THE PROJECT

SECTION B – GUIDANCE NOTES

Who will be leading the project? e.g., team of youth workers.

What are you going to do? e.g., run a series of first aid workshops for babysitters.

Why are you doing it? e.g., to equip young people with essential first aid training, specifically dealing with small children and babies.

When are you doing it? e.g., Monday evenings for 8 weeks.

Where are you going to do it? e.g., a local health centre.

How are you going to do it? e.g., hire a qualified paediatric first aid trainer to deliver workshops and issue certificates to those young people who have passed.

- Please tell us how much money you would like from the Parish Council and what you will spend it on. If this grant will only pay for part of your project, please tell us how much money you still need to find
- Please tell us if and when you have received a grant from the Parish Council before.

Please briefly describe your proposed project/event/activity
(as detailed in the guidance notes above)



GRANT AID 2024 APPLICATION

Please describe the wider benefits your project will bring to the Rustington community. What priorities/issues will you address? E.g., health & wellbeing, reduced social isolation etc.

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How much grant funding would you like from the Parish Council?		
--	--	--

Have you received grant funding from the Parish Council in the past?	Yes	No

If yes in what year(s)?

What will this grant funding pay for? Please give a clear financial breakdown of the items and services you wish to be funded

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GRANT AID 2024 APPLICATION

Do you still need to find additional funding?	Yes	No
If yes, how much?		
What is the total cost of the project?		
If your application for funding from the Parish Council is unsuccessful can your project still progress?	Yes	No

SECTION C - OTHER SOURCES OF FUNDING

SECTION C – GUIDANCE NOTES

- Please tell us other money you are expecting to raise
- Please tell us about other grants you have applied for to fund this project and if you have received funding confirmation from any grant giving sources
- Please tell us about any time or resources given free of charge
- Bank Details of the Organisation will be sought if the Application is successful. Funding will not be paid to an individual's account.

Do you expect to raise money from any other sources for this piece of work? Please estimate

	£
Ticket sales	
Other sales	
Sponsorship	
Fundraising	

Have you applied for grants from other sources to help with this project/event/activity?

	Applied for	Confirmed	When is it expected
Other Parish/Town Council			
Arun District Council			
West Sussex County Council			
Trusts/Grant giving Bodies			



GRANT AID 2024 APPLICATION

Other (please give details)				
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Do you expect to receive any help or support other than money? Please give details of what will be contributed. *Don't forget volunteer hours count as well. Daily costs: unskilled £50, skilled £150 and professional £350.*

SECTION D - SUPPORTING DOCUMENTS & DECLARATION

SECTION D – GUIDANCE NOTES

- If this information is not available, please include a note to explain why. Your application will not be considered without evidence of your financial situation.

Please enclose with your application the following supporting documents – please tick

Income and expenditure account	
Balance sheet	
Club/organisation constitution or rules	
Diary of events or programmes	

EQUAL OPPORTUNITIES

The Parish Council wishes to secure genuine equality of opportunity, whether required by legislation or not, in all aspects of its activities.



GRANT AID 2024 APPLICATION

DECLARATION

I confirm that I am authorised to sign this declaration on behalf of **the organisation named in section A** and that, to the best of my knowledge and belief, all replies are true and accurate. I further confirm that this application is made on the basis that if it is successful, the group will be bound to use the grant only for the purposes it specifies and will have to comply with the terms and conditions attached to the grant by the Parish Council. I understand that the Rustington Parish Council reserve the right to conduct a post-project assessment to check that we have complied with the terms and conditions of the scheme.

Signature

Name Printed

Organisation

Date

DATA PROTECTION

We will use the data collected through this form to provide the requested service; we will not share it unless the law permits.

Information contained within your Grant Aid Application will be retained for a period of 7 years. The Parish Council's Document Retention & Disposal Policy can be supplied upon request.

How do you wish to receive correspondence from the Parish Council? Please tick.

Email

Post

The information you provide will be kept secure and will not be passed onto any third party without your consent. Should you wish to withdraw your details or amend the contact for your organisation please contact the **Clerk of the Council on 01903 786420 or email: enquiry@rustingtonpc.org**

Please return by **1 June 2024 at the latest and mark it:** FAO Carole Ward, Clerk of the Council, Rustington Parish Council, Woodlands Avenue, Rustington, West Sussex, BN16 3HB



RUSTINGTON PARISH COUNCIL

GRANTS TO LOCAL ORGANISATIONS CRITERIA

THE FOLLOWING CRITERIA ARE APPLICABLE WHEN CONSIDERING GRANT APPLICATIONS:

Rustington Applications

1. Grant applications will only be considered from Clubs, Societies, Community Groups and Organisations that are Rustington based OR who operate a Service in Rustington that brings significant benefit to the Parish.
2. Clubs, Societies, Community Groups or Organisations must demonstrate the level of benefit that their service will bring to Rustington and its residents.

One Application per year rule

3. Only one grant application will be considered for any Club, Society, Community Group or Organisation in any one year.

Supporting Documentation

4. Clubs, Societies, Community Groups and Organisations must submit constitutions, rules or other governing documents, names of Officers and Annual Accounts.
5. On completion of your project, invoices and receipts may be requested as evidence of all expenditure of the grant for the intended use for which it was awarded.
6. Upon request recipients of grant funding shall inform the Council of the benefits or achievements accomplished because of the award.

Intended use of Grant

7. The applicant must declare the intended use of the grant and clearly define the wider community benefits derived from the funding.
8. There shall be no change to the intended use of the grant without express written authority of the Parish Council.
9. Failure to achieve the specified purpose of the grant within 12 months or undertaking an unauthorised variation, shall require the recipient to return all the grant funding to the Parish Council.



RUSTINGTON PARISH COUNCIL

GRANTS TO LOCAL ORGANISATIONS CRITERIA

General Criteria

10. The recipient shall acknowledge Rustington Parish Council as funders on all correspondence and publicity material or display the Parish Council's logo on any items purchased in recognition of the grant funding from the Parish Council.
11. No grant will be considered for private, commercial or closed clubs, societies or organisations.
12. All other sources of funding must be declared at the time of the application.
13. Grants will not be awarded retrospectively. All grants must be spent within 12 months of being awarded.
14. Where funding is given for an event the organiser must indemnify the Parish Council against any claim from any party as a result of any incident or accident with side event. Where funding is awarded for any other purpose the Parish Council cannot be held responsible or liable in any capacity.
15. Rustington Parish Council reserves the right to purchase items requested within the application for grant aid on behalf of any club, society or organisation.
16. The Parish Council makes grants to voluntary, cultural, charitable and sporting activities for the benefit of the local community. The Parish Council will take into account the objectives of an association and the wider community benefit for Rustington arising from the grant when assessing its priorities.
17. Grants will normally only be made to non-profit making organisations supported by unpaid volunteers.
18. Grants will not be made towards salaries for the payment of staff.

Completed Application forms and supporting information should be sent to:

The Clerk of the Council, Rustington Parish Council, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB

Please Note: Applications for Grant Assistance are considered, mainly, at the June Meeting of the Finance and General Purposes Meeting and recommendations of that Committee will be subject to formal ratification at the June Council Meeting. All applicants will be advised of the Council's decision as soon as possible after the aforementioned Council Meeting.