

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 20 May 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: Councillors J Ceiriog-Hughes and G Lee, Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk of the Council)

32/24 APOLOGIES FOR ABSENCE

There were no apologies for absence.

33/24 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

34/24 MINUTES

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

35/24 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.

36/24 MONTHLY BUDGET REPORT

The Clerk advised the Committee that the end of year audit papers had now been drafted by the Finance Manager/RFO ready for the Internal Auditors inspection of the Council's financial administration on 24 May 2024.

She advised that the overall Budget for the year 1 April 2023 to 31 March 2024 was set at £700,713.40, and the total Net Expenditure for this period was £737,597.04.

She said that although this showed an overspend of £36,883.64, £55,053.18 was for the Changing Places Toilet Unit, and budgeted funds had been placed in the Earmarked Reserves at the end of the previous financial year, to be carried forward, for this expenditure item. Therefore, for the financial year ending 31 March 2024, there was an underspend of £18,169.54.

She continued that once the final accruals had been made, together with the movement in reserves, and taking into account the opening and closing balances and earmarked reserves required going forward, the Finance Manager/RFO believed that the final underspend should amount to £10,142.68.

The Committee was pleased to NOTE this information.

Prior to the conclusion of the Meeting, the Chairman expressed his thanks and appreciation to all Members of the Committee for their support and hard work throughout the past year. The same sentiments were conveyed from the Committee to the Chairman.

There being no further business the Meeting concluded at 6.29 pm.

Chairman: **Date:**

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

20 May 2024

Date: 25/04/2024
Time: 15:03:00

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 1

Supplier From: 89013
Supplier To: ZZZZZZZZ
Transaction From: 1
Transaction To: 99,999,999

Date From: 15/03/2024
Date To: 30/04/2024

A/C: ANSCOMB Name: Mr K Anscombe

| No | Type | Date | Ref | Details | Amount | Outstanding |
|---------------|------|------------|-------|--|----------|-----------------|
| 89013 | PI | 23/04/2024 | 17965 | Premises Checks & Other Tasks - Apr-24 | 1,108.42 | 1,108.42 |
| Total: | | | | | | <u>1,108.42</u> |

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

| No | Type | Date | Ref | Details | Amount | Outstanding |
|---------------|------|------------|-------|---|--------|---------------|
| 89030 | PI | 16/04/2024 | 17966 | Locate Fault & Isolate Lamp Post - Rec.Ground | 120.00 | 120.00 |
| Total: | | | | | | <u>120.00</u> |

A/C: BCSROBE Name: BCS Robertson

| No | Type | Date | Ref | Details | Amount | Outstanding |
|---------------|------|------------|-------|---|-----------|------------------|
| 89061 | PI | 15/03/2024 | 17979 | Conversion of Public Conveniences to CPF - The Street | 29,476.91 | 29,476.91 |
| 89062 | PC | 15/03/2024 | 17979 | Conversion of PC to CPF - 20% CIS Deduction - The | 1,064.00 | -1,064.00 |
| Total: | | | | | | <u>28,412.91</u> |

A/C: BOLLARDS Name: Bollard Security Ltd

| No | Type | Date | Ref | Details | Amount | Outstanding |
|---------------|------|------------|-------|---|--------|---------------|
| 89031 | PI | 22/04/2024 | 17967 | Additional Bollard Keys - Rec.Ground & WPSF | 110.40 | 110.40 |
| Total: | | | | | | <u>110.40</u> |

A/C: CANON Name: Canon UK Limited

| No | Type | Date | Ref | Details | Amount | Outstanding |
|---------------|------|------------|-------|------------------------------------|--------|-------------|
| 89033 | PI | 16/04/2024 | 17968 | Photocopy/Printing to 13-Apr - SWC | 9.04 | 9.04 |
| Total: | | | | | | <u>9.04</u> |

A/C: FERRING Name: Ferring Nurseries

| No | Type | Date | Ref | Details | Amount | Outstanding |
|---------------|------|------------|-------|-------------------------------------|----------|-----------------|
| 89034 | PI | 21/04/2024 | 17969 | Maintenance & Floral Contract - Apr | 4,631.23 | 4,631.23 |
| Total: | | | | | | <u>4,631.23</u> |

A/C: PAINEM Name: Paine Manwaring Ltd

| No | Type | Date | Ref | Details | Amount | Outstanding |
|---------------|------|------------|-------|----------------------------------|--------|---------------|
| 89035 | PI | 21/04/2024 | 17970 | Annual Boiler Service - W.Centre | 384.00 | 384.00 |
| Total: | | | | | | <u>384.00</u> |

A/C: PHSGROU Name: PHS Group

| No | Type | Date | Ref | Details | Amount | Outstanding |
|---------------|------|------------|-------|--|--------|---------------|
| 89037 | PI | 24/04/2024 | 17972 | Low Risk Waste Collection - The Street Toilets | 167.23 | 167.23 |
| 89038 | PI | 24/04/2024 | 17973 | Resite Maxi-Xtra 60L Nappy Unit - The Street Toilets | 48.00 | 48.00 |
| Total: | | | | | | <u>215.23</u> |

Date: 25/04/2024
Time: 15:03:00

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

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A/C: PPLPRSLT Name: PPL PRS Ltd

| <u>No</u> | <u>Type</u> | <u>Date</u> | <u>Ref</u> | <u>Details</u> | <u>Amount</u> | <u>Outstanding</u> |
|---------------|-------------|-------------|------------|---|---------------|--------------------|
| 89036 | PI | 31/03/2024 | 17971 | PPL/PRS Licence - W.Centre - Disputed Invoice | 111.88 | 111.88 |
| 89094 | PI | 31/03/2024 | 17971A | PPL/PRS Licence - W.Centre - Disputed Invoice | 145.82 | 145.82 |
| Total: | | | | | | <u>257.70</u> |

A/C: SIGMA Name: Sigma Plumbing Services

| <u>No</u> | <u>Type</u> | <u>Date</u> | <u>Ref</u> | <u>Details</u> | <u>Amount</u> | <u>Outstanding</u> |
|---------------|-------------|-------------|------------|---|---------------|--------------------|
| 89040 | PI | 20/04/2024 | 17974 | Maint/Tasks (Apr) inc. Clean Shelters (Beach & Bus) & | 641.00 | 641.00 |
| Total: | | | | | | <u>641.00</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> |
|---------------|-------------|-------------|------------|--|---------------|--------------------|
| 89052 | PI | 20/03/2024 | 17975 | Unblock/Clear/Repair Gutters & Down Pipes - W.C, Y.C & | 1,362.00 | 1,362.00 |
| Total: | | | | | | <u>1,362.00</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> |
|---------------|-------------|-------------|------------|-------------------------------------|---------------|--------------------|
| 89055 | PI | 12/04/2024 | 17976 | Cleansing Materials - Various Sites | 603.44 | 603.44 |
| Total: | | | | | | <u>603.44</u> |

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

| <u>No</u> | <u>Type</u> | <u>Date</u> | <u>Ref</u> | <u>Details</u> | <u>Amount</u> | <u>Outstanding</u> |
|---------------|-------------|-------------|------------|--|---------------|--------------------|
| 89059 | PI | 05/04/2024 | 17977 | Trupack Black Tarmac - Car Park - Rec.Ground | 15.30 | 15.30 |
| Total: | | | | | | <u>15.30</u> |

A/C: WARWICK Name: Warwick & Barker

| <u>No</u> | <u>Type</u> | <u>Date</u> | <u>Ref</u> | <u>Details</u> | <u>Amount</u> | <u>Outstanding</u> |
|---------------|-------------|-------------|------------|---|---------------|--------------------|
| 89060 | PI | 22/03/2024 | 17978 | Professional Charges - R'ton S&S Club - New Lease | 2,420.00 | 2,420.00 |
| Total: | | | | | | <u>2,420.00</u> |

Grand Total 40,290.67

Date: 25/04/2024

Time: 15:06:38

Rustington Parish Council

Current Account - Recommended Payments/Payments Made

Date From: 01/04/2024
Date To: 30/04/2024

Bank From: 1200
Bank To: 1200

Transaction From: 89,063
Transaction To: 99,999,999

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Table with columns: Bank, No, Type, N/C, Currency, Date, Ref, Details, Net, Tax, Gross. Contains transaction list and a Totals row at the bottom.

Petty Cash Requirements - 7 May 2024

Chq.No.7648 - Office 200.00
Grand Total: 200.00

Rustington Parish Council
Bank Payment Summary - 25 April 2024

| | |
|--|--------------------|
| Salaries (Gross) - Employees | £ 27,456.50 |
| <i>Includes Mileage Claim (N/Code: 7101)</i> | £ - |
| Employers - N.I. | £ 2,533.73 |
| Employers - Superann. | £ 2,475.18 |
| Legal & General - Ill Health Liability Insurance | £ - |
| Total Employers Liabilities | £ 32,465.41 |

Rustington Parish Council
Reconciled Bank Balances as at 30 April 2024

| | |
|---|---------------------|
| NatWest Bank:- | |
| Current Account | £ 8,072.52 |
| Imprest Account | £ 273.55 |
| Reserve Accounts: | |
| General Fund | £ 449,766.52 |
| 35-Day Notice (276) - Earmarked Reserves | £ 10,638.10 |
| 35-Day Notice (284) | £ 129,634.47 |
| 35-Day Notice (670) - Section 106 Funds | £ 20,991.40 |
| Museum Reserve | £ 2,791.18 |
| Plant Equipment Renewal | £ 3,101.72 |
| Capital Accounts: | |
| Opportunity and Special Purchases | £ 1,496.62 |
| 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 | £ 115,412.49 |
| Petty Cash | £ 307.28 |
| Total in Accounts | £ 842,485.85 |
| Un-Reconciled Payments | £ 1,195.15 |
| Grand Total | £ 841,290.70 |

Date: 07/05/2024
Time: 11:18:56

Rustington Parish Council
Current Account - Bank Receipts

Page: 5

Date From: 16/04/2024
Date To: 07/05/2024
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 | |
| 89001 | BR | 4040 | 18/04/2024 | 102133 | Museum - Donations to 31 Mar | 33.00 | 0.00 | 33.00 | |
| 89002 | BR | 2102 | 16/04/2024 | Bank Receipt | Arun Holistic Energy Charge (Ford) - Deposit - | 50.00 | 0.00 | 50.00 | |
| 89003 | BR | 2102 | 18/04/2024 | Bank Receipt | R.Manly - Deposit - W.Centre - 19-Sep | 200.00 | 0.00 | 200.00 | |
| 89294 | BR | 2102 | 22/04/2024 | Card Receipt | Sx Coast Talking News (M.Eagle) - Deposit - | 50.00 | 0.00 | 50.00 | |
| 89295 | BR | 2102 | 22/04/2024 | Bank Receipt | Cancer United - Deposit - W.Centre - | 100.00 | 0.00 | 100.00 | |
| 89296 | BR | 2102 | 24/04/2024 | Bank Receipt | A.O'Sullivan - Deposit - W.Centre - 11-May | 50.00 | 0.00 | 50.00 | |
| 89297 | BR | 2102 | 29/04/2024 | Card Receipt | S.Steed - Deposit - Allots - 20B CA | 50.00 | 0.00 | 50.00 | |
| 89298 | BR | 4043 | 29/04/2024 | Card Receipt | S.Steed - Rent - Allots - 20B CA | 15.00 | 0.00 | 15.00 | |
| 89300 | BR | 2102 | 22/04/2024 | Card Receipt | J.Turpie - Deposit - W.Centre - 01-Jun | 50.00 | 0.00 | 50.00 | |
| 89303 | BR | 7303 | 03/05/2024 | 102134 | Staff Reimbursement (EL) | 7.50 | 1.50 | 9.00 | |
| 89304 | BR | 4040 | 03/05/2024 | 102134 | Museum - Postcards | 7.83 | 1.57 | 9.40 | |
| 89305 | BR | 4040 | 03/05/2024 | 102134 | Museum - Donations (Talks) | 36.15 | 0.00 | 36.15 | |
| 89306 | BR | 4040 | 03/05/2024 | 102134 | Museum - Donations (Talk - 16-Apr) | 50.00 | 0.00 | 50.00 | |
| 89307 | BR | 4040 | 03/05/2024 | 102134 | Museum - Donations (Talk - 23-Apr) | 30.00 | 0.00 | 30.00 | |
| 89308 | BR | 4040 | 03/05/2024 | 102134 | Museum - Donations (Talk - Durrington) | 30.00 | 0.00 | 30.00 | |
| 89310 | BR | 4040 | 01/05/2024 | Bank Receipt | HMRC - VAT Interest of Payments - 01-Jan-24 | 2.68 | 0.00 | 2.68 | |
| 89311 | BR | 2102 | 01/05/2024 | Bank Receipt | K.Kendall - Deposit - Allots - 15 CA | 50.00 | 0.00 | 50.00 | |
| 89312 | BR | 4043 | 03/05/2024 | Bank Receipt | K.Kendall - Rent - Allots - 15 CA | 28.42 | 0.00 | 28.42 | |
| 89313 | BR | 2102 | 03/05/2024 | Bank Receipt | S.Fernandez-Cuervo Anderson - Deposit - | 200.00 | 0.00 | 200.00 | |
| 89314 | BR | 2102 | 03/05/2024 | Bank Receipt | KTS Estate Management - Deposit - W.Centre | 50.00 | 0.00 | 50.00 | |
| 89315 | BR | 2202 | 07/05/2024 | Bank Receipt | HMRC - VAT Refund - 01-Jan-24 to 31 Mar-24 | 13,886.01 | 0.00 | 13,886.01 | |
| Totals | | | | | | £ | 14,976.59 | 3.07 | 14,979.66 |

Date: 07/05/2024
Time: 11:32:26

Rustington Parish Council
Current Account - Customer Receipts

Date From: 16/04/2024
Date To: 07/05/2024
Transaction From: 1
Transaction To: 99,999,999

Bank From: 1200
Bank To: 1200
Customer From:
Customer To: ZZZZZZZZ

| Bank | 1200 | | Currency | Pound Sterling | | | | | |
|---------------|------|----------|------------|----------------|--------------------|----------|-----------------|-------------|-----------------|
| No | Type | A/C | Date | Ref | Details | Net | Tax | Gross | |
| 88987 | SR | SHORTMAT | 18/04/2024 | 102133 | Sales Receipt | 632.82 | 0.00 | 632.82 | |
| 88988 | SR | WOODTTC | 18/04/2024 | 102133 | Sales Receipt | 395.04 | 0.00 | 395.04 | |
| 88989 | SA | SHAYLER | 18/04/2024 | 102133 | Payment on Account | 1,400.00 | 0.00 | 1,400.00 | |
| 88990 | SA | ARUNHER | 16/04/2024 | Bank Receipt | Payment on Account | 119.00 | 0.00 | 119.00 | |
| 88991 | SA | TATERON | 16/04/2024 | Card Receipt | Payment on Account | 539.50 | 0.00 | 539.50 | |
| 88992 | SR | KAPOWWRE | 17/04/2024 | Bank Receipt | Sales Receipt | 32.00 | 0.00 | 32.00 | |
| 89288 | SA | SMITHSTE | 18/04/2024 | Card Receipt | Payment on Account | 495.00 | 0.00 | 495.00 | |
| 89289 | SR | RUSTPLSC | 22/04/2024 | Bank Receipt | Sales Receipt | 496.00 | 0.00 | 496.00 | |
| 89290 | SA | SXCTNEWS | 22/04/2024 | Card Receipt | Payment on Account | 64.00 | 0.00 | 64.00 | |
| 89291 | SR | RUSTPLSC | 24/04/2024 | Bank Receipt | Sales Receipt | 335.00 | 0.00 | 335.00 | |
| 89292 | SR | HERITAGE | 25/04/2024 | Bank Receipt | Sales Receipt | 37.75 | 0.00 | 37.75 | |
| 89293 | SA | SLIMWORL | 29/04/2024 | Bank Receipt | Payment on Account | 303.75 | 0.00 | 303.75 | |
| 89299 | SA | BABYSUPE | 30/04/2024 | Bank Receipt | Payment on Account | 138.00 | 0.00 | 138.00 | |
| 89309 | SA | ARUNFAIR | 01/05/2024 | Bank Receipt | Payment on Account | 345.30 | 0.00 | 345.30 | |
| 89316 | SA | TATERON | 07/05/2024 | Card Receipt | Payment on Account | 354.00 | 0.00 | 354.00 | |
| Totals | | | | | | £ | 5,687.16 | 0.00 | 5,687.16 |