

**RUSTINGTON PARISH COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MINUTES:** of the Meeting held on 24 June 2024

**PRESENT:** Councillors J Bennett, Mrs C Broomfield, M Broomfield, Mrs A Cooper, A Cooper, G Lee, Mrs S Partridge, D Rogers and P Warren

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

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**37/24**      **ELECTION OF CHAIRMAN**

It was proposed and seconded that Councillor Cooper be elected Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Cooper be elected Chairman of the Committee for the ensuing year.

**38/24**      **ELECTION OF VICE-CHAIRMAN**

It was proposed and seconded that Councillor Warren be elected Vice-Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Warren be elected Vice-Chairman of the Committee for the ensuing year.

**39/24**      **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**40/24**      **DECLARATIONS OF INTEREST**

Councillor Bennett declared a personal interest in Minute 45/24(f). He remained in the Meeting during consideration of this item.

Councillor Mrs Cooper declared a personal interest in Minute 45/24(f), (H) and (k). She remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Mrs Broomfield declared a personal interest in Minute 45/24(i). She remained in the Meeting during consideration of this item.

Councillor Broomfield declared a personal interest in Minute 45/24(i). He remained in the Meeting during consideration of this item.

Councillor Rogers declared a personal interest in Minute 45/24(i). He remained in the Meeting during consideration of this item.

Councillor Mrs Partridge declared a personal interest in Minute 45/24(l). She remained in the Meeting during consideration of this item.

**41/24**      **MINUTES**

The Minutes of the Meeting held on 20 May 2024 were signed by the Chairman as a correct record.

#### **42/24        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.

#### **43/24        MONTHLY BUDGET REPORT**

##### **(a)    2023/2024 Final Monthly Budget Report to 31 March 2024**

The Chairman reminded Members that the 2023/2024 Final Monthly Budget Report to 31 March 2024 had been previously circulated to all Members.

Following a brief discussion, the Committee was pleased to NOTE that the Audited End of Year figures showed that the Council had not exceeded its budgeted expenditure figure.

The Committee expressed its thanks and appreciation to the members of personnel involved with the Council's Financial Operation, for all of their hard work and efforts in this regard.

##### **(b)    Monthly Budget Report to 14 June 2024**

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

#### **44/24        INTERNAL AUDIT 2023/2024**

The Committee considered and NOTED the Internal Audit Report 2023/2024 received from Mike Platten of April Skies Accounting.

The Finance Manager reported on the Matters Arising from the Report and provided detailed information on all of the actions taken and currently being addressed.

A copy of the Report, containing up-to-date information on the actions taken and those in the process of being addressed is attached and forms a part of these Minutes.

*(Prior to consideration of the following item Councillor Bennett had declared a personal interest, in his capacity as a Governor at Georgian Gardens Community Primary School)*

*(Prior to consideration of the following item Councillor Mrs Cooper had declared a personal interest, in her capacity as a West Sussex County Councillor)*

*(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 the Littlehampton District Lions Club)*

*(Prior to consideration of the following item Councillor Mrs Partridge had declared a personal interest, as her son's business was the Rustington Football Club's Main Sponsor)*

#### **45/24        APPLICATIONS FOR GRANT AID FROM LOCAL ORGANISATIONS**

Prior to the Committee considering the Report from the Deputy Clerk, Councillor Bennett put forward the following proposal:-

‘Taking account of the increasing number of grant applications being received, the 2024/2025 Grant Aid Budget Provision should be increased to £5,000.00 as a more realistic figure, to enable the Council to greater assist local community groups and charities.’

This proposal was seconded by Councillor Mrs Broomfield.

Following a detailed discussion, the Committee RECOMMENDED that the above proposal be APPROVED in its entirety, with the additional proposed expenditure being borne from balances, if this proved to be necessary.

The Committee also RECOMMENDED that the Criteria in respect of Grant Aid Applications should be reviewed prior to the 2025/2026 application process commencing.

Taking account of the above, and in anticipation of the Council's approval, the Deputy Clerk suggested some revisions to the recommended grants in her Report.

The Committee then considered the aforementioned Report, together with the revised recommendations, in respect of the following applications:-

(a) **Air Ambulance Charity Kent Surrey Sussex**

A request for financial assistance towards operating costs of HEMS (Helicopter Emergency Medical Service) - helicopters, rapid-response vehicles, medical equipment, fuel, highly trained crews.

(b) **Arun Community Transport**

A request for financial assistance towards operating costs covering office accommodation and computer software.

(c) **Arun Youth Aqua Centre**

A request for financial assistance towards essential maintenance of timber structure - to replace two dilapidated windows.

(d) **Chichester Diocesan Association for Family Support Work**

A request for financial assistance towards the Supporting and Empowering Autism Families Project.

(e) **4Sight Vision Support**

A request for financial assistance towards specialist support for Rustington residents.

(f) **Georgian Gardens Community Primary School**

Application Withdrawn.

(g) **Home-Start Arun, Worthing and Adur**

A request for financial assistance towards supporting ten families in Rustington.

(h) **Lavinia Norfolk Centre Charitable Trust**

A request for financial assistance towards a Storage Shed.

(i) **Littlehampton District Lions Club**

Application Withdrawn.

(j) **Mens Walk Talk**

A request for financial assistance towards mental health, first aid/suicide awareness training for volunteers.

(k) **Rustington Community Primary School PTA**

A request for financial assistance towards a Storage Shed.

(l) **Rustington Football Club**

A request for financial assistance towards football goals and dugouts.

(m) **Rustington Heritage Association**

A request for financial assistance towards funding its 'Operation Onwards and Upwards' in the form of the purchase of a Gazebo to enable the Association to attend events.

(n) **St Barnabas House**

A request for financial assistance towards staff costs.

(o) **Tyler's Trust**

A request for financial assistance towards activity sessions for local families with children with life-threatening illnesses and their families.

At the conclusion of its deliberations, the Committee RECOMMENDED the following:-

(a) **Air Ambulance Charity Kent Surrey Sussex**

Grant Aid of 100.00 be awarded.

(b) **Arun Community Transport**

Grant Aid of £500.00 be awarded.

(c) **Arun Youth Aqua Centre**

Grant Aid of £200.00 be awarded.

(d) **Chichester Diocesan Association for Family Support Work**

Grant Aid of £250.00 be awarded.

(e) **4Sight Vision Support**

Grant Aid of £260.00 be awarded.

(f) **Georgian Gardens Community Primary School**

Application Withdrawn.

(g) **Home-Start Arun, Worthing and Adur**

Grant Aid of £245.00 be awarded.

(h) **Lavinia Norfolk Centre Charitable Trust**

Grant Aid of £125.00 be awarded.

(i) **Littlehampton District Lions Club**

Application Withdrawn.

(j) **Mens Walk Talk**

Grant Aid of £250.00 be awarded.

(k) **Rustington Community Primary School PTA**

Grant Aid of £125.00 be awarded.

(l) **Rustington Football Club**

This Application should be referred to the Leisure and Amenities Committee for consideration.

(m) **Rustington Heritage Association**

Grant Aid of £170.00 be awarded.

(n) **St Barnabas House**

No Grant Aid to be awarded on this occasion.

(o) **Tyler's Trust**

Grant Aid of £100.00 be awarded.

**46/24      APPOINTMENT OF REPRESENTATIVES ON SUB-COMMITTEES**

The Clerk advised that Representatives should now be appointed for the following Sub-Committees, and the Committee AGREED the following:-

(a) **Internal Audit Sub-Committee**

Councillors J Bennett, Mrs A Cooper, A Cooper, G Lee, D Rogers and P Warren

(b) **Personnel Sub-Committee**

Councillors J Bennett, Mrs A Cooper, A Cooper, G Lee, D Rogers and P Warren

**There being no further business the Meeting concluded at 7.08 pm.**

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

# Rustington Parish Council

## **MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL**

24 June 2024

Date: 10/05/2024  
Time: 08:58:29

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

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

Date From: 15/04/2024  
Date To: 31/05/2024

A/C: ARUN Name: Arun District Council

No	Type	Date	Ref	Details	Amount	Outstanding
89319	PI	26/04/2024	17992	Annual Licencing Fee - W.Centre	180.00	180.00
<b>Total:</b>						<u>180.00</u>

A/C: ARUNSEC Name: Arun Security Centre

No	Type	Date	Ref	Details	Amount	Outstanding
89320	PI	25/04/2024	17993	Padlock & Keys - Keyed Alike - The Street Toilets	157.13	157.13
89321	PI	03/05/2024	17994	High Security Euro Cylinders x3 - Keyed Alike - BL Toilets	612.25	612.25
89371	PI	25/04/2024	17993	Padlock & Keys - Keyed Alike - W.Centre Side Gate	157.13	157.13
<b>Total:</b>						<u>926.51</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
89322	PI	29/04/2024	17995	Monthly Electrical Maintenance, ELT & Works - All Centres	511.56	511.56
89327	PI	03/05/2024	17996	Separate Supply to Car Park Lamp Posts - Rec.Ground	60.00	60.00
<b>Total:</b>						<u>571.56</u>

A/C: BCSROBE Name: BCS Robertson

No	Type	Date	Ref	Details	Amount	Outstanding
89328	PI	26/04/2024	17997	Conversion of Public Conveniences to CPF - The Street	10,306.09	10,306.09
89329	PC	26/04/2024	17997	Conversion of PC to CPF - 20% CIS Deduction - The	238.40	-238.40
<b>Total:</b>						<u>10,067.69</u>

A/C: GAMES&CO Name: Arthur J Gallagher Insurance Brokers Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89332	PI	15/04/2024	18000	Engineering Insurance - Boiler/Lifts to 31-May-25	630.50	630.50
<b>Total:</b>						<u>630.50</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
89330	PI	30/04/2024	17998	Contribution to No. 12 Bus Route - Apr	3,083.33	3,083.33
<b>Total:</b>						<u>3,083.33</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
89331	PI	01/05/2024	17999	Replacement Smoke & Heat Detectors - Y.Centre	427.46	427.46
<b>Total:</b>						<u>427.46</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
89334	PI	29/04/2024	18001	APC Smart-UPS - Server - Offices	415.37	415.37
<b>Total:</b>						<u>415.37</u>

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

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A/C: LOOOF THE Name: Loo of the Year Awards Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89335	PI	03/05/2024	18002	Loo of the Year Awards Entry	734.40	734.40
<b>Total:</b>						<u>734.40</u>

A/C: MICROSOFT Name: Microsoft Ireland Operations Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89336	PI	03/05/2024	18003	Online Services - Office 365 - 03-Apr to 02-May	579.20	579.20
<b>Total:</b>						<u>579.20</u>

A/C: PAINEM Name: Paine Manwaring Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89343	PI	30/04/2024	18004	Supply Install Electrodes - Kitchen Boiler - Offices	229.81	229.81
89344	PI	30/04/2024	18005	Annual Boiler Service - W.Centre	120.44	120.44
89345	PI	30/04/2024	18006	Supply/Install AAV (Pressure Safety Device) - Boiler - Y.C	120.42	120.42
89373	PI	30/04/2024	18005	Annual Boiler Service - Y.Centre Inc. Offices	240.86	240.86
<b>Total:</b>						<u>711.53</u>

A/C: RIALTAS Name: Rialtas Business Solutions Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89346	PI	26/04/2024	18007	Allotment Software & Maint for BBits to 31-Mar-25	123.55	123.55
<b>Total:</b>						<u>123.55</u>

A/C: SCOTTAY Name: Scott Taylor Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89349	PI	29/04/2024	18008	Stage 3a - Spatial Co-Ordination/Planning Application	1,087.50	1,087.50
<b>Total:</b>						<u>1,087.50</u>

A/C: SHOWTEC Name: Showtec Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89350	PI	29/04/2024	18009	Installation of Lighting System (60% Deposit) - W.Centre	8,779.68	8,779.68
<b>Total:</b>						<u>8,779.68</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
89351	PI	27/04/2024	18010	Window Cleaning (Extn & Intn) - Apr - W.Centre/Y.Centre	246.00	246.00
<b>Total:</b>						<u>246.00</u>

A/C: SOUTHCLE Name: Southern Cleaning Services

No	Type	Date	Ref	Details	Amount	Outstanding
89353	PI	03/05/2024	18011	Contract Cleaning - 27-Mar to 26-Apr - W.Centre & Offices	1,800.00	1,800.00
89354	PI	03/05/2024	18012	Machine Scrub & Clean VMH Floor x2 - Apr	140.40	140.40
<b>Total:</b>						<u>1,940.40</u>

A/C: SOUTHCO Name: South Coast Coffee Co

No	Type	Date	Ref	Details	Amount	Outstanding
89355	PI	29/04/2024	18013	Office Supplies	117.00	117.00
<b>Total:</b>						<u>117.00</u>



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**Rustington Parish Council**  
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A/C: SUMOSER Name: SUMO Services Limited

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
89356	PI	30/04/2024	18014	Site Survey of Services - W.Centre	1,866.00	1,866.00
<b>Total:</b>						<u>1,866.00</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>
89357	PI	02/05/2024	18015	Apache Ranger Boots (JB)	49.99	49.99
<b>Total:</b>						<u>49.99</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>
89358	PI	01/05/2024	18016	Subscription Fee - May-24	11.94	11.94
<b>Total:</b>						<u>11.94</u>
<b>Grand Total</b>						<u>32,549.61</u>

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**Rustington Parish Council**  
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Supplier From:  
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Transaction From: 1  
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Date From: 03/04/2024  
Date To: 01/06/2024

A/C: AGSONE Name: Anti-Graffiti Systems Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89657	PI	17/05/2024	18022	Pest Control Contract - 01-Mar-24 to 28-Feb-25 -	440.64	440.64
89658	PI	16/05/2024	18023	Pest Control Contract - 01-Mar-24 to 28-Feb-25 - WPSF	440.64	440.64
89659	PI	16/05/2024	18024	Pest Control Contract - 01-Mar-24 to 28-Feb-25 - Allots -	440.64	440.64
89660	PI	17/05/2024	18025	Pest Control Contract - 01-Mar-24 to 28-Feb-25 - Allots - PL	440.64	440.64
<b>Total:</b>						<u>1,762.56</u>

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
89661	PI	23/05/2024	18026	Premises Checks & Other Tasks - May-24	1,478.42	1,478.42
<b>Total:</b>						<u>1,478.42</u>

A/C: APRILSKI Name: April Skies Accounting

No	Type	Date	Ref	Details	Amount	Outstanding
89680	PI	01/06/2024	18027	Final Internal Audit to 31-Mar-24 Inc. Travel & Add. Work	450.80	450.80
<b>Total:</b>						<u>450.80</u>

A/C: ARUN Name: Arun District Council

No	Type	Date	Ref	Details	Amount	Outstanding
89681	PI	28/05/2024	18028	Delivery of Changing Place Facility - The Street Toilets	12,144.00	12,144.00
<b>Total:</b>						<u>12,144.00</u>

A/C: BARCOMB Name: Barcombe Landscapes Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89682	PI	04/05/2024	18029	Various Grounds Maint. to incl. Mowing Rec.Ground - 5 of	3,900.00	3,900.00
<b>Total:</b>						<u>3,900.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
89694	PI	30/04/2024	18030	Full Test/Fit Earth Stake - WPSF	289.04	289.04
89695	PI	05/05/2024	18031	Upgrade EICR/Replace RCBO - Various Sites Inc.	1,296.00	1,296.00
89699	PI	24/05/2024	18032	Monthly Electrical Maintenance, ELT & Works - All Centres	155.60	155.60
<b>Total:</b>						<u>1,740.64</u>

A/C: BIFFA Name: Biffa Waste Services Limited

No	Type	Date	Ref	Details	Amount	Outstanding
89707	PI	13/05/2024	18033	Public Toilet Cleansing Contract - Apr - inc T.Rolls	3,897.46	3,897.46
<b>Total:</b>						<u>3,897.46</u>

A/C: BROADBA Name: Essanet Ltd t/a Broadbandbyers.com

No	Type	Date	Ref	Details	Amount	Outstanding
89710	PI	15/05/2024	18034	Firewall - Annual Licence - SWC	340.85	340.85
<b>Total:</b>						<u>340.85</u>

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A/C: CANON Name: Canon UK Limited

No	Type	Date	Ref	Details	Amount	Outstanding
89712	PI	09/05/2024	18037	Copier/Printer Rental to 31-Jul - Office	273.55	273.55
89713	PI	09/05/2024	18038	Photocopy/Printing to 30-Apr - Office	329.29	329.29
89714	PI	09/05/2024	18036	Copier/Printer Rental to 31-Jul - Museum	65.58	65.58
89715	PI	09/05/2024	18035	Photocopy/Printing to 30-Apr - Museum	28.27	28.27
<b>Total:</b>						<u>696.69</u>

A/C: COLLINSP Name: Mr P Collins

No	Type	Date	Ref	Details	Amount	Outstanding
89716	PI	28/05/2024	18039	Annual Anti-Virus Software etc.	1,054.00	1,054.00
<b>Total:</b>						<u>1,054.00</u>

A/C: DOWNMON Name: Downsview Monumental Company Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89704	PI	13/05/2024	18053	Light Wash/Light Scrub/Retouch Up Lettering - Deposit -	840.00	840.00
<b>Total:</b>						<u>840.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
89718	PI	17/05/2024	18040	Callout - CCTV Fault - W.Centre Extn Toilets	108.00	108.00
89719	PI	24/05/2024	18041	Install DualCom to Intruder Alarm Inc. 1 Yr Sub. - Offices	372.00	372.00
89720	PI	24/05/2024	18042	Install DualCom to Intruder Alarm Inc. 1 Yr Sub. - Y.Centre	372.00	372.00
<b>Total:</b>						<u>852.00</u>

A/C: ENGINHR Name: EngineersHRW

No	Type	Date	Ref	Details	Amount	Outstanding
89721	PI	09/05/2024	18044	Structural Engineering Consultancy - 30 Apr 24 - W.Centre	5,400.00	5,400.00
<b>Total:</b>						<u>5,400.00</u>

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
89722	PI	17/05/2024	18043	Cut Back Overhanging Tree on Footpath - Rec.Ground	288.00	288.00
89723	PI	20/05/2024	18045	Lawn Mowing & Grass Collecting - Mar & Apr - Chaucer	288.00	288.00
89724	PI	21/05/2024	18046	Maintenance & Floral Contract - May	4,631.23	4,631.23
<b>Total:</b>						<u>5,207.23</u>

A/C: GOODDIRE Name: Good Directions Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89725	PI	20/05/2024	18047	Supply x7 Seat Slats	390.00	390.00
89726	PI	20/05/2024	18048	Remove/Dispose/Supply/Install Seat - Broadmark Lane	1,662.00	1,662.00
<b>Total:</b>						<u>2,052.00</u>

A/C: GRUNDON Name: Grundon Waste Management Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89727	PI	30/04/2024	18049	Wheelie Bins - SWC/Museum	118.31	118.31
89729	PI	30/04/2024	18050	Wheelie Bins - Rec.Ground/Y.Centre	122.39	122.39
89731	PI	30/04/2024	18051	Wheelie Bins - W.Centre/Offices	272.63	272.63
<b>Total:</b>						<u>513.33</u>

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**Rustington Parish Council**

**Supplier Invoices Recommended Payments/Payments Made**

A/C: HYGIENEC Name: Hygiene Chemicals Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89703	PI	12/04/2024	18052	Dishwasher Detergent & Salt - SWC	72.74	72.74
<b>Total:</b>						<u>72.74</u>

A/C: REALWOR Name: Real World Publishing Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89705	PI	24/05/2024	18054	Newsletter Printing - Spring 2024 - Newsletter	1,386.00	1,386.00
<b>Total:</b>						<u>1,386.00</u>

A/C: SCOTTAY Name: Scott Taylor Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89706	PI	28/05/2024	18055	Stage 3a - Spatial Co-Ordination/Planning Application	1,450.00	1,450.00
<b>Total:</b>						<u>1,450.00</u>

A/C: SIGMA Name: Sigma Plumbing Services

No	Type	Date	Ref	Details	Amount	Outstanding
89737	PI	20/05/2024	18056	Maint/Tasks (May) inc. Clean Shelters (Beach & Bus) &	823.00	823.00
<b>Total:</b>						<u>823.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
89753	PI	14/05/2024	18057	Cleansing Materials - Various Sites	172.40	172.40
<b>Total:</b>						<u>172.40</u>

A/C: STANNAH Name: Stannah Lift Services Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89757	PI	24/05/2024	18058	Lift Servicing to 23-Aug - Y.Centre	346.90	346.90
<b>Total:</b>						<u>346.90</u>

A/C: TRADEUK Name: Trade UK

No	Type	Date	Ref	Details	Amount	Outstanding
89758	PI	03/04/2024	18059	Nylon Line & Safety Specs	46.36	46.36
89760	PI	28/05/2024	18060	Dewalt Metal Drill Bit - Play Area	16.19	16.19
89761	PI	28/05/2024	18061	Bolts, Lock Nuts & Dewalt Metal Drill Bit - Play Area	53.37	53.37
89764	PC	28/05/2024	18062	Dewalt Metal Drill Bit - Play Area	16.19	-16.19
<b>Total:</b>						<u>99.73</u>

A/C: WATTSMRJ Name: Mr J Watt

No	Type	Date	Ref	Details	Amount	Outstanding
89762	PI	24/05/2024	18063	Clean Seafront Shelter & Interpretation Board	45.00	45.00
<b>Total:</b>						<u>45.00</u>

A/C: WENBANS Name: Wenban-Smith Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
89763	PI	10/05/2024	18064	Supply x10 Seat Slats	575.36	575.36
<b>Total:</b>						<u>575.36</u>

**Grand Total** 47,301.11

Date: 11/06/2024  
Time: 14:10:37

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

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

Date From: 31/05/2024  
Date To: 30/06/2024

A/C: ARUNBUS Name: Arun Business Supplies

No	Type	Date	Ref	Details	Amount	Outstanding
90087	PI	31/05/2024	18074	Stationery	327.06	327.06
					<b>Total:</b>	<u>327.06</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
90088	PI	31/05/2024	18075	Contribution to No. 12 Bus Route - May	3,083.33	3,083.33
					<b>Total:</b>	<u>3,083.33</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
90089	PI	04/06/2024	18076	Callout (Sun) - Fire Alarm Panel Fault - W.Centre	186.00	186.00
					<b>Total:</b>	<u>186.00</u>

A/C: GRUNDON Name: Grundon Waste Management Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
90107	PI	31/05/2024	18077	Wheelie Bins - SWC/Museum	138.40	138.40
90109	PI	31/05/2024	18078	Wheelie Bins - Rec.Ground/Y.Centre	149.63	149.63
90111	PI	31/05/2024	18079	Wheelie Bins - W.Centre/Offices	320.24	320.24
					<b>Total:</b>	<u>608.27</u>

A/C: JUSTWOO Name: Just Wood

No	Type	Date	Ref	Details	Amount	Outstanding
90113	PI	31/05/2024	18080	Repair/Scrub/Laquer VMH Floor - W.Centre	7,066.80	7,066.80
					<b>Total:</b>	<u>7,066.80</u>

A/C: MICROSOFT Name: Microsoft Ireland Operations Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
90114	PI	03/06/2024	18081	Online Services - Office 365 - 03-May to 02-Jun	579.20	579.20
					<b>Total:</b>	<u>579.20</u>

A/C: SOUTHCLE Name: Southern Cleaning Services

No	Type	Date	Ref	Details	Amount	Outstanding
90121	PI	03/06/2024	18082	Contract Cleaning - 26-Apr to 31-May - W.Centre & Offices	2,250.00	2,250.00
90122	PI	03/06/2024	18083	Machine Scrub & Clean VMH Floor x2 - May	140.40	140.40
					<b>Total:</b>	<u>2,390.40</u>

A/C: WORLDPA Name: Worldpay Limited

No	Type	Date	Ref	Details	Amount	Outstanding
90123	PI	01/06/2024	18084	Subscription Fee - Jun-24	11.94	11.94
					<b>Total:</b>	<u>11.94</u>

A/C: WSCC Name: West Sussex County Council

No	Type	Date	Ref	Details	Amount	Outstanding
90124	PI	04/06/2024	18085	Rent - WPSF - 24-Jun to 28-Sep	312.50	312.50
					<b>Total:</b>	<u>312.50</u>

**Grand Total** 14,565.50

Date: 09/05/2024

Time: 10:59:51

**Rustington Parish Council**

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

Date From: 25/04/2024  
Date To: 31/05/2024

Bank From: 1200  
Bank To: 1200

Transaction From: 89,301  
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	
89301	BP	7202	25/04/2024	DD - 17791 (7040)	Business Stream - Water - SWC to 10-Apr - Est	97.75	0.00	97.75	
89302	BP	7202	25/04/2024	DD - 17791 (7040)	Business Stream - Water - to 10-Apr - Est (30% of SWC)	41.90	0.00	41.90	
89359	BP	2103	08/05/2024	18017 - BankPay	S.Bainbridge - Deposit Refund - Allots - 27A PL	50.00	0.00	50.00	
89360	BP	4043	08/05/2024	18017 - BankPay	S.Bainbridge - Rent Refund - Allots - 27A PL	24.87	0.00	24.87	
89361	BP	2103	08/05/2024	18018 - BankPay	V.Norman - Deposit Refund - Allots - 15 CA	50.00	0.00	50.00	
89364	BP	7321	01/05/2024	DD - 18020	Sage - Finance Support Package - May	418.50	83.70	502.20	
89365	BP	7204	21/05/2024	DD - 18021 (...)	Total Energies - Gas - W.Centre - R1 to 30-Apr	559.74	111.95	671.69	
89366	BP	7204	21/05/2024	DD - 18021 (...)	Total Energies - Gas - W.Centre - R2 to 30-Apr	86.84	17.37	104.21	
89367	BP	7204	21/05/2024	DD - 18021 (...)	Total Energies - Gas - Y.Centre to 30-Apr	112.28	22.46	134.74	
<b>Totals</b>						<b>£</b>	<b><u>1,441.88</u></b>	<b><u>235.48</u></b>	<b><u>1,677.36</u></b>

Date: 30/05/2024

Time: 15:56:22

**Rustington Parish Council**

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

Date From: 01/05/2024  
Date To: 30/05/2024

Bank From: 1200  
Bank To: 1200

Transaction From: 89,733  
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	
89733	BP	2103	30/05/2024	18065 - BankPay	A.O'Sullivan - Deposit Refund - W.Centre	50.00	0.00	50.00	
89734	BP	2103	30/05/2024	18066 - WorldPay	Park Drive Resident Ass. (A.Allen) - Deposit Refund -	50.00	0.00	50.00	
89735	BP	2103	30/05/2024	18067 - BankPay	C.Bennett - Deposit Refund - Allots - 34A CA	25.00	0.00	25.00	
89736	BP	6111	30/05/2024	18068 - BankPay	G.Mead - Talk on Coasting Along Sussex, Inc. Travel -	95.00	0.00	95.00	
89765	BP	7300	28/05/2024	DD - 18069 (...)	BT - W.Centre - Phone Services	0.98	0.19	1.17	
89766	BP	7310	28/05/2024	DD - 18069 (...)	BT - W.Centre - Broadband	74.08	14.82	88.90	
89767	BP	7300	28/05/2024	DD - 18069 (...)	BT - Office - Phone Services	3.89	0.78	4.67	
89768	BP	7310	28/05/2024	DD - 18069 (...)	BT - Office - Broadband	296.30	59.26	355.56	
89769	BP	7300	28/05/2024	DD - 18069 (...)	BT - Y.Centre - Phone Services	0.97	0.19	1.16	
89770	BP	7310	28/05/2024	DD - 18069 (...)	BT - Y.Centre - Broadband	74.08	14.82	88.90	
89771	BP	7300	28/05/2024	DD - 18069 (...)	BT - Museum - Phone Services	1.94	0.39	2.33	
89772	BP	7310	28/05/2024	DD - 18069 (...)	BT - Museum - Broadband	148.15	29.63	177.78	
89773	BP	7300	28/05/2024	DD - 18069 (...)	BT - SWC - Phone Services	1.94	0.39	2.33	
89774	BP	7310	28/05/2024	DD - 18069 (...)	BT - SWC - Broadband	148.15	29.63	177.78	
89775	BP	7300	15/05/2024	DD - 18070 (...)	BT - Office Mobile (Emergency Phone)	7.57	1.52	9.09	
89776	BP	7300	15/05/2024	DD - 18070 (...)	BT - LAA Officer Mobile	7.57	1.51	9.08	
89777	BP	7203	28/05/2024	DD - 18071	SSE - Electric - Churchill Toilets - to 06-May - SM	380.83	19.05	399.88	
89778	BP	7203	23/05/2024	DD - 18072	SSE - Electric - SWC - to 30-Apr - SM	141.47	28.29	169.76	
89779	BP	7203	23/05/2024	DD - 18072	SSE - Electric - Museum - to 30-Apr - SM	141.48	28.30	169.78	
<b>Totals</b>						<b>£</b>	<b><u>1,649.40</u></b>	<b><u>228.77</u></b>	<b><u>1,878.17</u></b>

Date: 14/06/2024  
 Time: 11:13:59

**Rustington Parish Council**

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

Date From: 14/05/2024  
 Date To: 30/06/2024

Bank From: 1200  
 Bank To: 1200

Transaction From: 90,126  
 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	
90126	BP	7321	18/05/2024	DD - SAGE	Sage - People Manger	68.60	13.72	82.32	
90127	BP	7201	24/05/2024	DD - ADC	ADC - Rates - R'ton Youth Centre	474.00	0.00	474.00	
90128	BP	7201	25/05/2024	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	144.50	0.00	144.50	
90129	BP	7201	25/05/2024	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	144.50	0.00	144.50	
90130	BP	7201	26/05/2024	DD - ADC	ADC - Rates - The Woodlands Centre	649.00	0.00	649.00	
90131	BP	2103	10/06/2024	18086 - BankPay	M.Hemphill - Deposit Refund - SWC	50.00	0.00	50.00	
90132	BP	2103	10/06/2024	18087 - BankPay	KTS Estate Management - Deposit Refund - W.Centre	50.00	0.00	50.00	
90133	BP	2103	10/06/2024	18088 - WorldPay	S.Bradley-Turpie - Deposit Refund - W.Centre	50.00	0.00	50.00	
90134	BP	7121	10/06/2024	18089 - BankPay	Mansell Bouquet P'ship - Report Potent. Fund. Camp.	800.00	0.00	800.00	
90135	BP	7300	15/06/2024	DD - 18090 (...)	BT - Office Mobile (Emergency Phone)	12.34	2.47	14.81	
90136	BP	7300	15/06/2024	DD - 18090 (...)	BT - LAA Officer Mobile	12.34	2.47	14.81	
90146	BP	7130	21/05/2024	DD - 18093	WorldPay - Monthly Transactions Fee for Apr (65%)	18.38	0.00	18.38	
90147	BP	7130	21/05/2024	DD - 18093	WorldPay - Monthly Transactions Fee for Apr (25%)	7.07	0.00	7.07	
90148	BP	7130	21/05/2024	DD - 18093	WorldPay - Monthly Transactions Fee for Apr (10%)	2.83	0.00	2.83	
90149	BP	7130	21/05/2024	DD - 18093	WorldPay - Monthly Payment Approvals	0.23	0.05	0.28	
90150	BP	7130	21/05/2024	DD - 18093	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80	
90151	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (Seasonal Superstore) - West Sussex Flags x3 -	17.48	3.49	20.97	
90152	BP	7320	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - Lever Arch Files x3 -	11.21	2.24	13.45	
90153	BP	7348	14/05/2024	DD - 18091 - NW1	Amazon (I.McMullan) - Hessian Sandbags x30 - D-Day	39.11	7.83	46.94	
90154	BP	7348	14/05/2024	DD - 18091 - NW1	Amazon (Suizhou...) - Union Jack Bunting - D-Day	16.64	3.32	19.96	
90155	BP	5001	14/05/2024	DD - 18091 - NW1	Toolstation - Blow Torch - Rec.Ground	29.15	5.83	34.98	
90156	BP	7348	14/05/2024	DD - 18091 - NW1	Newton Newton Flag Makers - D-Day Flags x3 - Village	68.63	13.72	82.35	
90157	BP	7348	14/05/2024	DD - 18091 - NW1	Newton Newton Flag Makers - D-Day Flag x1 - D-Day	22.88	4.57	27.45	
90158	BP	7348	14/05/2024	DD - 18091 - NW1	Amazon (Dollar Jeans) - D-Day Flags x2 - D-Day Concert	16.70	3.34	20.04	
90159	BP	7206	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - Urn Filter Cartridge -	49.17	9.83	59.00	
90160	BP	7206	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - Urn Filter Cartridge - SWC	49.17	9.83	59.00	
90161	BP	7348	14/05/2024	DD - 18091 - NW1	Amazon (Shenz...) - Union Jack Hand Held Flags -	11.69	2.34	14.03	
90162	BP	6010	14/05/2024	DD - 18091 - NW1	Revill Mowers - Replacement Blade, Air/Fuel/Oil Filters	139.46	27.89	167.35	
90163	BP	6109	14/05/2024	DD - 18091 - NW1	Etsy - St Peters & St Pauls Vintage Brooch - Museum	40.00	0.00	40.00	
90164	BP	7348	14/05/2024	DD - 18091 - NW1	Amazon (Shenz...) - Union Jack Flags x4 - D-Day Concert	28.64	5.72	34.36	
90165	BP	6002	14/05/2024	DD - 18091 - NW1	Wickes - Replacement Fence Boards x10 - Bus Shelter -	14.17	2.83	17.00	
90166	BP	7321	14/05/2024	DD - 18091 - NW1	Adobe Systems - Creative Cloud Software - Offices	546.84	109.37	656.21	
90167	BP	6109	14/05/2024	DD - 18091 - NW1	3D Displays - Book Stands x10 - Museum	52.70	10.54	63.24	
90168	BP	7300	14/05/2024	DD - 18091 - NW1	Tesco - Mobile Top Up (BP) - Y.Centre	10.00	0.00	10.00	
90169	BP	7300	14/05/2024	DD - 18091 - NW1	Tesco - Mobile Top Up (BP) - Museum	5.00	0.00	5.00	
90170	BP	7300	14/05/2024	DD - 18091 - NW1	Tesco - Mobile Top Up (BP) - SWC	5.00	0.00	5.00	
90171	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (Sweet Addicts) - Milk Jiggers - Offices	5.89	0.00	5.89	
90172	BP	7206	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - 50L Swing Bin x3 -	30.66	6.12	36.78	
90173	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - Saline Eye Wash -	4.50	0.90	5.40	
90174	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - Saline Eye Wash -	4.50	0.90	5.40	
90175	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - Saline Eye Wash - SWC	2.25	0.45	2.70	
90176	BP	7206	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - Toilet Brush Holders -	15.62	3.12	18.74	
90177	BP	7206	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - Tea Spoons - W.Centre	8.68	1.76	10.44	
90178	BP	7206	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - 25L Swing Bin x2 -	16.58	3.32	19.90	
90179	BP	7206	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - Toilet Brush Holders -	15.62	3.12	18.74	
90180	BP	7206	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - Toilet Brush Holders -	15.62	3.12	18.74	
90181	BP	7206	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - Toilet Brush Holders -	7.81	1.56	9.37	
90182	BP	7206	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - Toilet Brush Holders -	7.81	1.56	9.37	
90183	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (Safelincs) - Plasters - W.Centre	1.57	0.31	1.88	
90184	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (Safelincs) - Plasters - Y.Centre	1.58	0.31	1.89	
90185	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (Safelincs) - Plasters - SWC	0.79	0.16	0.95	
90186	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (JFA Medical) - Medium Bandages - W.Centre	6.66	1.33	7.99	
90187	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (JFA Medical) - Medium Bandages - Y.Centre	6.66	1.33	7.99	

Date: 14/06/2024  
Time: 11:13:59

## Rustington Parish Council

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### Current Account - Recommended Payments/Payments Made

90188	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (JFA Medical) - Medium Bandages - SWC	3.33	0.66	3.99	
90189	BP	5001	14/05/2024	DD - 18091 - NW1	Amazon (Shenz...) - Presenter Remote - Museum	10.29	2.06	12.35	
90190	BP	6109	14/05/2024	DD - 18091 - NW1	Absolute - Aluminium Label Holders x10 - Museum	106.44	21.29	127.73	
90193	BP	5007	14/05/2024	DD - 18092 - NW1	Shell - Car Wash - Council Vehicle	8.29	1.66	9.95	
90194	BP	6017	14/05/2024	DD - 18092 - NW1	BP Rustington - Plant Fuel - Mowers	32.52	6.50	39.02	
90195	BP	6017	14/05/2024	DD - 18092 - NW1	BP Rustington - Plant Fuel - Mowers	33.95	6.79	40.74	
90196	BP	5007	14/05/2024	DD - 18092 - NW1	BP Rustington - Diesel - Council Vehicle	55.81	11.16	66.97	
90197	BP	6017	14/05/2024	DD - 18092 - NW1	BP Rustington - Plant Fuel - Tractor	21.69	4.34	26.03	
90198	BP	6017	14/05/2024	DD - 18092 - NW1	BP Rustington - Plant Fuel - Mowers	35.83	7.17	43.00	
90239	BP	7321	01/06/2024	DD - 18094	Sage - Finance Support Package - Jun	418.50	83.70	502.20	
90240	BP	7130	19/06/2024	DD - 18096	WorldPay - Monthly Transactions Fee for May (65%)	17.38	0.00	17.38	
90241	BP	7130	19/06/2024	DD - 18096	WorldPay - Monthly Transactions Fee for May (25%)	6.68	0.00	6.68	
90242	BP	7130	19/06/2024	DD - 18096	WorldPay - Monthly Transactions Fee for May (10%)	2.67	0.00	2.67	
90243	BP	7130	19/06/2024	DD - 18096	WorldPay - Monthly Payment Approvals	0.46	0.09	0.55	
90244	BP	7130	19/06/2024	DD - 18096	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80	
90245	BP	7204	18/06/2024	DD - 18095 (...)	Total Energies - Gas - W.Centre - R1 to 31-May	117.40	5.86	123.26	
90246	BP	7204	18/06/2024	DD - 18095 (...)	Total Energies - Gas - W.Centre - R2 to 31-May	67.91	3.40	71.31	
90247	BP	7204	18/06/2024	DD - 18095 (...)	Total Energies - Gas - Y.Centre to 31-May	59.13	2.95	62.08	
90248	BP	5001	14/06/2024	DD - 18097 - NW1	Toolstation - Litter Picker - Rec.Ground	16.66	3.33	19.99	
90249	BP	7303	14/06/2024	DD - 18097 - NW1	Amazon (WowBoxMe) - Biscuits x2 - Council Meetings	46.62	9.33	55.95	
90250	BP	7206	14/06/2024	DD - 18097 - NW1	Amazon (Amazon Business) - 25L Swing Bin x4 -	33.92	6.79	40.71	
90251	BP	7206	14/06/2024	DD - 18097 - NW1	Amazon (Amazon Business) - 8L Swing Bin - Y.Centre	6.53	1.31	7.84	
90252	BP	7348	14/06/2024	DD - 18097 - NW1	Amazon (Amazon Business) - Union Jack Flags x3 -	6.51	1.29	7.80	
90253	BP	7320	14/06/2024	DD - 18097 - NW1	Amazon (Amazon Business) - Paper Dividers x8 - Office	4.43	0.89	5.32	
90254	BP	7303	14/06/2024	DD - 18097 - NW1	Amazon (Amazon Business) - Key Fobs - Office	2.98	0.60	3.58	
90255	BP	6111	14/06/2024	DD - 18097 - NW1	Hobbycraft - Paper & Self Adhesive Eyes - Museum	13.33	2.67	16.00	
90256	BP	7303	14/06/2024	DD - 18097 - NW1	Amazon (Amazon Business) - Disposable Cups - Office	20.89	4.17	25.06	
90257	BP	6111	14/06/2024	DD - 18097 - NW1	Amazon (Amazon Business) - Disposable Cups -	6.97	1.39	8.36	
90258	BP	5001	14/06/2024	DD - 18097 - NW1	Amazon (Amazon Bus.) - Dalhe 508 DIN A3 Guillotine -	32.49	6.50	38.99	
90259	BP	7348	14/06/2024	DD - 18097 - NW1	Aldi - Refreshments - D-Day Concert	58.88	11.77	70.65	
90260	BP	7348	14/06/2024	DD - 18097 - NW1	Home Bargains - Gifts - D-Day Concert	6.65	1.33	7.98	
90261	BP	7348	14/06/2024	DD - 18097 - NW1	Home Bargains - Gifts - D-Day Concert	12.96	0.00	12.96	
90262	BP	7348	14/06/2024	DD - 18097 - NW1	Home Bargains - Gifts - D-Day Concert	2.85	0.14	2.99	
90263	BP	7348	14/06/2024	DD - 18097 - NW1	Tesco - Gifts - D-Day Concert	12.38	2.47	14.85	
90264	BP	7348	14/06/2024	DD - 18098 - NW1	Amazon (Tribe Talhakim) - Union Jack Scarf - D-Day	7.49	1.50	8.99	
90442	BP	7303	14/05/2024	DD - 18091 - NW1	Newton Newton Flag Makers - Union Jack Flag - Village	96.50	19.30	115.80	
90443	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (Amazon Business) - Saline Eye Wash -	2.25	0.45	2.70	
90444	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (Safelincs) - Plasters - Museum	0.78	0.15	0.93	
90445	BP	7303	14/05/2024	DD - 18091 - NW1	Amazon (JFA Medical) - Medium Bandages - Museum	3.33	0.67	4.00	
90448	BP	5007	14/06/2024	DD - 18099 - NW1	BP Rustington - Car Wash - Council Vehicle	8.33	1.67	10.00	
90449	BP	5007	14/06/2024	DD - 18099 - NW1	BP Rustington - Diesel - Council Vehicle	16.67	3.34	20.01	
90450	BP	6017	14/06/2024	DD - 18099 - NW1	BP Rustington - Plant Fuel - Mowers	33.04	6.61	39.65	
90451	BP	6017	14/06/2024	DD - 18099 - NW1	BP Rustington - Plant Fuel - Mowers	23.28	4.66	27.94	
90452	BP	5007	14/06/2024	DD - 18099 - NW1	BP Rustington - Adblue - Council Vehicle	25.00	5.00	30.00	
90453	BP	5007	14/06/2024	DD - 18099 - NW1	BP Rustington - Diesel - Council Vehicle	56.22	11.25	67.47	
90454	BP	7348	14/06/2024	DD - 18099 - NW1	All Seasons - Lighters - D-Day Lantern	2.48	0.50	2.98	
90455	BP	7348	14/06/2024	DD - 18099 - NW1	All Seasons - Bartoline Parafuel - D-Day Lantern	12.85	0.64	13.49	
90517	BP	7348	14/06/2024	DD - 18097 - NW1	Amazon (Amazon Business) - Command Hooks - D-Day	5.99	1.20	7.19	
90518	BP	7310	01/06/2024	DD - TV L	TV Licence - Youth Centre	13.25	0.00	13.25	
90519	BP	7321	18/06/2024	DD - SAGE	Sage - People Manger	68.60	13.72	82.32	
90520	BP	7201	24/06/2024	DD - ADC	ADC - Rates - R'ton Youth Centre	474.00	0.00	474.00	
90521	BP	7201	25/06/2024	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	144.50	0.00	144.50	
90522	BP	7201	25/06/2024	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	144.50	0.00	144.50	
90523	BP	7201	26/06/2024	DD - ADC	ADC - Rates - The Woodlands Centre	649.00	0.00	649.00	
<b>Totals</b>						<b>£</b>	<b><u>6,889.62</u></b>	<b><u>554.64</u></b>	<b><u>7,444.26</u></b>

### Imprest Account - Petty Cash Requirements - 14 June 2024

Chq.No.7649 - Office                      164.55  
**Grand Total:                      164.55**



**Reconciled Balances as at 31 May 2024**

<b>NatWest Bank:-</b>		
Current Account	£	20,249.84
Imprest Account	£	1,101.44
<b>Reserve Accounts:</b>		
General Fund	£	202,129.65
35-Day Notice (276) - Earmarked Reserves	£	10,667.01
35-Day Notice (284)	£	330,355.01
35-Day Notice (670) - Section 106 Funds	£	21,048.45
Museum Reserve	£	2,794.62
Plant Equipment Renewal	£	4,106.37
<b>Capital Accounts:</b>		
Opportunity and Special Purchases	£	1,498.26
<b>CCLA:</b>		
Capital Account:		
Public Sector Deposit Fund	£	100,000.00
<i>Monthly Dividends Credited from PSDA into Nationwide Account</i>		
<b>Nationwide Building Society:</b>		
Capital Account:		
35-Day Saver	£	115,735.96
Petty Cash	£	458.78
	Total in Accounts	£ 810,145.39
	Un-Reconciled Payments	£ -
	<b>Grand Total</b>	<b>£ 810,145.39</b>

**Rustington Parish Council**  
**Bank Payment Summary - 25 May 2024**

Salaries (Gross) - Employees	£	31,197.56
<i>Includes Mileage Claim (N/Code: 7101)</i>	£	-
Employers - N.I.	£	3,096.18
Employers - Superann.	£	2,442.29
Legal & General - Ill Health Liability Insurance	£	-
 Total Employers Liabilities		<u>£ 36,736.03</u>

Date: 17/06/2024  
 Time: 12:03:36

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

Date From: 08/05/2024  
 Date To: 14/06/2024

Bank From: 1200  
 Bank To: 1200

Transaction From: 1  
 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	
89403	SA	PARKDRA	08/05/2024	102135	Payment on Account	64.00	0.00	64.00	
89404	SR	NEWCREAT	08/05/2024	Bank Receipt	Sales Receipt	118.25	0.00	118.25	
89405	SR	DIAMONDD	08/05/2024	Bank Receipt	Sales Receipt	203.50	0.00	203.50	
89408	SA	O'SULLIV	09/05/2024	Bank Receipt	Payment on Account	56.00	0.00	56.00	
89409	SR	RUSTFC	09/05/2024	Bank Receipt	Sales Receipt	619.20	0.00	619.20	
89410	SR	RUSTFC	09/05/2024	Bank Receipt	Sales Receipt	106.20	0.00	106.20	
89411	SA	VIRTUOSO	09/05/2024	Bank Receipt	Payment on Account	310.00	0.00	310.00	
89412	SR	RUSTPLSC	09/05/2024	Bank Receipt	Sales Receipt	335.00	0.00	335.00	
89413	SA	WRIGHTMA	09/05/2024	Bank Receipt	Payment on Account	586.00	0.00	586.00	
89414	SR	BARCLAYS	10/05/2024	Bank Receipt	Sales Receipt	1,550.83	0.00	1,550.83	
89415	SA	SLIMWORL	10/05/2024	Bank Receipt	Payment on Account	63.75	0.00	63.75	
89638	SR	ADFAS	10/05/2024	Bank Receipt	Sales Receipt	88.00	0.00	88.00	
89639	SR	PLAYERS	10/05/2024	Bank Receipt	Sales Receipt	340.00	0.00	340.00	
89641	SR	ADFAS	10/05/2024	Bank Receipt	Sales Receipt	86.00	0.00	86.00	
89642	SA	PLAYERS	10/05/2024	Bank Receipt	Sales Receipt	85.00	0.00	85.00	
89643	SR	LHCONBAN	10/05/2024	Bank Receipt	Sales Receipt	294.00	0.00	294.00	
89644	SR	LHCONBAN	10/05/2024	Bank Receipt	Sales Receipt	58.00	0.00	58.00	
89645	SR	LITTLEEX	13/05/2024	Bank Receipt	Sales Receipt	516.00	0.00	516.00	
89646	SR	ARUNU3A	13/05/2024	Bank Receipt	Sales Receipt	916.75	0.00	916.75	
89647	SR	SHORTMAT	13/05/2024	Bank Receipt	Sales Receipt	762.00	0.00	762.00	
89648	SR	ARUNU3A	13/05/2024	Bank Receipt	Sales Receipt	90.00	0.00	90.00	
89649	SR	YASYOGA	13/05/2024	Bank Receipt	Sales Receipt	308.00	0.00	308.00	
89650	SR	RUSTWI	13/05/2024	Bank Receipt	Sales Receipt	123.00	0.00	123.00	
89651	SR	ARUNU3A	13/05/2024	Bank Receipt	Sales Receipt	39.00	0.00	39.00	
89652	SR	PCASO	14/05/2024	Bank Receipt	Sales Receipt	64.00	0.00	64.00	
89653	SR	LIONS	15/05/2024	Bank Receipt	Sales Receipt	66.00	0.00	66.00	
90082	SR	THEATREA	15/05/2024	Bank Receipt	Sales Receipt	394.00	0.00	394.00	
90083	SR	RCCGOASI	20/05/2024	Bank Receipt	Sales Receipt	72.00	0.00	72.00	
90084	SR	RCCGOASI	20/05/2024	Bank Receipt	Sales Receipt	249.00	0.00	249.00	
90085	SR	GUIDES2	20/05/2024	Bank Receipt	Sales Receipt	530.96	0.00	530.96	
90086	SR	BRADLEYT	20/05/2024	Card Receipt	Sales Receipt	106.67	0.00	106.67	
90096	SR	ALZHEIME	22/05/2024	Bank Receipt	Sales Receipt	43.75	0.00	43.75	
90097	SR	WOODTTC	28/05/2024	Bank Receipt	Sales Receipt	546.00	0.00	546.00	
90098	SR	RUSTPLSC	24/05/2024	Bank Receipt	Sales Receipt	300.00	0.00	300.00	
90099	SR	ROGERSNI	24/05/2024	Bank Receipt	Sales Receipt	511.00	0.00	511.00	
90100	SR	RUSTPLSC	24/05/2024	Bank Receipt	Sales Receipt	516.00	0.00	516.00	
90101	SA	WRIGHTMA	24/05/2024	Bank Receipt	Payment on Account	9.00	0.00	9.00	
90102	SR	AGEUKWSX	24/05/2024	Bank Receipt	Sales Receipt	484.00	0.00	484.00	
90103	SR	ARUNDC	24/05/2024	Bank Receipt	Sales Receipt	181.00	0.00	181.00	
90104	SR	SPENCERE	28/05/2024	Bank Receipt	Sales Receipt	200.00	0.00	200.00	
90105	SR	RNID	29/05/2024	Bank Receipt	Sales Receipt	157.50	0.00	157.50	
90106	SR	HERITAGE	30/05/2024	Bank Receipt	Sales Receipt	39.00	0.00	39.00	
90137	SR	ARUNDC	31/05/2024	Bank Receipt	Sales Receipt	244.00	0.00	244.00	
90138	SR	ARUNFAIR	31/05/2024	Bank Receipt	Sales Receipt	256.70	0.00	256.70	
90139	SR	ARUNU3A	31/05/2024	Bank Receipt	Sales Receipt	192.00	0.00	192.00	
90140	SR	ARUNU3A	31/05/2024	Bank Receipt	Sales Receipt	1,118.50	0.00	1,118.50	
90141	SA	BABYSUPE	31/05/2024	Bank Receipt	Payment on Account	138.00	0.00	138.00	
90142	SR	CANCERUN	31/05/2024	Bank Receipt	Sales Receipt	94.00	0.00	94.00	
90143	SA	ARUNU3A	31/05/2024	Bank Receipt	Payment on Account	90.00	0.00	90.00	
90458	SR	NARPO	07/06/2024	102137	Sales Receipt	102.00	0.00	102.00	
90475	SR	BENNETTJ	04/06/2024	Card Receipt	Sales Receipt	92.00	0.00	92.00	
90476	SR	TATERON	04/06/2024	Card Receipt	Sales Receipt	456.00	0.00	456.00	
90477	SR	MACINTYR	06/06/2024	Card Receipt	Sales Receipt	76.00	0.00	76.00	
90478	SR	PLAYERS	06/06/2024	Bank Receipt	Sales Receipt	260.00	0.00	260.00	
90479	SR	VIRTUOSO	06/06/2024	Bank Receipt	Sales Receipt	310.00	0.00	310.00	
90480	SR	PLAYERS	06/06/2024	Bank Receipt	Sales Receipt	85.00	0.00	85.00	

Date: 17/06/2024

## Rustington Parish Council

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Time: 12:03:36

## Current Account - Customer Receipts

90481	SR	RCCGOASI	06/06/2024	Bank Receipt	Sales Receipt	204.00	0.00	204.00	
90482	SR	RCCGOASI	06/06/2024	Bank Receipt	Sales Receipt	72.00	0.00	72.00	
90483	SR	YASYOGA	06/06/2024	Bank Receipt	Sales Receipt	154.00	0.00	154.00	
90484	SR	SLIMWORL	06/06/2024	Bank Receipt	Sales Receipt	261.36	0.00	261.36	
90485	SR	ALZHEIME	06/06/2024	Bank Receipt	Sales Receipt	45.00	0.00	45.00	
90486	SR	SHORTMAT	07/06/2024	Bank Receipt	Sales Receipt	528.00	0.00	528.00	
90487	SR	ADFAS	07/06/2024	Bank Receipt	Sales Receipt	301.50	0.00	301.50	
90488	SR	ARUNHER	07/06/2024	Bank Receipt	Sales Receipt	59.50	0.00	59.50	
90489	SR	ARUNHER	07/06/2024	Bank Receipt	Sales Receipt	83.00	0.00	83.00	
90490	SR	THEATREA	07/06/2024	Bank Receipt	Sales Receipt	420.00	0.00	420.00	
90491	SR	RUSTWI	10/06/2024	Bank Receipt	Sales Receipt	123.00	0.00	123.00	
90492	SR	LITTLEEX	10/06/2024	Bank Receipt	Sales Receipt	528.00	0.00	528.00	
90493	SR	HERITAGE	11/06/2024	Bank Receipt	Sales Receipt	39.00	0.00	39.00	
90618	SR	WRIGHTMA	12/06/2024	Bank Receipt	Sales Receipt	522.00	0.00	522.00	
90619	SR	DIAMONDD	14/06/2024	Bank Receipt	Sales Receipt	242.00	0.00	242.00	
90620	SR	ARUNDC	14/06/2024	Bank Receipt	Sales Receipt	40,000.00	0.00	40,000.00	
90621	SR	AGEUKWSX	14/06/2024	Bank Receipt	Sales Receipt	242.00	0.00	242.00	
<b>Totals</b>						<b>£</b>	<b>59,526.92</b>	<b>0.00</b>	<b>59,526.92</b>

Date: 17/06/2024

## Rustington Parish Council

Time: 11:55:45

## Current Account - Bank Receipts

Date From: 08/05/2024  
Date To: 14/06/2024Bank From: 1200  
Bank To: 1200Transaction From: 1  
Transaction To: 99,999,999N/C From:  
N/C To: 99999999Dept From: 0  
Dept To: 999

Bank: 1200      Currency: Pound Sterling

No	Type	N/C	Date	Ref	Details	Net	Tax	Gross	
89406	BR	2102	08/05/2024	Bank Receipt	S.Bisset - Deposit - Allots - 27A PL	50.00	0.00	50.00	
89407	BR	2102	08/05/2024	Bank Receipt	S.Bisset - Rent - Allots - 27A PL	31.00	0.00	31.00	
90090	BR	2102	16/05/2024	Card Receipt	L.Keefe - Deposit - W.Centre - 15-Sep	200.00	0.00	200.00	
90091	BR	2102	20/05/2024	Card Receipt	T.Macintyre- Deposit - W.Centre - 15-Jun	50.00	0.00	50.00	
90092	BR	2102	21/05/2024	Card Receipt	B.Steed - Deposit - Allots - 14 WR	50.00	0.00	50.00	
90093	BR	4043	21/05/2024	Card Receipt	B.Steed - Rent - Allots - 14 WR	18.08	0.00	18.08	
90094	BR	2102	21/05/2024	Bank Receipt	Preston Paddock R.A. (McLachlan) -	50.00	0.00	50.00	
90095	BR	7303	29/05/2024	Card Receipt	Staff Reimbursement (CW)	53.78	10.76	64.54	
90144	BR	2102	10/05/2024	Bank Receipt	A.Perry - Deposit - Allots - 21 CA	50.00	0.00	50.00	
90191	BR	7348	14/05/2024	DD - 18091 -	Newton Newton Flag Makers - D-Day Flags -	12.00	2.40	14.40	
90192	BR	7348	14/05/2024	DD - 18091 -	Newton Newton Flag Makers - D-Day Flags -	4.00	0.80	4.80	
90494	BR	7303	07/06/2024	102137	W.Phillips - Staff Reimbursement (BP)	55.17	11.03	66.20	
90495	BR	4040	07/06/2024	102137	Museum - Postcards	3.00	0.60	3.60	
90496	BR	4040	07/06/2024	102137	Museum - Sale of Items	20.00	0.00	20.00	
90497	BR	4040	07/06/2024	102137	Museum - Donation (Talk)	31.73	0.00	31.73	
90498	BR	4040	07/06/2024	102137	Museum - Donation (RHA)	5.00	0.00	5.00	
90499	BR	2102	03/06/2024	Card Receipt	R.Barnard - Deposit - Allots - 34A CA	50.00	0.00	50.00	
<b>Totals</b>						<b>£</b>	<b>733.76</b>	<b>25.59</b>	<b>759.35</b>

Caroline Harris  
Rustington Parish Council

27 May 2024

Dear Caroline

**Rustington Parish Council**

**Final Audit Report**

The internal audit for the 23-24 financial year is now complete. I am pleased to be able to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for with one comment:

Ref	Internal Audit Control Objective	Reason I have not signed off that the Council is compliant
M	Arrangements for Inspection of Accounts	<ul style="list-style-type: none"><li>- Inspection period too long in 22-23</li><li>- Inspection notice same date as meeting where AGAR was approved</li></ul>

**Box 4 on the Annual Governance Statement should also be marked as “NO”**

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 23-24. Recommendations are set out at Appendix A. I set out a schedule of tests not completed at this audit at Appendix B, these tests are not relevant to this Council.

The audit was carried out in two stages. The interim audit was carried out on 1 November, this concentrated on in year financial transactions and governance controls. The final audit was completed remotely on 24 May and concentrated on the statement of accounts and balance sheet.

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Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP

**A: Books of Account**

**Interim Audit**

The Council uses the Sage 50 system for accounting and payroll. I have tested the brought forward balances on Sage at 1.4.23 against the audited prior year annual return and can confirm these have been brought forward correctly. Box 7 on the audited accounts for 22-23 was £485,928. This agrees to the period 0 balance sheet on Sage.

Reconciliations tested were up to date at the time of the audit. The cashbook was also up to date, and referencing on Sage was sufficiently detailed to enable me to locate supporting documentation.

The Council's most recent VAT return was for the three months to the end of June 2023. VAT of £12,213 was reclaimed, this was paid in to the Council's bank account on 11 August 2023. I checked that balances in the return could be agreed to schedules produced from the accounting system. The next VAT claim, for the period of July to September 2023 is being worked on at present and is due to be submitted by mid-November.

The Council is currently working through proposals to carry out refurbishment of the Woodland Centre. I understand that this will require a PWLB loan. I remind the Council to ensure that VAT advice is sought before the project commences, to ensure most efficient VAT accounting arrangements are put in place. The RFO confirmed that this will be followed up with the Parkinson Partnership.

**Final Audit**

The accounting statements have been agreed back to year end reports produced from the Sage accounting system – AGAR has been agreed to the P&L report and box 7 agrees to the balance sheet. There is a minor anomaly in the profit and loss report. A line described as "unused nominal codes" appears in the report. I discussed this with the RFO, and confirmed this is transfers between reserves. It has correctly been excluded from the income and expenditure account for 23-24. It is recommended that this line is removed from the profit and loss account and is instead moved to balance sheet reporting.

There is a £1 rounding error in box 1 for 23-24 accounts – this has been reported to the RFO for correction.

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I confirmed that the VAT return for period January to March 24 has been completed and submitted to HMRC. This has a SAGE generated submitted date stamp of 30 April. VAT of £13,886 was reclaimed. VAT reclaimed has been agreed to a schedule of transactions on the Sage VAT report for quarter 4 23-24.

The Council reviewed my interim audit report at the November meeting of F&GP Committee. – minute 90/23. Minutes show proper consideration of points raised.

### **B: Financial Regulations & Payments**

#### **Interim Audit**

Financial Regulations and Standing Orders were reviewed at Governance and Audit Committee in February 2022. The Rustington documents are based on NALC templates. (Minute 40/22 for standing orders, Minute 41/22 for Financial Regulations.). Both documents are now over a year old and should be reviewed in the next 6 months and approved at a Full Council meeting.

The Council has a well ordered process for making payments to suppliers. Invoices are sent into the office, these are collated with purchase orders and goods received notes by the finance team. Invoices are checked by the RFO, then loaded on to Sage and coded to an appropriate nominal ledger code. Twice a month a payment batch report is prepared on Sage. This is sent to the Chairman / Vice Chairman and Clerk for approval to pay. Once the batch is approved, the payments are loaded on to the Council's bank account by the RFO, payments are then approved at bank by a second signatory ( Clerk or councillor) . Payments are reported to Council meetings and this is minuted.

I selected a sample of 10 transactions from the cashbook for the period April to September 2022. I was able to confirm for all transactions that:

- Transactions could be agreed back to invoice
- Clerk and councillor had certified the invoice as ready for payment
- Invoice included in a payment run document, payment set up at bank by RFO and authorised by Clerk or councillor, in line with financial regulation requirements
- VAT accounting correct
- Expenditure appropriate for the Council
- Where appropriate, goods received note in place to confirm goods were delivered to the Council.

I note that the Council has made changes to the payment process. A second signatory ( Clerk or Councillor) authorises payments at bank after they have been set up by the RFO. Additional councillor signatories are also being set up to ensure adequate contingency arrangements are in place in case of absence.

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I remind the Council to follow financial regulations closely when letting contracts for the Woodland Centre Project. This includes advertising all contracts over £25K on the Contract Finder website.

### **Final Audit**

Non pay expenditure per box 6 to the accounts amounted to £ 515,091 up from £500,392 in 22-23 .

The Clerk confirmed that the Council has received the new template financial regulations from NALC. I recommend that the Council redrafts its financial regulations to reflect changes in this template before tender process for works at the Woodland Centre proceed.

I tested 6 further payments from months 8-12 and confirmed the following:

- Payment per cash book agreed to invoice
- Expenditure appropriate for this council
- Invoice signed off by Clerk and 1 councillor on face of invoice
- VAT accounting correct

The RFO confirmed that payments are approved at bank by one of 2 signatories ( Clerk and one councillor) It is recommended that more councillors are set up as bank signatories, and are encouraged to authorise payments periodically, to ensure adequate back up is in place should existing signatories be unavailable.

### **C: Risk Management & Insurance**

#### **Interim Audit**

I will review the risk assessment at my year end audit. I remind the Council to ensure that the risk assessment is discussed at a meeting of Full Council before 31 March and that this review is minuted.

The Council is insured with Hiscox, arranged by Gallaghers on a standard local government policy . I have seen the insurance policy; insurance was in date “ continuous cover from 1.10.23 until the policy is cancelled”. Fidelity insurance is set at £550,000. Whilst this may appear too low, given the cash and investment holdings at the Council, the Council has obtained guidance from the brokers confirming that this level of insurance is sufficient. This is because much of the Council’s cash is held in difficult to access deposit accounts. This has been considered by the Council at the meeting in May 23. The risk was properly considered and the Council resolved not to increase insurance cover. I recommend that this is recorded in the risk register, together with the mitigating controls set out in Council minutes.

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Company Registration Number 14174016

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Asset cover appeared consistent with the asset register. 6 buildings are insured, at an insurance value of £4.1m. Other significant areas of insurance coverage include:

- Street Furniture insured at £338K
- Playground Equipment insured at £184K

The Woodland Centre and Youth and Community Building were last revalued in 2019. It may be sensible to consider obtaining a professional valuation of these 2 buildings, as the insurer may significantly reduce payouts if a valuation less than 3 years old is not in place.

The Council has separate cyber insurance with OSR. This was in place at the time of my audit, with renewal due in November 23.

I confirmed that back up of data on the Sage system is taken around twice a week. This is stored in the Y drive on the Council network. The IT provider has confirmed in an email dated 1 November that this drive is included in the Council's data back-up routines, and that the back up has been tested and documented

I confirmed that the most recent internal audit report was properly considered by Councillors at the June meeting of Full Council and an appropriate minute recorded (minute 164/23).

#### **Final Audit**

The risk register and risk management strategy was considered at the March meeting of Full Council (minute 71/24). I have reviewed the risk assessment and it appears sufficient for a council of this size. There is evidence of update in year.

### **D. Budget, Precept & Reserves**

#### **Interim Audit**

The Council is in the process of preparing the budgets for 24-5. The RFO has shared the budget timetable with me. The draft budgets are being reviewed by committees at present. Precept and budget is due to be approved at Full Council in December. There is a backup meeting at the end of January 2023. All precepting authority deadlines should therefore be met.

I have confirmed that regular budget monitoring reports are issued to all councillors and to Finance and General Purpose Committee. I have reviewed files and confirmed that reports were issued for October, so I am satisfied budget monitoring is occurring regularly. I reviewed the report for the year to 17 October 2023. The report is comprehensive, giving analysis by nominal centre on a departmental basis. I reviewed the budget, there were no material overspends at this point. The RFO now produces a short narrative report to be added to the budget monitoring booklet to set out key messages and explain any significant variances.

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6 Uplands Road. Farnham GU9 8BP



### **Final Audit**

Reserves at 31 March 2024 were £523,846 (22-23 £485,928).

Earmarked reserves amounted to £274,756 at balance sheet date. These are set out below

*Included in General Fund Balance:*

Grant Funding (AirS)	2,470.00
Chaucery Memorial	1,810.71
Building Improvement Fund - W.Centre	18,400.00
CIL Funding	2,975.00
Opportunity Purchases Fund	1,494.46
Equipment Renewal Reserve	3,097.66
Museum Reserve	2,787.53
Capital Reserve Projects (1)	100,000.00
Capital Reserve Projects (2)	115,100.30
Section 106 Funding Account	26,620.36

General reserves at year end were £249K. This represents 32% of precept, which is at the lower point of recommended levels set out in the NALC Practitioners' Guide. ( minimum recommended general reserve balance is 25% of net revenue expenditure). I also note that the Council has very small earmarked reserves for asset maintenance, given the size of the asset base at this Council. The Council should keep a watching brief on the level of the general reserve to ensure it does not reduce below this level, and should ensure that adequate reserves are set aside for maintenance of the extensive asset base .

It is recommended that the Council considers reserves balances in detail at least once a year ( before the precept is set) and that this review is recorded as a separate minute.

The budget and precept for 24-25 were approved at the Full Council meeting on 11 January 2024 – minute **10/24 (a) & (b)**, following recommendations made by the F&GP Committee. A precept of £786,000 was set.

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## **E: Income** **Interim Audit**

The Council obtains income from a number of sources beyond the annual precept. These include:

- Room Hire and Functions - Woodland Centre / Youth Centre / Samuel Wickens Centre
- Sponsored flower beds
- Allotments
- Sports pitches

I confirmed fees and charges for 23-24 had been properly approved at meetings of the Council

- Sports Pitches – Leisure and Amenities November 2022
- Woodlands Centre - Leisure and Amenities November 2022

Invoices for hall bookings are generated from the Hallmaster system. This is a diary based a diary system, which is uploaded periodically into Sage – invoices are produced from this data. I tested a sample of credits recorded on the ledger for the first 6 months of the financial year. I tested

- sage entry to invoice raised
- checked invoice was raised at the correct rate, as approved by Council
- checked invoice to booking period as recorded on Hallmaster
- I also tested a payment from Rustington Social Club to lease records. The lease is currently being updated.

I was able to confirm correct invoicing for all transactions audited.

I reviewed the Council's debtors ledger. At the time of my audit debts outstanding were £3.2K. Debts appear well managed.

The Council has reduced the numbers of payments made by customers by cheque or cash – bank transfer is sought in the majority of cases.

## **Final Audit**

Precept per box 2 to the accounts was £759,000 (22-23 £690,000). This has been agreed to third party documentation provided by external audit.

Income per box 3 to the accounts was £188,424 (22-23 £184,744).

I reviewed a four further income credits from the final four months of the financial year, amounting to £33K.

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For transactions selected I was able to agree income back to invoice, and from there to appropriate supporting documentation

- Remittance notice from district council
- Minute of council regarding contribution from company towards information centre
- Confirmation from insurance company of claim settlement

### **F. Petty Cash**

Petty cash is held at the office, museum and information centre. Books and receipts are brought into the office every month. Year end balance was £107. There is evidence of a year end count on the petty cash books,

### **G. Payroll**

#### **Final Audits**

Staff costs per box 4 to the accounts were £394,414 (22-23 £365,644).

Payroll is processed in house using the Sage payroll application. The Assistant Clerk/ Bookkeeper sets up the payroll each month for members of staff, and posts changes such as approved overtime to the payroll. Payroll is then run by RFO and reviewed by the Clerk. Once this has been approved, payments are set up on the bank account. Payroll is reviewed by councillor signatories who sign off the payroll and approve the bank payments.

I tested pay for 3 members of staff from the February 2024 payroll. I was able to agree cashbook to approved payroll, and from there I agreed gross pay to appropriate JNC payscales.

At the final audit I checked that box 4 to the accounts only includes transactions relating to the employment of staff – salaries / payroll taxes and pensions.

### **H. Assets and Investments**

#### **Final Audit**

Fixed assets per box 9 to the accounts were £ 3,086,790 - revised (22-23 £3,092,101).

The initial draft of the asset register was not correct and could not be agreed to the balance recorded in the AGAR. The RFO rechecked the asset register and a revised schedule was produced.

I have agreed the balance in the accounts back to the revised asset register. The asset register appears complete and to record assets at cost or proxy cost, as required by regulations, with sufficient detail to locate all assets listed.

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The RFO supplied a schedule of movements on the fixed asset register to explain the year on year movement. Additions have been added to the asset register at cost and a schedule of deleted items has been provided.

It is recommended that the asset register is validated in 24-5 to check that all assets listed are still in place and usable. Councillors may wish to assist in this process.

### **I: Bank Reconciliations**

#### **Interim Audit**

Reconciliations for all bank accounts are carried out regularly and in accordance with regulations. This is clearly evidenced in the Council's bank reconciliation file. The July 2023 bank reconciliation was tested in detail. I confirmed the following.

- The face of the bank statements had been signed off by the reviewing councillor, Councillor Warren
- All balances on the bank reconciliation were agreed back to bank statements / cashbooks
- Arithmetic checked for accuracy
- I confirmed that the bank reconciliations are reported to councillors in the monthly accounts for payment report.

The September bank reconciliation was being prepared at the time of my audit, ready for review by Councillor Warren.

The Council has an investment policy in place, as required for any council with cash and investment assets in excess of £100K. This has not been reviewed since 2020. The Policy should be reviewed annually, as set out in section 4 of the Investment Policy.

At the end of October 2023, the Council held £275K in a deposit bank account, which paid an interest rate of 1.35%. Consideration should be given to moving monies to accounts paying a better rate of interest, for example the Council holds a 35 day account paying 3%. Other options may be available in the market place.

Given changing rates of returns on bank and deposit accounts at present, it is recommended that the Council reviews its investment policy and deposit accounts annually to ensure that rates of return are maximised.

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### **Final Audit**

Borrowings per box 10 to the accounts were £nil (21-22 £ nil)

Cash per box 8 to the accounts was £587,440 (22-23 £548,731)

I reperformed the year end bank reconciliation. I agreed all balances in the bank reconciliation back to the accounting system reports and to bank statements. The year end bank reconciliation was found to be accurate and evidence of review on both the reconciliation and the bank statements was provided by a councillor.

I have two comments:

- The Councillor only viewed sage accounting balances on 2 accounts when reviewing year end bank balances. It is a requirement of financial regulations that the bank balance should be checked against the accounting system when the bank reconciliation is checked. The relevant sage report should be produced as part of the bank reconciliation, and this should be signed off alongside the bank statements
- The Council has too many bank accounts. Bank accounts should be reviewed, and monies transferred to better performing deposit accounts – earmarked reserves should then be used to keep monies set aside for specific purposes.

### **J. Year-end accounts**

Rustington PC has produced accounts on an accruals basis, this is required as income / expenditure is above £200k. A reconciliation between Box 7-8 of the accounts has been prepared, for external audit review, and creditor and debtor listings support this reconciliation. There is also a variance analysis in place for review by external audit.

### **L: Exercise of Public Rights - Inspection of Accounts**

External audit raised the following points in the 22-23 audit certificate

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## 2 External auditor report 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 the 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.

The inspection period for the exercise of electors' rights was set for 31 working days which is more than the mandatory 30 working days as set out in the Accounts and Audit Regulations 2015, Paragraph 14(1). Although this is considered to be a minor technical breach, given more than the standard amount of time was provided for, in future the Council should ensure it provides the precise public inspection period. We would anticipate the Council taking this into account when it completes Assertion 4 on its 2023/4 Annual Governance and Accountability Return.

It was noted on review that the announcement of the Notice of Public Rights was on the same day as the approval of the Annual Governance and Accountability Return. Regulation 12 – 15 of the Accounts and Audit Regulations 2015 set out the order required to be followed when approving, announcing, and publishing the Return and related documents in order to satisfy the Public Rights requirements. The Return must be approved prior to the Notice being published. To be able to demonstrate this, proper practice requires that the Notice is published no sooner than the day following the approval meeting and the Public Rights period commences no sooner than the next working day after that.

The Council should ensure it responds to these points in the 23-24 financial year . I cannot sign off that the Council has met the requirements of this control objective. The Council should also mark box 4 on the Annual Governance Statement as "NO".

**L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements**

### **Final Audit**

Yes, the Council meets the requirement of the Code by publishing information on the Council website, mainly on the Financial Transparency page. I checked that the following information was up to date at the time of the interim audit:

- Payments data – published to end of April 2024
- Grants information - up to date for 23-24

### **N: Publication requirements 22-23 AGAR**

The Council has published the Accounts, Annual Governance Statement and the external audit certificate on the Council website. The Conclusion of Audit Certificate was published 26 September 2023 before the statutory deadline of 30 September. The external auditors issued their audit certificate on 30 August. The Council has met its obligations in this area. The Council was informed of the outcome of the audit at the meeting on 25 September 2023 ( minute 232/23).

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**0. Trusteeship**

The Council disclosed that it was not a sole trustee for a trust fund in the 22-23 AGAR. The RFO confirms this is still the case.

I attach my invoice for your consideration together with the internal audit report from the AGAR. Please note there is a small additional charge to cover the cost of auditing the corrected asset register.

I would like to take this opportunity to thank you for your help with the audit. I look forward to working with you again next year, in the meantime please do not hesitate to contact me if I can be of any assistance.

Yours sincerely



Mike Platten CPFA

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**Matters Arising Interim Audit**

<b>Matter Arising</b>	<b>Recommendation</b>	<b>Council Response</b>
I remind the Council to follow financial regulations closely when letting contracts for the Woodland Centre Project.	This includes advertising all contracts over £25K on the Contract Finder website.	
Woodlands Centre Project.	I remind the Council to ensure that VAT advice is sought before the project commences, to ensure most efficient VAT accounting arrangements are put in place. The RFO confirmed that this will be followed up with the Parkinson Partnership.	
Fidelity insurance is set at £550K. The risk was properly considered and the Council resolved not to increase insurance cover.	I recommend that this is recorded in the risk register, together with the mitigating controls set out in Council minutes.	
The Woodland Centre and Youth and Community Building were last revalued in 2019.	It may be sensible to consider obtaining a professional valuation of these 2 buildings, as the insurer may significantly reduce payouts if a valuation less than 3 years old is not in place	
At the end of October 2023, the Council held £275K in a deposit bank account, which paid an interest rate of 1.35%.	Consideration should be given to moving monies to accounts paying a better rate of interest, for example the Council holds a 35 day account paying 3%. Other	

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# April Skies

## Accounting

	options may be available in the market place	
The Council has an investment policy in place, as required for any council with cash and investment assets in excess of £100K. This has not been reviewed since 2020.	The Policy should be reviewed annually, as set out in section 4 of the Investment Policy.	
Exercise of Public Rights - Inspection of Accounts	. I cannot sign off that the Council has met the requirements of this control objective. The Council should also mark box 4 on the Annual Governance Statement as "NO".	

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## Matters Arising Final Audit

<b>Matter Arising</b>	<b>Recommendation</b>	<b>Council Response</b>
There is a minor anomaly in the profit and loss report. A line described as “unused nominal codes” appears in the report	It is recommended that this line is removed from the profit and loss account and is instead moved to balance sheet reporting.	Accounts package has been updated with this change
The RFO confirmed that payments are approved at bank by one of 2 signatories ( Clerk and one councillor)	It is recommended that more councillors are set up as bank signatories, and are encouraged to authorise payments periodically, to ensure adequate back up is in place should existing signatories be unavailable.	In hand
General reserves at year end were £249K. This represents 32% of precept, which is at the lower point of recommended levels set out in the NALC Practitioners' Guide. I also note that the Council has very small earmarked reserves for asset maintenance, given the size of the asset base at this Council.	The Council should keep a watching brief on the level of the general reserve to ensure it does not reduce below this level, and should ensure that adequate reserves are set aside for maintenance of the extensive asset base .	To be considered when the Council's budgets are revised and the precept is set for the new financial year beginning 1 April 2025
Council review of reserve balances	It is recommended that the Council considers reserves balances in detail at least once a year ( before the precept is set) and that this review is recorded as a separate minute.	To be considered in September, prior to the Council's budgets being revised
The Councillor only viewed sage accounting balances on 2 accounts when reviewing	The relevant sage report should be produced as part of the bank reconciliation, and	

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# April Skies

## Accounting

<p>year end bank balances. It is a requirement of financial regulations that the bank balance should be checked against the accounting system when the bank reconciliation is checked.</p>	<p>this should be signed off alongside the bank statements</p>	<p>Accounts package has been updated to reconcile all bank accounts</p>
<p>The Council has too many bank accounts. .</p>	<p>Bank accounts should be reviewed, and monies transferred to better performing deposit accounts – earmarked reserves should then be used to keep monies set aside for specific purposes</p>	<p>To be reviewed when funds set aside for The Woodlands Centre refurbishments have been depleted. S106 funding must have a separate a/c as per the Deed of Agreement</p>
<p>Fixed Asset Register</p>	<p>It is recommended that the asset register is validated in 24-5 to check that all assets listed are still in place and usable. Councillors may wish to assist in this process.</p>	<p>Process started in 2023/24 and will continue this financial year.</p>

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**APPENDIX B**

**Internal Audit Control Objectives – Marked as not covered**

<b>Control Objective</b>	<b>Area for Audit</b>	<b>Why this has not been audited</b>
K	Exemption from limited assurance review	Council had limited assurance review in 22-23
0	Trusteeship	No Trusts

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