

## RUSTINGTON PARISH COUNCIL

### FINANCE AND GENERAL PURPOSES COMMITTEE

**MINUTES:** of the Meeting held on 19 August 2024

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

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

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#### **54/24      APOLOGIES FOR ABSENCE**

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

#### **55/24      DECLARATIONS OF INTEREST**

Councillor Mrs Cooper declared a personal interest in Minute 63/24. She remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

#### **56/24      MINUTES**

The Minutes of the Meeting held on 29 July 2024 were signed by the Chairman as a correct record.

#### **57/24      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.

#### **58/24      MONTHLY BUDGET REPORT TO 13 AUGUST 2024**

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

#### **59/24      NUMBER 12 BUS SERVICE**

The Clerk reported that she had previously circulated an email received from Mr Chris Chatfield, the Managing Director of Compass Travel.

In his email, Mr Chatfield advised that he had been working closely with the West Sussex County Council, and whilst it was unable to fund the Number 12 Service directly, it had agreed some savings on another Compass route and he was willing to use these to assist with retaining the Number 12 Service and, thereby, reducing the subsidy required. He stated that financial support was still needed, but at a much reduced rate and he was, therefore, hoping that the Parish Council would be willing to reconsider this matter.

He added that the sum required from the Council would be £16,000.00 per annum, with the same amount being requested from the East Preston Parish Council. This would be a special arrangement for the next 12 months from 1 September 2024 to ensure that the Service could continue to operate, and would give Compass Travel time to explore other options with the County Council for longer term funding, with a further review towards the end of the 12-month period.

Mr Chatfield concluded that whilst he was doing everything possible to keep the Service running, financial support was still required from the Parish Councils, albeit at a much-reduced rate. Without this, he said that Compass Travel would have no option but to withdraw the Service, which was currently running at a loss. The Clerk advised the Committee that East Preston Parish Council would not be considering the matter until 23 September 2024 at their Community Engagement Committee, and then any decision made would be considered at the Full Council Meeting on 7 October 2024.

Following a detailed discussion, the Committee AGREED that this matter should be DEFERRED until the next Full Council Meeting on 23 September 2024, to enable all Members to have the opportunity to consider Mr Chatfield's request.

#### **60/24            INTERNAL AUDIT 2024/2025 - TERMS OF ENGAGEMENT**

The Clerk reminded the Committee that a Quotation received from April Skies Accounting in the sum of £740.00, plus travel to and from Farnham in Surrey (Mileage to be charged at 45p per mile), together with the Terms of Engagement, had previously been circulated to all Members.

Following a brief discussion, during which the Clerk advised that the service provided by April Skies Accounting during the previous two years had been most satisfactory and of an extremely professional standard, the Committee AGREED that the Quotation received in the sum of £740.00, be accepted for the year commencing 1 April 2025, to undertake the role of the Council's Internal Auditor for a further twelve-month period.

#### **61/24            BRITISH RED CROSS MEDICAL SERVICE**

The Clerk reminded the Committee that a letter received from Mrs P Wise, together with a petition, advising of the closure of the British Red Cross Medical Aid Centre in Rustington had previously been circulated to all Members. In her letter, Mrs Wise was asking for the Council's help to retain the current service.

Following a detailed discussion, the Committee AGREED that whilst it was extremely concerned that the Red Cross 'face to face' Service was closing, not just in Rustington, but across England, Wales and Northern Ireland, there was little that could be done to influence this decision. It did, however, AGREE that a letter should be sent to the British Red Cross to express the Council's concern and to urge it to reconsider the decision in respect of the Rustington Branch, in particular.

It was also AGREED that it should be suggested in the aforementioned letter that, if the decision to close the Centre was to stand, then consideration should be given to a Hub being set up, as had been done by Barclays Bank following its closure in the Village, which could possibly be accommodated at one of the Council's own facilities.

#### **62/24            ARUN DISTRICT COUNCIL - HELAA CALL FOR SITES 2024**

The Committee considered an email received from the Planning Policy and Conservation Team Leader, Arun District Council, advising that the Council was currently undertaking a 'Call for Sites' and updating its Housing and Economic Land Availability Assessment (HELAA) to help inform its new Local Plan (2023-2041). The purpose of the email was to inform the Council of this process and to ask whether there were any sites in the Parish that it would wish to submit or provide updates on.

The Council then considered an email received from Councillor Warren in this regard, together with the following update that he had produced:-

*DELIVERABLE (within 5 years)*

*R7 Rustington House, Cowdray Drive. It is stated that the Grade 11 listed building may restrict permission. Yield 25 properties.*

*Suggest no alteration needed.*

78 Clock House and surrounding area. Although quoted as deliverable there are currently 4 ownerships. Yield 13 properties.  
Suggest no alteration needed.

DEVELOPABLE (within life of Local Plan)

There are no sites in this category.

NOT CURRENTLY DEVELOPABLE

Sites include Zachary Merton Hospital (R9) and Penfold Lane allotments (R6). We own the latter and have no intention of changing the land use.

Suggest leave as stated.

POTENTIAL EMPLOYMENT

LH12a Brookside Avenue. Described as a brownfield site with potential flood risk. No diagram shown so location unclear.

Suggest no action.

PERMISSIONS/COMMITMENTS

a) R20519PD 66 The Street. Planning application currently being considered for 3 properties.

b) 18R1 7 Sterling Parade. Additional flat above Tesco making 6 in total. Implemented.

c) R1 Rustington Convalescent Home. Permission granted some years ago for 33 additional homes. Not clear whether a start had been made. Recently grounds behind the home sold to a developer. Await information.

d) R11 70 Woodlands Avenue. Building housing 7 apartments completed some years ago.

e) R5099 Plots 150-177 Parklands, Worthing Road. Estate completed some years ago.

There is an interest only in sites yielding 5 or more properties. Apart from the ongoing redevelopment of older properties in the Parish there remains no unused land. It is possible that around 28 retirement homes and apartments could be built on the site of the Windmill Inn if planning permission is sought and granted.

Following a brief discussion, the Committee AGREED that, taking account of the information provided by Councillor Warren, no further action should be taken in this regard at the present time.

The Chairman thanked Councillor Warren for taking the time to produce the most comprehensive update for the Council.

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

## **63/24      PROPOSED TRAFFIC REGULATION ORDER, DOMINION WAY, RUSTINGTON**

The Clerk reminded Members that an email, together with associated information, received from Ms C Cosgrove, Graduate Transport Planner, Mayer Brown Limited, had previously been circulated to all Members.

In her email, Ms Cosgrove advised that she was approaching the Council in respect of a Proposed Traffic Regulation Order for Dominion Way, Rustington. She advised that the existing on-street parking was resulting in an issue for HGVs and delivery vehicles, as parked vehicles were restricting the access to the road. For this reason, the Company was proposing to submit a request for a Traffic Regulation Order to West Sussex County Council, in order to improve safety for pedestrians, cyclists and road users alongside allowing sufficient provisions for HGVs and delivery vehicles to access the road.

Ms Cosgrove stated that in order to submit a valid application, West Sussex County Council required support from the Parish Council and a Local Member, and was, therefore, requesting the Parish Council to consider the proposals and provide a letter of support, in order for the application to be progressed.

Following a brief discussion, during which Councillor Mrs Cooper suggested that sections of Artex Avenue should also be included as part of any application for a Traffic Regulation Order in this vicinity, the Committee AGREED to wholeheartedly support this application, with a request that it be reworked to include specific locations in Artex Avenue.

**64/24 THE WOODLANDS CENTRE - MAJOR REDESIGN AND REFURBISHMENT PROJECT - PROPOSED ELECTRICAL ENABLING WORKS**

The Committee considered a Report from the Rolling Programme of Works and Possible Capital Projects Working Party as follows:-

*Members will recall that at the Council Meeting on 24 June 2024, it was noted that the Tender Package, produced by AMA Consult, for the electrical enabling works, had been received, and Mr Burgess, the Director of Electrical Engineering was trying to get some idea of what the cost was going to be for the trench digging and electrical installation works, prior to a decision being made as to whether there was a need to go through the full Tender Process which applied to any Contracts over £30,000.00, or whether it would only be necessary to obtain three quotations for consideration, if the estimated cost was found to be below £30,000.00.*

*An email was received from Mr Burgess on 22 July 2024, advising that the estimated groundwork and builders' costs from the Contractor that he had initially approached were considerably higher than what had been anticipated. These were as follows:-*

<i>Builders Works and Ground Works</i>	<i>-</i>	<i>£95,000.00</i>
<i>M &amp; E Works</i>	<i>-</i>	<i>£20,000.00</i>
<i>Provisional Sums</i>	<i>-</i>	<i>£15,000.00</i>

*Before progressing any further, a Meeting of the Working Party was held on 5 August 2024 to consider the aforementioned costs. At that Meeting, a detailed discussion took place, during which the Clerk, Deputy Clerk and Finance Manager/RFO reported on a Meeting they had had with representatives from Barkers Electrical, the Council's Electrical Contractors, to clarify the need and justification for the proposed new single power supply for The Woodlands Centre. Prior to this Meeting, an approach had also been made by the Clerk to Scott Taylor, Architects, requesting confirmation that the proposed new supply was necessary in order to progress with Phase 1, should any alternative heating sources be considered.*

*Taking account of the above, it was agreed that before making any recommendations in respect of the way forward, Barkers Electrical should be approached to establish exactly what the Centre's electrical usage was drawing from the existing supply, and if, in their professional opinion, there was an alternative and more cost-effective option to the proposed new single supply that could be explored.*

*Following detailed investigations by Barkers Electrical, including discussions and liaison with Mr Burgess of AMA Consult, the Clerk, Deputy Clerk and Finance Manager/RFO, an Estimate in the sum of £14,800.83 excluding VAT, was received from Barkers Electrical, which would eliminate the need for the proposed new power supply, as the current second power would then be disconnected resulting in a single supply feeding the entire Centre.*

*A further Meeting of the Working Party was held on 14 August 2024, to consider the Estimate received and to decide what the next step should be. A representative from Barkers Electrical was also in attendance to elaborate on works that would be involved and respond to any questions posed.*

*Following a detailed debate, during which a Scope of Works was requested, it was agreed, in view of the high risk of the two incoming supplies being cross contaminated, that the Estimate received from*

*Barkers Electrical should be accepted, to enable these works to be undertaken on an urgent basis. The Scope of Works has now been received and is attached.*

*The Working Party is, therefore, now RECOMMENDING that the Estimate received from Barkers Electrical in the sum of £14,800.83 excluding VAT should be accepted, with the works being undertaken as soon as practicably possible.*

Following a detailed discussion, the Committee AGREED that:-

Taking account of Financial Regulation 4.5, and in view of the urgency for the aforementioned works to be undertaken, the cost of which exceeded £10,000.00, particularly in the interests of public health and safety, coupled with the proven specialist historic knowledge and experience of The Woodlands Centre by Barkers Electrical Rustington, Financial Regulation 11.1(i) should be waived on this occasion and the Estimate received in the sum of £14,800.83 excluding VAT, should be ACCEPTED.

The Estimate and Scope of Works referred to in the above Report are attached and form a part of these Minutes.

**65/24            DISCONNECTION OF WATER SUPPLIES**

The Committee considered a Report from the Finance Manager who had advised that there were three dormant water supplies which the Council had, and the Water Company, Business Stream, had asked whether they were in use or whether the Council wished to consider applying for permanent disconnection, otherwise fixed charges would continue to be applied. The cost for each site to be disconnected was £793.51.

After a detailed discussion, the Committee AGREED to apply to Business Stream to permanently disconnect the three sites concerned, namely:-

- Woodlands Recreation Ground
- Garden Hydrant, The Street
- Watering Point, The Street

**66/24            ILLEGAL ENCAMPMENTS ON PRIVATE LAND**

The Chairman expressed his concern that during the recent illegal encampments by Travellers on private land within the Parish, it had been evident that many landlords were not aware of the legal processes involved in regaining possession of the land. He said that he would very much like the Council to explore the possibility of a Briefing Session being organised, in partnership with the West Sussex County Council and Sussex Police, or at least a guidance document being produced and published by those Authorities, to assist private landlords when dealing with any future illegal encampments.

The Clerk said that contact would be made with Inspector Ross Wickings and Scott Judge, Gypsies and Travellers Team Manager, West Sussex County Council, in this regard.

**There being no further business the Meeting concluded at 6.45 pm.**

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

# Rustington Parish Council

## **MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL**

19 August 2024

Date: 29/07/2024  
Time: 13:33:41

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

Page: 1

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

Date From: 18/04/2024  
Date To: 31/07/2024

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
91363	PI	25/07/2024	18209	Premises Checks & Other Tasks - Jul-24	1,097.92	1,097.92
<b>Total:</b>						<u>1,097.92</u>

A/C: ARUN Name: Arun District Council

No	Type	Date	Ref	Details	Amount	Outstanding
91303	PI	18/04/2024	18185	District & Parish Council Elections - 04-May-23	466.00	466.00
<b>Total:</b>						<u>466.00</u>

A/C: ARUNCOM Name: Arun Church

No	Type	Date	Ref	Details	Amount	Outstanding
91304	PI	04/07/2024	18186	Youth Wkr x1 & Support Wkrs x2 - Snr Y.Club - Jul-Sep	2,400.32	2,400.32
91306	PI	30/06/2024	18187	Snr. Y.Club Tuck Purchases - May-Jun	87.86	87.86
<b>Total:</b>						<u>2,488.18</u>

A/C: AYLESFOR Name: Aylesford Electrical Contractors Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
91307	PI	16/07/2024	18188	Storage of Christmas Motifs - Jan-23 to Dec-24	468.00	468.00
<b>Total:</b>						<u>468.00</u>

A/C: BARCOMB Name: Barcombe Landscapes Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
91309	PI	03/07/2024	18189	Various Grounds Maint. to incl. Mowing Rec.Ground - 13 of	3,654.00	3,654.00
<b>Total:</b>						<u>3,654.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
91319	PI	25/07/2024	18190	Monthly Electrical Maintenance, ELT & Works - All Centres	568.40	568.40
<b>Total:</b>						<u>568.40</u>

A/C: CANON Name: Canon UK Limited

No	Type	Date	Ref	Details	Amount	Outstanding
91324	PI	17/07/2024	18191	Photocopy/Printing to 13-Jul - SWC	7.20	7.20
<b>Total:</b>						<u>7.20</u>

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
91325	PI	21/07/2024	18192	Maintenance & Floral Contract - Jul	4,631.23	4,631.23
<b>Total:</b>						<u>4,631.23</u>

A/C: HIGHDOW Name: Highdown Carpets

No	Type	Date	Ref	Details	Amount	Outstanding
91381	PI	04/06/2024	18210	Repair/Weld Floor - W.Centre Extn Toilets Gents	450.00	450.00
<b>Total:</b>						<u>450.00</u>

Date: 29/07/2024  
Time: 13:33:41

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

Page: 2

A/C: SIGMA Name: Sigma Plumbing Services

No	Type	Date	Ref	Details	Amount	Outstanding
91326	PI	20/07/2024	18193	Maint/Tasks (Jul) inc. Clean Shelters (Beach & Bus) &	788.00	788.00
<b>Total:</b>						<u>788.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
91339	PI	22/07/2024	18194	Window Cleaning (Extn) - Jul - W.Centre/Y.Centre	132.00	132.00
<b>Total:</b>						<u>132.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
91341	PI	16/07/2024	18195	Cleansing Materials - Various Sites	368.75	368.75
<b>Total:</b>						<u>368.75</u>
<b>Grand Total</b>						<u>15,119.68</u>

Date: 02/08/2024  
Time: 11:00:52

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

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

Date From: 30/07/2024  
Date To: 31/08/2024

A/C: ARUNBUS Name: Arun Business Supplies

No	Type	Date	Ref	Details	Amount	Outstanding
91468	PI	30/07/2024	18211	Stationery	299.59	299.59
<b>Total:</b>						<u>299.59</u>

A/C: ARUNSEC Name: Arun Security Centre

No	Type	Date	Ref	Details	Amount	Outstanding
91469	PI	01/08/2024	18212	Key Cutting x3 - Rec.Ground (RSSC Gate)	18.00	18.00
<b>Total:</b>						<u>18.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
91470	PI	01/08/2024	18213	Remove/Supply/Fit Lamposts x4 - Rec.Ground Car Park	5,616.90	5,616.90
<b>Total:</b>						<u>5,616.90</u>

A/C: MSSERVIC Name: MS Services Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
91471	PI	30/07/2024	18214	Site Security to Prevent Travellers - 28-30-Jul - WPSF	1,094.40	1,094.40
91472	PI	01/08/2024	18215	Site Security to Prevent Travellers - 30-Jul to 01-Aug - WPS	1,197.00	1,197.00
<b>Total:</b>						<u>2,291.40</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
91474	PI	30/07/2024	18216	Operation Inspection - Rec.Ground Equipment	187.80	187.80
<b>Total:</b>						<u>187.80</u>
<b>Grand Total</b>						<u>8,413.69</u>



Date: 12/08/2024  
Time: 14:53:32

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

Page: 3

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

Date From: 25/07/2024  
Date To: 31/08/2024

A/C: APPLECAR Name: Applecarte Distribution

No	Type	Date	Ref	Details	Amount	Outstanding
91677	PI	06/08/2024	18218	Newsletter Delivery - August	564.84	564.84
<b>Total:</b>						<u>564.84</u>

A/C: ARUN Name: Arun District Council

No	Type	Date	Ref	Details	Amount	Outstanding
91678	PI	31/07/2024	18219	Letterheaded Paper - Office	142.84	142.84
<b>Total:</b>						<u>142.84</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
91679	PI	08/08/2024	18220	Replace All Flood Lights on new Lamposts - Rec.Ground	2,098.00	2,098.00
91680	PI	09/08/2024	18221	Remove/Supply/Fit Failed Emergency Lights (Jan-24) -	292.00	292.00
<b>Total:</b>						<u>2,390.00</u>

A/C: BREWERS Name: Brewers Decorator Centres

No	Type	Date	Ref	Details	Amount	Outstanding
91682	PI	31/07/2024	18222	Sadolin - Seats	169.97	169.97
<b>Total:</b>						<u>169.97</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
91683	PI	25/07/2024	18223	Museum Commercial Combined Insurance to 31-Jul-25	879.34	879.34
<b>Total:</b>						<u>879.34</u>

A/C: GRUNDON Name: Grundon Waste Management Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
91684	PI	31/07/2024	18224	Wheelie Bins - SWC/Museum	118.66	118.66
91686	PI	31/07/2024	18225	Wheelie Bins - Rec.Ground/Y.Centre	153.11	153.11
91688	PI	31/07/2024	18226	Wheelie Bins - W.Centre/Offices	284.50	284.50
<b>Total:</b>						<u>556.27</u>

A/C: MICROSOFT Name: Microsoft Ireland Operations Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
91690	PI	03/08/2024	18227	Online Services - Office 365 - 03-Jul to 02-Aug	579.20	579.20
<b>Total:</b>						<u>579.20</u>

A/C: REALWOR Name: Real World Publishing Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
91697	PI	09/08/2024	18228	Newsletter Printing - Summer 2024	834.40	834.40
<b>Total:</b>						<u>834.40</u>

Date: 12/08/2024  
Time: 14:53:32

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

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A/C: TRADEUK Name: Trade UK

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<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
91699	PI	01/08/2024	18229	Drain Rod Set - Main Drains/Toilets	56.99	56.99
					<b>Total:</b>	<u>56.99</u>

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A/C: WORLDPA Name: Worldpay Limited

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<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
91700	PI	01/08/2024	18230	Subscription Fee - Aug-24	11.94	11.94
					<b>Total:</b>	<u>11.94</u>
					<b>Grand Total</b>	<u>6,185.79</u>

Date: 29/07/2024  
 Time: 12:09:05

**Rustington Parish Council**  
**Current Account - Recommended Payments/Payments Made**

Page: 5

Date From: 01/07/2024  
 Date To: 31/07/2024

Bank From: 1200  
 Bank To: 1200

Transaction From: 91,347  
 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	
91347	BP	2103	26/07/2024	18196 - WorldPay	T.Macintyre - Deposit Refund - W.Centre	50.00	0.00	50.00	
91348	BP	2103	26/07/2024	18197 - BankPay	Wadars - Deposit Refund - W.Centre	50.00	0.00	50.00	
91349	BP	2103	26/07/2024	18198 - WorldPay	S.Smith - Deposit Refund - W.Centre	200.00	0.00	200.00	
91350	BP	6105	26/07/2024	18199 - BankPay	Arun Community Transport - Grant Aid	500.00	0.00	500.00	
91351	BP	6105	26/07/2024	18200 - BankPay	Kent, Surrey & Sussex Air Ambulance Trust - Grant Aid	100.00	0.00	100.00	
91352	BP	7202	25/07/2024	DD - 18201 (7040)	Business Stream - Water - SWC to 10-Jul - Acc	102.32	0.00	102.32	
91353	BP	7202	25/07/2024	DD - 18201 (7040)	Business Stream - Water - to 10-Jul (30% of SWC)	43.85	0.00	43.85	
91354	BP	7310	22/07/2024	DD - 18202	ICO - Data Protection Subs to 21-Jul-25	35.00	0.00	35.00	
91355	BP	7203	22/07/2024	DD - 18204	SSE - Electric - W.Centre - to 30-Jun - SM	907.97	181.59	1,089.56	
91356	BP	7203	22/07/2024	DD - 18203	SSE - Electric - Broadmark Toilets - to 30-Jun - SM	77.99	3.90	81.89	
91357	BP	7203	22/07/2024	DD - 18205	SSE - Electric - The Street Toilets - to 30-Jun - SM	63.85	3.19	67.04	
91358	BP	7203	22/07/2024	DD - 18206	SSE - Electric - Offices - to 30-Jun - SM	229.25	11.46	240.71	
91359	BP	7203	22/07/2024	DD - 18207	SSE - Electric - Y.Centre - to 30-Jun - SM	358.63	17.93	376.56	
91360	BP	7203	22/07/2024	DD - 18208	SSE - Electric - SWC - to 30-Jun - SM	94.34	18.87	113.21	
91361	BP	7203	24/07/2024	DD - 18208	SSE - Electric - Museum - to 30-Jun - SM	94.33	18.86	113.19	
<b>Totals</b>						<b>£</b>	<b>2,907.53</b>	<b>255.80</b>	<b>3,163.33</b>

Date: 13/08/2024

Rustington Parish Council

Time: 10:55:49

Current Account - Recommended Payments/Payments Made

Date From: 15/07/2024
Date To: 31/08/2024

Bank From: 1200
Bank To: 1200

Transaction From: 91,476
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, Date, Ref, Details, Net, Tax, Gross. Contains transaction list from 91476 to 91747 and a Totals row.

Date: 29/07/2024

Rustington Parish Council

Time: 12:16:16

Day Books: Customer Payments (Summary)

Date From: 01/07/2024
Date To: 31/07/2024

Bank From: 1200
Bank To: 1200

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

Customer From:
Customer To: ZZZZZZZZ

Table with columns: Bank, No, Type, Date, Account, Ref, Details, Net £, Tax £, Gross £. Contains one transaction (91362) and a Totals row.

**Reconciled Balances as at 31 July 2024**

<b>NatWest Bank:-</b>	
Current Account	£ 10,726.67
Imprest Account	£ 1,089.27
<b>Reserve Accounts:</b>	
General Fund	£ 50,438.55
35-Day Notice (276) - Earmarked Reserves	£ 10,724.13
35-Day Notice (284)	£ 332,124.07
35-Day Notice (670) - Section 106 Funds	£ 21,161.17
Museum Reserve	£ 2,801.40
Plant Equipment Renewal	£ 4,116.33
<b>Capital Accounts:</b>	
Opportunity and Special Purchases	£ 1,501.90
<b>CCLA:</b>	
<b>Capital Account:</b>	
Public Sector Deposit Fund	£ 100,000.00
<i>Monthly Dividends Credited from PSDA into Nationwide Account</i>	
<b>Nationwide Building Society:</b>	
<b>Capital Account:</b>	
35-Day Saver	£ 117,696.30
Petty Cash	£ 272.26
<hr/>	
Total in Accounts	£ 652,652.05
Un-Reconciled Payments	£ 2,119.61
Grand Total	£ 650,532.44

Date: 13/08/2024  
 Time: 10:54:27

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

Date From: 12/07/2024  
 Date To: 13/08/2024

Bank From: 1200  
 Bank To: 1200

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

N/C From:  
 N/C To: 99999999

Dept From: 0  
 Dept To: 999

Bank: 1200      Currency: Pound Sterling

No	Type	N/C	Date	Ref	Details	Net	Tax	Gross	
91451	BR	2102	12/07/2024		Bank Receipt L'ton & District Camera Club - Deposit -	200.00	0.00	200.00	
91452	BR	4040	12/07/2024	102139	Museum - Donation Heraldry Talk	18.00	0.00	18.00	
91453	BR	4040	12/07/2024	102139	Museum - Postcards	2.50	0.50	3.00	
91454	BR	4040	12/07/2024	102139	Museum - Donation D-Day Talk	26.08	0.00	26.08	
91455	BR	4040	12/07/2024	102139	Museum - Donation Bell	367.50	0.00	367.50	
91456	BR	4061	12/07/2024	102139	Snr Y.Club - Subs - Jul	6.40	0.00	6.40	
91457	BR	4062	12/07/2024	102139	Snr Y.Club - Tuck - Jul	20.00	0.00	20.00	
91458	BR	4040	12/07/2024	102139	Museum - Donation Pub Sign Talk	19.00	0.00	19.00	
91459	BR	2102	22/07/2024		Bank Receipt R.Coskin - Deposit - W.Centre - 16-Aug	50.00	0.00	50.00	
91460	BR	2102	29/07/2024		Card Receipt H.Beaumont - Deposit - W.Centre - 19-Oct	50.00	0.00	50.00	
91478	BR	7321	14/07/2024		DD - 18182 - Amazon (GFY Logistic SL) - Foot Rests x2 -	70.00	14.00	84.00	
91670	BR	2102	01/08/2024		Card Receipt The Seasons Art Class (Foulds) - Deposit -	50.00	0.00	50.00	
91671	BR	7206	01/08/2024		Card Receipt Staff Reimbursement (CW)	29.97	5.99	35.96	
91672	BR	2102	05/08/2024		Bank Receipt Blue Muffin - Deposit - SWC - 10-Jan	50.00	0.00	50.00	
91673	BR	2202	05/08/2024		Bank Receipt HMRC - VAT Refund - 01-Apr-24 to 30-Jun-24	28,426.37	0.00	28,426.37	
<b>Totals</b>						<b>£</b>	<b>29,385.82</b>	<b>20.49</b>	<b>29,406.31</b>

Date: 13/08/2024  
 Time: 10:48:12

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

Date From: 14/07/2024  
 Date To: 13/08/2024

Bank From: 1200  
 Bank To: 1200

Transaction From: 91,272  
 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	
91437	SR	WOODTTC	14/07/2024	102139	Sales Receipt	409.50	0.00	409.50	
91438	SR	ZACHMERT	18/07/2024	Card Receipt	Sales Receipt	35.00	0.00	35.00	
91439	SR	AGEUKWSX	19/07/2024	Bank Receipt	Sales Receipt	484.00	0.00	484.00	
91440	SA	LITTLEEX	22/07/2024	Bank Receipt	Payment on Account	360.00	0.00	360.00	
91441	SR	QUILLTHE	23/07/2024	Bank Receipt	Sales Receipt	480.00	0.00	480.00	
91442	SR	RCCGOASI	23/07/2024	Bank Receipt	Sales Receipt	108.00	0.00	108.00	
91443	SR	RCCGOASI	23/07/2024	Bank Receipt	Sales Receipt	270.00	0.00	270.00	
91444	SR	DANCEBEA	23/07/2024	Bank Receipt	Sales Receipt	280.00	0.00	280.00	
91445	SR	RUSTPLSC	25/07/2024	Bank Receipt	Sales Receipt	516.00	0.00	516.00	
91446	SR	RUSTPLSC	25/07/2024	Bank Receipt	Sales Receipt	126.00	0.00	126.00	
91447	SR	ARUNUJA	26/07/2024	Bank Receipt	Sales Receipt	934.00	0.00	934.00	
91448	SR	ARUNDC	26/07/2024	Bank Receipt	Sales Receipt	467.00	0.00	467.00	
91449	SA	BABYSUPE	30/07/2024	Bank Receipt	Payment on Account	69.00	0.00	69.00	
91450	SR	ALZHEIME	30/07/2024	Bank Receipt	Sales Receipt	45.00	0.00	45.00	
91650	SR	TATERON	01/08/2024	Card Receipt	Sales Receipt	447.00	0.00	447.00	
91651	SR	TATERON	02/08/2024	Card Receipt	Sales Receipt	164.00	0.00	164.00	
91652	SR	ADFAS	05/08/2024	Bank Receipt	Sales Receipt	88.00	0.00	88.00	
91653	SR	PLAYERS	05/08/2024	Bank Receipt	Sales Receipt	88.00	0.00	88.00	
91654	SR	PLAYERS	05/08/2024	Bank Receipt	Sales Receipt	85.00	0.00	85.00	
91655	SR	COSKINRE	05/08/2024	Bank Receipt	Sales Receipt	116.00	0.00	116.00	
91656	SR	YASYOGA	05/08/2024	Bank Receipt	Sales Receipt	385.00	0.00	385.00	
91657	SR	SLIMWORL	05/08/2024	Bank Receipt	Sales Receipt	326.70	0.00	326.70	
91658	SR	WRIGHTMA	05/08/2024	Bank Receipt	Sales Receipt	288.00	0.00	288.00	
91659	SR	WSCC-CHI	05/08/2024	Bank Receipt	Sales Receipt	142.00	0.00	142.00	
91660	SR	HERITAGE	06/08/2024	Bank Receipt	Sales Receipt	39.00	0.00	39.00	
91661	SR	RAHMANJA	06/08/2024	Bank Receipt	Sales Receipt	121.00	0.00	121.00	
91662	SR	THEATREA	06/08/2024	Bank Receipt	Sales Receipt	804.00	0.00	804.00	
91663	SR	SHORTMAT	06/08/2024	Bank Receipt	Sales Receipt	747.00	0.00	747.00	
91664	SR	HASELIPH	06/08/2024	Bank Receipt	Sales Receipt	147.00	0.00	147.00	
91665	SR	OAKESDAV	06/08/2024	Bank Receipt	Sales Receipt	200.00	0.00	200.00	
91666	SR	MANLYROS	07/08/2024	Bank Receipt	Sales Receipt	263.00	0.00	263.00	
91667	SR	RCCGOASI	07/08/2024	Bank Receipt	Sales Receipt	72.00	0.00	72.00	
91668	SR	HASTEDCL	08/08/2024	Bank Receipt	Sales Receipt	175.00	0.00	175.00	
91669	SR	VIRTUOSO	08/08/2024	Bank Receipt	Sales Receipt	310.00	0.00	310.00	
<b>Totals</b>						<b>£</b>	<b>9,591.20</b>	<b>0.00</b>	<b>9,591.20</b>

## RUSTINGTON PARISH COUNCIL

### Finance and General Purposes Committee - 19 August 2024

#### The Woodlands Centre - Proposed Electrical Enabling Works

##### Report from the Rolling Programme of Works and Possible Capital Projects Working Party

Members will recall that at the Council Meeting on 24 June 2024, it was noted that the Tender Package, produced by AMA Consult, for the electrical enabling works, had been received, and Mr Burgess, the Director of Electrical Engineering was trying to get some idea of what the cost was going to be for the trench digging and electrical installation works, prior to a decision being made as to whether there was a need to go through the full Tender Process which applied to any Contracts over £30,000.00, or whether it would only be necessary to obtain three quotations for consideration, if the estimated cost was found to be below £30,000.00.

An email was received from Mr Burgess on 22 July 2024, advising that the estimated groundwork and builders' costs from the Contractor that he had initially approached were considerably higher than what had been anticipated. These were as follows:-

Builders Works and Ground Works	-	£95,000.00
M & E Works	-	£20,000.00
Provisional Sums	-	£15,000.00

A copy of the email is attached to this Report.

Before progressing any further, a Meeting of the Working Party was held on 5 August 2024 to consider the aforementioned costs. At that Meeting, a detailed discussion took place, during which the Clerk, Deputy Clerk and Finance Manager/RFO reported on a Meeting they had had with representatives from Barkers Electrical, the Council's Electrical Contractors, to clarify the need and justification for the proposed new single power supply for The Woodlands Centre. Prior to this Meeting, an approach had also been made by the Clerk to Scott Taylor, Architects, requesting confirmation that the proposed new supply was necessary in order to progress with Phase 1, should any alternative heating sources be considered. Copies of the Clerk's email, together with the response received by Scott Taylor from AMA Consult, is also attached.

Taking account of the above, it was agreed that before making any recommendations in respect of the way forward, Barkers Electrical should be approached to establish exactly what the Centre's electrical usage was drawing from the existing supply, and if, in their professional opinion, there was an alternative and more cost-effective option to the proposed new single supply that could be explored.

Following detailed investigations by Barkers Electrical, including discussions and liaison with Mr Burgess of AMA Consult, the Clerk, Deputy Clerk and Finance Manager/RFO, an Estimate in the sum of £14,800.83 excluding VAT, was received from Barkers Electrical, which would eliminate the need for the proposed new power supply, as the current second power would then be disconnected resulting in a single supply feeding the entire Centre. A copy of this Estimate is attached.



A further Meeting of the Working Party was held on 14 August 2024, to consider the Estimate received and to decide what the next step should be. A representative from Barkers Electrical was also in attendance to elaborate on works that would be involved and respond to any questions posed.

Following a detailed debate, during which a Scope of Works was requested, it was agreed, in view of the high risk of the two incoming supplies being cross contaminated, that the Estimate received from Barkers Electrical should be accepted, to enable these works to be undertaken on an urgent basis. The Scope of Works has now been received and is also attached.

The Working Party is, therefore, now RECOMMENDING that the Estimate received from Barkers Electrical in the sum of £14,800.83 excluding VAT should be accepted, with the works being undertaken as soon as practicably possible.

The Committee's views are requested.

**Councillor J Bennett**  
**Councillor J Ceiriog-Hughes**  
**Councillor Mrs A Cooper**  
**Councillor A Cooper**  
**Councillor R Grevett**  
**Councillor Mrs S Partridge**  
**Councillor Ms M Revell**  
**Councillor D Rogers**  
**Councillor P Warren**

16 August 2024

## Carole Ward

---

**From:** Adrian Burgess <Adrian@amaconsult.co.uk>  
**Sent:** 22 July 2024 14:03  
**To:** Carole Ward; Caroline Harris; Rosie Costan  
**Cc:** David J Marshall; emily@studioscotttaylor.com  
**Subject:** Woodlands Centre Rustington Electrical Enabling Works Pricing  
**Attachments:** 1611mepspec RBS.pdf; Qualifications.pdf

Afternoon Carole, Caroline and Rosie

We have had the costs back from the Contractor who we initially sent the package out to (as attached), but unfortunately, the groundworks and builders works costs are considerably higher than we initially expected.

If you review the back couple of pages of the attached 1611mepspec, you can see that the costs are approximately as follows:

Builders works and Ground works -	£95,000.00
M&E works -	£20,000.00
Provisional Sums	£15,000.00

We were expecting the M&E works to be around that kind of figure, but were not expecting the builders and ground works to be as high.

We have had a conversation with Emily (copied in) to see what Scott Taylor thought of the costs. They also feel that the costs are considerably higher than expected.

With that in mind, Emily kindly has suggested that Scott Taylor could issue the design to a contractor they are currently working with (Pillbeam), and ask if they would cost just the builders works and groundworks part of the package. We have also spoken to a local (Worthing based) contractor we have known for 20+ years to see if they would consider costing the works. They have said that they are interested.

Would you like us to proceed with getting more (comparative) costs in for this project, or, would you prefer at this point in time considering going out to Tender?

Please let us know your thoughts.

Kind Regards

**Adrian Burgess**

BSc MIET  
Director of Electrical Engineering

for Alonso Marshall Associates Ltd, No 5 Level 5 South, New England House, New England Street, Brighton BN1 4GH.

**E** [adrian@amaconsult.co.uk](mailto:adrian@amaconsult.co.uk) | **T** +44 (0)1273 601759 | **F** +44 (0)1273 604319 | [www.amaconsult.co.uk](http://www.amaconsult.co.uk)

**ama**

**CIBSE**  
**LOW** **CARBONCONSULTANTS**

**CIBSE** BUILDING  
PERFORMANCE  
AWARDS 2014  
**Shortlisted**

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## Carole Ward

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**From:** Carole Ward  
**Sent:** 05 August 2024 10:41  
**To:** emily@studioscotttaylor.com; james@studioscotttaylor.com  
**Cc:** Rosie Costan; Caroline Harris  
**Subject:** RE: Postal Addresses - 8500281268 - WOODLANDS CENTRE, 34 WOODLANDS AVENUE, RUSTINGTON LITTLEHAMPTON BN16 3HB

**Importance:** High

<b>Tracking:</b>	<b>Recipient</b>	<b>Delivery</b>
	emily@studioscotttaylor.com	
	james@studioscotttaylor.com	
	Rosie Costan	Delivered: 05/08/2024 10:41
	Caroline Harris	Delivered: 05/08/2024 10:41

Hello Emily

Thank you for all of the information you have supplied.

We have a meeting of the Working Party to consider the costs of the new Electrical Supply and the way forward today.

Can I just check one thing. If the Council decided that it did not want to progress with heat source pumps and instead, either to continue with the existing heating system, and/or going down the solar heating route, would the new electrical installation still be required to just progress with Phase 1.

The reality at the present time is that Phase 2 is a very distant ambition.

As Officers our thoughts are that an additional £125,000.00 financial commitment by the Council, to the Phase 1 Project cost, is a major shift in the anticipated expenditure to progress.

Many thanks.

BFN Carole

.....  
**Carole Ward (Mrs)**  
**Clerk of the Council**  
**Rustington Parish Council**  
**Council Offices, 34 Woodlands Avenue**  
**Rustington, West Sussex BN16 3HB**  
**Tel: 01903 786420**  
**Fax: 01903 788736**  
**Website: [www.rustingtonpc.org](http://www.rustingtonpc.org)**

**\*Please note, my normal working days are**  
**Monday, Tuesday, Wednesday and Thursday**

## Carole Ward

---

**From:** emily@studioscotttaylor.com  
**Sent:** 05 August 2024 12:18  
**To:** Carole Ward; Rosie Costan; Caroline Harris  
**Subject:** The Woodlands Centre - Power supply query

Hi Carole, Rosie and Caroline,

See response from Adrian below:

Hi Emily

I have forwarded the email to David Marshall, to review the potential mechanical implications and to provide his thoughts, but with reference to the actual existing LV arrangement, our biggest concern (which we raised with the Council and discussed in some detail), is the fact that there are currently 2 No. incoming power supplies (from UKPN), which will have differing earthing characteristics.

With this in mind and following confirmation from the Council that at some point in the past, the existing Hall and existing Council Offices were actually joined together to form a single demise, there is now a high risk that the 2 incoming LV supplies could be cross-contaminated. Should cross-contamination occur, then there could be a high risk of creating an earthing potential difference which could result in electrocution.

UKPN (& similar companies) will not provide single demise with 2 No. power supplies, for this exact reason.

So in summary, we are suggesting that the 2 no. existing supplies be removed (to prevent any life safety issues) and a new slightly larger supply be installed to replace the existing supplies and to provide some additional power for the future seeing that fossil fuels are on the way out and additional power will be needed.

Kind Regards

**Adrian Burgess**

BSc MIET  
Director of Electrical Engineering

for Alonso Marshall Associates Ltd, No 5 Level 5 South, New England House, New England Street, Brighton BN1 4GH.

E [adrian@amaconsult.co.uk](mailto:adrian@amaconsult.co.uk) | T +44 (0)1273 601759 | F +44 (0)1273 604319 | [www.amaconsult.co.uk](http://www.amaconsult.co.uk)

**ama**

CIBSE **LOW** CARBON CONSULTANTS

CIBSE BUILDING PERFORMANCE AWARDS 2014  
**Shortlisted**



# Quote No.8446

## Barkers Electrical

12 Churchill Parade  
Rustington, West Sussex  
BN16 3DJ

**VAT Registration No.** 332255919  
**Company Registration No.** 12187963

**To:**  
Carole Ward  
Rustington Parish Council  
34 Woodlands Avenue  
Rustington  
LITTLEHAMPTON, West Sussex BN16 3HB

**For Goods and Services Carried Out at:**  
34 Woodlands Avenue, Rustington, LITTLEHAMPTON, West  
Sussex BN16 3HB

**Date of Quote:**  
13/08/2024

**Quote Valid for:**  
30 Days

*Estimate to run new 3 phase radial to new panel board to store room from this point we will feed single phase supply to consumer unit at front entrance.  
This will eliminate cross circuits issue pointed out by your architects engineer, we also have fitted a larger board/incomer to accommodate any future main  
3 phase install s the cable could then re-feed board under the stairs*

Description	Quantity	Unit Price	Amount GBP
Labour and materials	1	£14,800.83	£14,800.83
		Subtotal	£14,800.83
		Total VAT	£2,960.17

**Quote Total**      **£17,761.00**

Quote Valid for: 30 Days

Please click here to approve and accept this quote

Accept Quote

**Contact Name:**  
Carole Ward

**Contact Number:**  
01903 786420