

## **RUSTINGTON PARISH COUNCIL**

### **FINANCE AND GENERAL PURPOSES COMMITTEE**

**MINUTES:** of the Meeting held on 24 February 2025

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

**In attendance:** Councillor 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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#### **12/25      CHAIRMAN OF THE MEETING**

In the absence of Councillor Cooper, Chairman of the Committee, Councillor Warren, Vice-Chairman, Chaired the Meeting.

#### **13/25      APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Cooper (Other Associated Business). This apology was accepted by the Committee.

#### **14/25      DECLARATIONS OF INTEREST**

Councillor Bennett declared a personal interest in Minute 20/25(a). He remained in the Meeting during consideration of this item.

#### **15/25      MINUTES**

The Minutes of the Meeting held on 27 January 2025 were signed by the Chairman as a correct record.

#### **16/25      MATTERS ARISING FROM THE MINUTES**

##### **(a)      SAGE Accounting System**

The Finance Manager referred to Minute 79/24 and advised the Committee that she had received information on accounting systems being used by neighbouring Parishes and had also spoken to the Council's Internal Auditor and IT Administrator. She said they had advised that, the service received from SAGE for the in-depth Accounting System required by the Council, together with its efficient technical support system, would be likely to be of a similar cost with another provider, and that a detailed Specification would need to be obtained from SAGE, which could be used to obtain like-for-like packages. She also advised that if the Council was to opt for a new system, SAGE would need to be run side-by-side for probably a year, in order to ensure that everything the Council required was in place, and a full training package would have to be sought for both the Finance/Administrative Officer and herself.

Following a detailed discussion, the Committee AGREED to take no further action in this regard at the present time.

#### **17/25      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.

**18/25**      **MONTHLY BUDGET REPORT TO 14 FEBRUARY 2025**

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

**19/25**      **INTERNAL AUDIT 2024/2025**

The Committee considered the Internal Audit Report 2024/2025 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)*

**20/25**      **APPLICATIONS FOR GRANT AID FROM LOCAL ORGANISATIONS**

The Chairman reminded Members of the Report from the Deputy Clerk advising that Round Two of Grant Aid 2024/2025 was issued in December 2024, with a closing date of 31 January 2025 and three Applications for Grant Aid had been received.

The Deputy Clerk said that a Report had been previously circulated, which included details of three applications as follows:-

**(a) St Peter and St Paul Pantry - Georgian Gardens School Outreach Provision**

A request for financial assistance towards the top up of the School Pantry for a period of three months.

**(b) Sage House - Dementia Support Rustington Outreach Programme**

A request for financial assistance towards the cost of refreshments for the group for a period of 12 months.

**(c) Littlehampton Child Contact Centre**

A request for financial assistance towards the provision of a professional external trainer to deliver face to face training for the Centre's volunteers.

Following detailed consideration of the Deputy Clerk's Report, the Committee RECOMMENDED the following:-

**(a) St Peter and St Paul Pantry - Georgian Gardens School Outreach Provision**

Grant Aid of £500.00 be awarded.

**(b) Sage House - Dementia Support Rustington Outreach Programme**

Grant Aid of £300.00 be awarded.

(c) **Littlehampton Child Contact Centre**

Grant Aid of £350.00 be awarded.

**There being no further business the Meeting concluded at 6.46 pm.**

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

# Rustington Parish Council

## **MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL**

24 February 2025

Date: 28/01/2025  
Time: 11:22:18

**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: 02/09/2024  
Date To: 31/01/2025

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
94797	PI	22/01/2025	18632	Premises Checks & Other Tasks - Jan-25	1,171.42	1,171.42
<b>Total:</b>						<u>1,171.42</u>

A/C: APRILSKI Name: April Skies Accounting

No	Type	Date	Ref	Details	Amount	Outstanding
94755	PI	20/01/2025	18609	Interim Internal Audit to 31-Mar-25 Inc. Travel	403.30	403.30
<b>Total:</b>						<u>403.30</u>

A/C: ARUNBUS Name: Arun Business Supplies

No	Type	Date	Ref	Details	Amount	Outstanding
94756	PI	15/01/2025	18610	Stationery	149.14	149.14
94817	PI	15/01/2025	18610	Ink Cartridges	215.40	215.40
<b>Total:</b>						<u>364.54</u>

A/C: ARUNSEC Name: Arun Security Centre

No	Type	Date	Ref	Details	Amount	Outstanding
94757	PI	17/01/2025	18611	Key Cutting - W.Centre	18.00	18.00
<b>Total:</b>						<u>18.00</u>

A/C: BARCOMB Name: Barcombe Landscapes Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
94758	PI	02/09/2024	18612	Various Grounds Maint. to incl. WPSF - Gang Mow Pitches	1,308.00	1,308.00
<b>Total:</b>						<u>1,308.00</u>

A/C: BIFFA Name: Biffa Waste Services Limited

No	Type	Date	Ref	Details	Amount	Outstanding
94763	PI	20/01/2025	18613	Public Toilet Cleansing Contract - Dec - inc T.Rolls	4,185.14	4,185.14
<b>Total:</b>						<u>4,185.14</u>

A/C: CANON Name: Canon UK Limited

No	Type	Date	Ref	Details	Amount	Outstanding
94765	PI	14/01/2025	18614	Photocopy/Printing to 13-Jan - SWC	7.02	7.02
<b>Total:</b>						<u>7.02</u>

A/C: CKMOBME Name: CK Mobile Mechanics

No	Type	Date	Ref	Details	Amount	Outstanding
94766	PI	21/01/2025	18615	Service Inc. All Parts, Oil & Filters - Council Vehicle	250.61	250.61
<b>Total:</b>						<u>250.61</u>

A/C: COLLINSP Name: Mr P Collins

No	Type	Date	Ref	Details	Amount	Outstanding
94767	PI	13/01/2025	18616	Website Updates Contract - Museum	567.82	567.82
<b>Total:</b>						<u>567.82</u>

Date: 28/01/2025  
Time: 11:22:18

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

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A/C: FERRING Name: Ferring Nurseries

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
94769	PI	21/01/2025	18617	Maintenance & Floral Contract - Jan	4,631.23	4,631.23
<b>Total:</b>						<u>4,631.23</u>

A/C: PAINEM Name: Paine Manwaring Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
94770	PI	27/01/2025	18618	Call Out - Boiler (Leaking & No Hot Water) - Office	195.60	195.60
<b>Total:</b>						<u>195.60</u>

A/C: SIGMA Name: Sigma Plumbing Services

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
94771	PI	20/01/2025	18619	Maint/Tasks (Jan) inc. Clean Shelters (Beach & Bus) &	723.00	723.00
<b>Total:</b>						<u>723.00</u>

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

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
94780	PI	14/01/2025	18620	Cleansing Materials - Various Sites	483.55	483.55
<b>Total:</b>						<u>483.55</u>

A/C: SOUTHCO Name: South Coast Coffee Co

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
94784	PI	15/01/2025	18621	Office Supplies	136.00	136.00
<b>Total:</b>						<u>136.00</u>

**Grand Total** 14,445.23

Date: 14/02/2025

Time: 11:13:42

**Rustington Parish Council**

**Supplier Invoices Recommended Payments/Payments Made**

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

Date From: 01/08/2024  
Date To: 28/02/2025

A/C: ARUNSEC Name: Arun Security Centre

No	Type	Date	Ref	Details	Amount	Outstanding
95048	PI	14/02/2025	18634	Key Cutting - W.Centre	21.60	21.60
<b>Total:</b>						<u>21.60</u>

A/C: BARCOMB Name: Barcombe Landscapes Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
95049	PI	31/01/2025	18635	Various Grounds Maint. to incl. Mowing Rec.Ground - 26 of	6,776.40	6,776.40
<b>Total:</b>						<u>6,776.40</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
95066	PI	29/01/2025	18636	Monthly Electrical Maintenance, ELT & Works - All Centres	139.98	139.98
<b>Total:</b>						<u>139.98</u>

A/C: BAYSTUDI Name: Bay Studio Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
95072	PI	30/01/2025	18637	Supply/Fit Sponsorship Signs - Store Property Invest	192.00	192.00
<b>Total:</b>						<u>192.00</u>

A/C: BERNHAR Name: Bernhard's Sports Surfaces Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
95073	PI	11/02/2025	18638	MUGA Refurbishment - Rec Ground - Part Payment	17,194.76	17,194.76
<b>Total:</b>						<u>17,194.76</u>

A/C: BIFFA Name: Biffa Waste Services Limited

No	Type	Date	Ref	Details	Amount	Outstanding
95074	PI	04/02/2025	18639	Public Toilet Cleansing Contract - Jan - inc T.Rolls	4,147.37	4,147.37
<b>Total:</b>						<u>4,147.37</u>

A/C: BJPCARPE Name: BJP Carpentry

No	Type	Date	Ref	Details	Amount	Outstanding
95076	PI	02/02/2025	18640	Supply/Install/Remove Fire Door -Electric Cupboard - W.C	608.79	608.79
<b>Total:</b>						<u>608.79</u>

A/C: CANON Name: Canon UK Limited

No	Type	Date	Ref	Details	Amount	Outstanding
95077	PI	05/02/2025	18641	Copier/Printer Rental to 30-Apr - Office	273.55	273.55
95078	PI	05/02/2025	18642	Photocopy/Printing to 31-Jan - Office	330.32	330.32
95079	PI	05/02/2025	18643	Copier/Printer Rental to 30-Apr - Museum	65.58	65.58
95080	PI	05/02/2025	18644	Photocopy/Printing to 31-Jan -Museum	8.96	8.96
<b>Total:</b>						<u>678.41</u>

Date: 14/02/2025

## Rustington Parish Council

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Supplier Invoices Recommended Payments/Payments Made

A/C: FLOWERS Name: Flowers of Rustington

No	Type	Date	Ref	Details	Amount	Outstanding
95081	PI	04/12/2024	18645	Floral Arrangement - HK	44.50	44.50
<b>Total:</b>						<u>44.50</u>

A/C: GRUNDON Name: Grundon Waste Management Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
95082	PI	31/01/2025	18646	Wheelie Bins - SWC/Museum	125.63	125.63
95084	PI	31/01/2025	18647	Wheelie Bins - Rec.Ground/Y.Centre	164.46	164.46
95086	PI	31/01/2025	18648	Wheelie Bins - W.Centre/Offices	346.32	346.32
<b>Total:</b>						<u>636.41</u>

A/C: MICROSOFT Name: Microsoft Ireland Operations Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
95088	PI	03/02/2025	18649	Online Services - Office 365 - 03-Jan to 02-Feb	579.20	579.20
<b>Total:</b>						<u>579.20</u>

A/C: MODESUS Name: Modes Users Association

No	Type	Date	Ref	Details	Amount	Outstanding
95095	PI	05/08/2024	18650	Modes Complete Support & M'ship Fee - 01-Aug-24 to 31	216.00	216.00
<b>Total:</b>						<u>216.00</u>

A/C: ONESTOP Name: One Stop Promotions Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
95096	PI	04/02/2025	18651	x3 Custom Printed Flags	119.70	119.70
<b>Total:</b>						<u>119.70</u>

A/C: PAINEM Name: Paine Manwaring Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
95097	PI	28/01/2025	18652	Supply/Install Worcester Combi Boiler - Office Kitchen	4,093.17	4,093.17
<b>Total:</b>						<u>4,093.17</u>

A/C: PARISHON Name: Parish Online

No	Type	Date	Ref	Details	Amount	Outstanding
95098	PI	01/02/2025	18653	Parish Online - Subscription to 01-Feb-26	324.00	324.00
<b>Total:</b>						<u>324.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
95099	PI	31/01/2025	18654	Operations Inspection - Rec.Ground Equipment	93.90	93.90
<b>Total:</b>						<u>93.90</u>

A/C: PPLPRS LT Name: PPL PRS Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
95100	PI	10/02/2025	18655	PPL/PRS Licence to 21-Feb-26 - W.Centre	1,259.26	1,259.26
<b>Total:</b>						<u>1,259.26</u>



Date: 14/02/2025  
Time: 11:13:42

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

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A/C: SOUTHCLE Name: Southern Cleaning Services

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
95101	PI	03/02/2025	18657	Contract Cleaning - 02-Jan to 30-Jan - W.Centre & Offices	1,800.00	1,800.00
95102	PI	03/02/2025	18656	Machine Scrub & Clean VMH Floor x2 - Jan	140.40	140.40
<b>Total:</b>						<u>1,940.40</u>

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

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
95108	PI	05/02/2025	18660	Floor Mop Heads - Y.Centre & SWC	75.70	75.70
<b>Total:</b>						<u>75.70</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>
95103	PI	29/01/2025	18658	Line Marking Spray & Other Items	76.95	76.95
95106	PI	10/02/2025	18659	Masonry Drill Bits - DorGuard Floor Plates & Other Items	30.46	30.46
<b>Total:</b>						<u>107.41</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>
95112	PI	01/02/2025	18662	Subscription Fee - Feb-25	11.94	11.94
<b>Total:</b>						<u>11.94</u>

A/C: WSALC Name: West Sussex ALC Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
95111	PI	20/02/2025	18661	Intro to Planning Training - Claire Stevens	48.00	48.00
<b>Total:</b>						<u>48.00</u>
<b>Grand Total</b>						<u>39,308.90</u>

Date: 28/01/2025

**Rustington Parish Council**

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Time: 10:34:49

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

Date From: 01/01/2025  
Date To: 31/01/2025

Bank From: 1200  
Bank To: 1200

Transaction From: 94,785  
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	
94785	BP	2103	27/01/2025	18622 - BankPay	New Creation Life Ministries - Deposit Refund - W.Centre	50.00	0.00	50.00	
94786	BP	2103	27/01/2025	18623 - WorldPay	J.Milosavljevic - Deposit Refund - W.Centre	200.00	0.00	200.00	
94787	BP	2103	27/01/2025	18624 - BankPay	KTS Estate Management - Deposit Refund - W.Centre	38.00	0.00	38.00	
94788	BP	6105	27/01/2025	18625 - BankPay	L'ton Concert Band - Grant Aid - D-Day Concert	300.00	0.00	300.00	
94789	BP	6101	27/01/2025	18626 - BankPay	Blind Veterans - Community Carol Concert - Retiring	974.66	0.00	974.66	
94790	BP	2103	27/01/2025	18627 - BankPay	N.Cross - Deposit Refund - Allots - 8 WR	25.00	0.00	25.00	
94791	BP	2103	27/01/2025	18628 - BankPay	W.Donaldson - Deposit Refund - Allots - 32A PL	50.00	0.00	50.00	
94792	BP	7203	21/01/2025	DD - 18629	SSE - Electric - Churchill Toilets - to 30-Dec - SM	244.46	12.22	256.68	
94793	BP	7203	27/01/2025	DD - 18630	SSE - Electric - SWC - to 31-Dec - SM	263.22	52.64	315.86	
94794	BP	7203	27/01/2025	DD - 18630	SSE - Electric - Museum - to 31-Dec - SM	263.23	52.65	315.88	
94795	BP	6004	27/01/2025	18631 - BankPay	SSE - Christmas Lighting Supply 2023-2024	678.02	135.60	813.62	
<b>Totals</b>						<b>£</b>	<b>3,086.59</b>	<b>253.11</b>	<b>3,339.70</b>

Date: 14/02/2025

## Rustington Parish Council

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Time: 12:46:12

Current Account - Recommended Payments/Payments MadeDate From: 13/01/2025  
Date To: 28/02/2025Bank From: 1200  
Bank To: 1200Transaction From: 94,908  
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
94908	BP	7202	13/01/2025	DD - 18633 (3125)	Business Stream - Water - Gdn Hydrant - To be repaid	661.26	132.25	793.51
95119	BP	2103	14/02/2025	18663 - WorldPay	D.Spasenoska - Deposit Refund - W.Centre	200.00	0.00	200.00
95120	BP	2103	14/02/2025	18664 - BankPay	N.Webb - Deposit Refund - W.Centre	200.00	0.00	200.00
95121	BP	2103	14/02/2025	18665 - BankPay	P.Bower - (WWCA) - Deposit Refund - SWC	50.00	0.00	50.00
95122	BP	2103	14/02/2025	18666 - BankPay	The Wellness Panel (Temple Spa) - Deposit Refund -	50.00	0.00	50.00
95123	BP	2103	14/02/2025	18667 - BankPay	K.Stevens - Deposit Refund - Allots - 33 CA	50.00	0.00	50.00
95124	BP	6101	14/02/2025	18668 - BankPay	L'ton Concert Band - Donation - Carol Concert	200.00	0.00	200.00
95125	BP	6101	14/02/2025	18669 - BankPay	The Friendship Singers (Hett) - Donation - Carol Concert	150.00	0.00	150.00
95126	BP	4048	14/02/2025	18670 - BankPay	New Creation Life Ministries - Refund - Stage Lighting	16.67	3.33	20.00
95127	BP	2230	14/02/2025	18671 - BankPay	Legal & General - Ill Health Ins - LGPS - Sweep Up	203.65	0.00	203.65
95128	BP	7206	14/02/2025	18672 - BankPay	C.Harris (Tesco) - Cleansing Materials	12.25	2.45	14.70
95129	BP	7206	14/02/2025	18672 - BankPay	C.Harris (Poundland) - Rubber Mat - W.Centre	2.08	0.42	2.50
95130	BP	7303	14/02/2025	18672 - BankPay	C.Harris (Tesco) - Office Supplies	4.00	0.00	4.00
95131	BP	7300	15/02/2025	DD - 18672 (...)	BT - Office Mobile (Emergency Phone)	12.34	2.47	14.81
95132	BP	7300	15/02/2025	DD - 18672 (...)	BT - LAA Officer Mobile	12.34	2.47	14.81
95133	BP	7204	15/02/2025	DD - 18673 (...)	Crown Gas & Power - Gas - W.Centre - R1 to 31-Jan	1,320.25	66.01	1,386.26
95134	BP	7204	15/02/2025	DD - 18674 (...)	Crown Gas & Power - Gas - W.Centre - R2 to 31-Jan	101.70	5.09	106.79
95135	BP	7204	15/02/2025	DD - 18675 (...)	Crown Gas & Power - Gas - Y.Centre to 31-Jan	322.41	16.12	338.53
95136	BP	7321	01/02/2025	DD - 18676	Sage - Finance Support Package - Feb	451.50	90.30	541.80
95137	BP	7130	19/02/2025	DD - 18677	WorldPay - Monthly Transactions Fee for Jan (65%)	23.92	0.00	23.92
95138	BP	7130	19/02/2025	DD - 18677	WorldPay - Monthly Transactions Fee for Jan (25%)	9.20	0.00	9.20
95139	BP	7130	19/02/2025	DD - 18677	WorldPay - Monthly Transactions Fee for Jan (10%)	3.68	0.00	3.68
95140	BP	7130	19/02/2025	DD - 18677	WorldPay - Monthly Payment Approvals	0.63	0.13	0.76
95141	BP	7130	19/02/2025	DD - 18677	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80
95142	BP	7203	01/02/2025	DD - 18678	SSE - Electric - W.Centre - to 31-Dec - SM	784.87	156.97	941.84
95143	BP	7203	01/02/2025	DD - 18679	SSE - Electric - Broadmark Toilets - to 31-Dec - SM	89.75	4.49	94.24
95144	BP	7203	01/02/2025	DD - 18680	SSE - Electric - The Street Toilets - to 31-Dec - SM	86.95	4.35	91.30
95145	BP	7203	11/02/2025	DD - 18681	SSE - Electric - Offices - In Dispute	135.00	6.75	141.75
95146	BP	7203	01/02/2025	DD - 18682	SSE - Electric - Y.Centre - to 31-Dec - SM	226.73	11.34	238.07
95147	BP	5007	14/02/2025	DD - 18683 - NW1	BP R'ton - Diesel - Council Vehicle	55.72	11.14	66.86
95148	BP	5007	14/02/2025	DD - 18683 - NW1	Shell Rton - Car Wash - Council Vehicle	7.46	1.49	8.95
95149	BP	6210	14/02/2025	DD - 18684 - NW1	Amazon (Storage Boutique) - Protection Sleeves -	20.34	4.08	24.42
95150	BP	6234	14/02/2025	DD - 18684 - NW1	Amazon (Trimbio) - Defibrillator Pads x3 - Various	221.01	44.19	265.20
95151	BP	7310	14/02/2025	DD - 18684 - NW1	ALCC - Membership Subscription (CH)	50.00	0.00	50.00
95152	BP	7310	14/02/2025	DD - 18684 - NW1	ALCC - Membership Subscription (CW)	50.00	0.00	50.00
95153	BP	7310	14/02/2025	DD - 18684 - NW1	ALCC - Membership Subscription (RC)	50.00	0.00	50.00
95154	BP	5007	14/02/2025	DD - 18684 - NW1	L'ton Tyre & Exhaust Centre - x2 Tyres - Council Vehicle	128.70	25.74	154.44
95155	BP	7303	14/02/2025	DD - 18684 - NW1	J.W.Plant & Co - VE Day Flag x2	74.66	14.93	89.59
95156	BP	6210	14/02/2025	DD - 18684 - NW1	Preservation Equipment - Thermohyrometer - Museum	48.45	9.69	58.14
95157	BP	7310	01/02/2025	DD - TV L	TV Licence - Youth Centre	15.00	0.00	15.00
95158	BP	7321	18/02/2025	DD - Sage	Sage - People Manager	68.60	13.72	82.32

Totals £

6,175.12630.726,805.84

**Rustington Parish Council**  
**Bank Payment Summary - 25 January 2025**

Salaries (Gross) - Employees	£ 27,121.94
<i>Includes Mileage Claim (N/Code: 7101)</i>	£ -
Employers - N.I.	£ 2,488.10
Employers - Superann.	£ 2,541.22
Legal & General - Ill Health Liability Insurance	£ -
<b>Total Employers Liabilities</b>	<b>£ 32,151.26</b>

**Rustington Parish Council**  
**Reconciled Balances as at 31 January 2025**

<b>NatWest Bank:-</b>	
Current Account	£ 38,404.10
Imprest Account	£ 310.39
<b>Reserve Accounts:</b>	
General Fund	£ 237,736.14
35-Day Notice (276) - Earmarked Reserves	£ 10,890.15
35-Day Notice (284)	£ 235,726.42
35-Day Notice (670) - Section 106 Funds	£ 21,488.75
Museum Reserve	£ 2,821.06
Plant Equipment Renewal	£ 4,145.22
<b>Capital Accounts:</b>	
Opportunity and Special Purchases	£ 1,512.44
<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	£ 122,150.05
<b>Petty Cash</b>	<b>£ 164.12</b>
<b>Total in Accounts</b>	<b>£ 775,348.84</b>
<b>Un-Reconciled Payments</b>	<b>£ 1,858.77</b>
<b>Grand Total</b>	<b>£ 773,490.07</b>

Date: 17/02/2025

Time: 09:30:27

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

Page: 9

Date From: 15/01/2025  
Date To: 17/02/2025

Transaction From: 94,640  
Transaction To: 99,999,999

Bank From: 1200  
Bank To: 1200

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
94651	BR	4043	20/01/2025	Bank Receipt	Allotment Rent 2025 - Yellop (Howard) - 30 PL	48.00	0.00	48.00
94698	BR	2102	21/01/2025	Card Receipt	RNID (Ballantyne) - Deposit - W.Centre -	200.00	0.00	200.00
94699	BR	2102	21/01/2025	Bank Receipt	S.Price - Deposit - W.Centre - 19-Apr	50.00	0.00	50.00
94700	BR	4043	22/01/2025	Bank Receipt	Allotment Rent 2025 - Mackelworth - 6 PL	80.00	0.00	80.00
94701	BR	4043	22/01/2025	Bank Receipt	Allotment Rent 2025 - Milne - 29A PL	46.00	0.00	46.00
94702	BR	4043	15/01/2025	Card Receipt	Allotment Rent 2025 - Knight - 39 PL	44.00	0.00	44.00
94703	BR	6101	15/01/2025	Card Receipt	Staff Reimbursement (CW)	28.10	5.62	33.72
94704	BR	4043	16/01/2025	Card Receipt	Allotment Rent 2025 - Pelling - 26 CA	48.00	0.00	48.00
94705	BR	2102	22/01/2025	Card Receipt	R.Forgham - Deposit - Y.Centre - 03-Mar	50.00	0.00	50.00
94706	BR	2102	23/01/2025	Card Receipt	W.Phillips - Deposit - Allots - 33A PL	50.00	0.00	50.00
94707	BR	4043	23/01/2025	Card Receipt	W.Phillips - Rent - Allots - 33A PL	44.00	0.00	44.00
94711	BR	4043	24/01/2025	Card Receipt	Allotment Rent 2025 - Haliti - 17 CA	52.00	0.00	52.00
94823	BR	7130	24/01/2025	Bank Receipt	NatWest Bank - Gov. Card Rebate	10.49	0.00	10.49
94865	BR	2102	29/01/2025	Card Receipt	H.Nash - Deposit - SWC - 21-Dec	50.00	0.00	50.00
94871	BR	2102	31/01/2025	Bank Receipt	C.Dennis - Deposit - Allots - 33 CA	50.00	0.00	50.00
94872	BR	4043	31/01/2025	Bank Receipt	C.Dennis - Rent - Allots - 33 CA	44.00	0.00	44.00
94873	BR	4043	31/01/2025	Bank Receipt	Allotment Rent 2025 - Shuaibu (Offiong) - 10	40.00	0.00	40.00
94874	BR	2102	31/01/2025	Bank Receipt	Cancer United - Deposit - W.Centre - 09-Apr &	50.00	0.00	50.00
95180	BR	2202	04/02/2025	Bank Receipt	HMRc - Vat Refund - 01-Oct-24 to 31-Dec-24	14,886.13	0.00	14,886.13
95181	BR	2102	10/02/2025	Bank Receipt	M.Taziva - Deposit - Allots - 8 WR	50.00	0.00	50.00
95182	BR	4043	10/02/2025	Bank Receipt	M.Taziva - Rent - Allots - 8 WR	32.00	0.00	32.00
<b>Totals</b>						<b>£</b>		
						<u>15,952.72</u>	<u>5.62</u>	<u>15,958.34</u>

Date: 17/02/2025

Time: 09:38:58

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

Page: 10

Date From: 15/01/2025  
Date To: 17/02/2025

Bank From: 1200  
Bank To: 1200

Transaction From: 94,650  
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		
94650	SR	DRISCOLL	20/01/2025	Bank Receipt	Sales Receipt	358.00	0.00	358.00		
94694	SR	RUSTPLSC	21/01/2025	Bank Receipt	Sales Receipt	84.00	0.00	84.00		
94695	SR	RUSTPLSC	21/01/2025	Bank Receipt	Sales Receipt	258.00	0.00	258.00		
94696	SR	STOREP	22/01/2025	Bank Receipt	Sales Receipt	26,400.00	0.00	26,400.00		
94697	SR	STOREP	22/01/2025	Bank Receipt	Sales Receipt	10,867.22	0.00	10,867.22		
94708	SR	HARGREAV	24/01/2025	Bank Receipt	Sales Receipt	2,160.00	0.00	2,160.00		
94709	SA	BARCLAYS	24/01/2025	Bank Receipt	Payment on Account	2,559.44	0.00	2,559.44		
94710	SR	ARUNDC	24/01/2025	Bank Receipt	Sales Receipt	33,671.03	0.00	33,671.03		
94824	SR	SEASONAR	24/01/2025	Bank Receipt	Sales Receipt	308.00	0.00	308.00		
94870	SA	BABYSUPE	29/01/2025	Bank Receipt	Payment on Account	132.00	0.00	132.00		
94875	SA	ARUNFAIR	31/01/2025	Bank Receipt	Payment on Account	255.00	0.00	255.00		
94899	SA	BABYSUPE	17/01/2025	Bank Receipt	Payment on Account	65.60	0.00	65.60		
95160	SR	YASYOGA	03/02/2025	Bank Receipt	Sales Receipt	308.00	0.00	308.00		
95161	SR	SHORTMAT	03/02/2025	Bank Receipt	Sales Receipt	762.00	0.00	762.00		
95162	SR	ADFAS	03/02/2025	Bank Receipt	Sales Receipt	88.00	0.00	88.00		
95163	SR	THEATREA	03/02/2025	Bank Receipt	Sales Receipt	560.00	0.00	560.00		
95164	SR	ARUNHER	03/02/2025	Bank Receipt	Sales Receipt	59.50	0.00	59.50		
95165	SR	ARUNHER	03/02/2025	Bank Receipt	Sales Receipt	83.00	0.00	83.00		
95166	SR	VIRTUOSO	03/02/2025	Bank Receipt	Sales Receipt	310.00	0.00	310.00		
95167	SR	SLIMWORL	03/02/2025	Bank Receipt	Sales Receipt	261.36	0.00	261.36		
95168	SR	PLAYERS	04/02/2025	Bank Receipt	Sales Receipt	176.00	0.00	176.00		
95169	SR	HERITAGE	04/02/2025	Bank Receipt	Sales Receipt	39.00	0.00	39.00		
95170	SR	PLAYERS	04/02/2025	Bank Receipt	Sales Receipt	85.00	0.00	85.00		
95171	SR	ARUNU3A	04/02/2025	Bank Receipt	Sales Receipt	90.00	0.00	90.00		
95172	SR	ARUNU3A	04/02/2025	Bank Receipt	Sales Receipt	725.00	0.00	725.00		
95173	SA	DRISCOLL	04/02/2025	Bank Receipt	Payment on Account	170.00	0.00	170.00		
95174	SR	TATERON	03/02/2025	Card Receipt	Sales Receipt	540.00	0.00	540.00		
95175	SR	RCCGOASI	05/02/2025	Bank Receipt	Sales Receipt	72.00	0.00	72.00		
95176	SR	RCCGOASI	05/02/2025	Bank Receipt	Sales Receipt	234.00	0.00	234.00		
95177	SR	CONSERVA	05/02/2025	Bank Receipt	Sales Receipt	42.00	0.00	42.00		
95178	SR	RCCGOASI	06/02/2025	Bank Receipt	Sales Receipt	99.00	0.00	99.00		
95179	SR	RCCGOASI	06/02/2025	Bank Receipt	Sales Receipt	270.00	0.00	270.00		
95183	SR	ZACHMERT	06/02/2025	Card Receipt	Sales Receipt	29.00	0.00	29.00		
<b>Totals</b>						<b>£</b>		<b>82,121.15</b>	<b>0.00</b>	<b>82,121.15</b>

Caroline Harris

Rustington Parish Council

20 January 2025

Dear Caroline

**Rustington Parish Council**  
**Interim Internal Audit 24-25**

Following the interim audit completed on 20 January, I attach my report for consideration by the Council. This was the first of two audits I intend to carry out to support my opinion on the 24-25 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 23-24 audit opinion
- Follow up previous recommendations
- Testing of expenditure first 9 months of financial year
- Testing of income – first 9 months of financial year
- Risk management and insurance
- Budget monitoring
- Arrangements for inspection of accounts
- Bank reconciliations.

I am pleased to report that overall Council has successfully maintained a satisfactory system of financial control. Recommendations for improvement are set out at Appendix A.

The Council will need to mark box 7 on the Annual Governance Statement for 24-25 as “No”, because of recommendations raised by external audit. Whilst I believe the external audit reporting to be excessive, this must be done to avoid further comment. Details are set out in section N of this report.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority’s approval of the annual governance statement. I am required by Section 4 of 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 testing carried out at the interim audit.

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### **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 1.4.24 against the audited prior year annual return and can confirm these have been brought forward correctly. Box 7 on the audited accounts for 23-24 was £523,846. This agrees to the period 0 balance sheet on Sage at 1.4.24.

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 September 2024. VAT of £8,603 was reclaimed, this was paid in to the Council's bank account on 12 November 2024. I checked that balances in the return could be agreed to schedules produced from the accounting system. VAT outstanding was agreed to the balance sheet at 30.9.24, so I am satisfied that the VAT control account is fairly stated. The next VAT claim, for the period of October to December 2024 is being worked on at present and is due to be submitted by mid-February.

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

#### **Interim Audit**

Financial Regulations and Standing Orders were last 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.). Financial Regulations are now out of date, and do not incorporate changes made to the NALC template in April 2024. The Council has identified inconsistencies between NALC template standing orders and financial regulations, and has contacted the County Association. This should be followed up, and the financial regulations review completed before the end of the financial year.

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 December 2024. I was able to confirm for all transactions that:

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- 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

I note that additional councillor signatories are have now been set up, four councillors plus Clerk have been set up to ensure adequate contingency arrangements are in place in case of absence. 2 signatories are required to authorise all payments.

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

### **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 1.10.24 until the policy is cancelled”.

Asset cover appeared consistent with the asset register. 6 buildings are insured, at an insurance value of £5.9 million . Asset coverage is set out below.

Item description	Excess	Amount Insured
Total Buildings	£250	£5,883,846
Gates and fences	£250	£35,108
Fixed outside equipment	£250	£56,562
Street furniture	£250	£366,998
War memorials	£250	£55,620
Playground equipment	£250	£190,083
Sports surfaces	£250	£27,944
Other surfaces	£250	£0
Rent receivable	£250	£0

Buildings were last revalued for insurance purposes in 2023. This is in date per the terms of the insurance policy.

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The Council has separate cyber insurance with Coalition. This was in place at the time of my audit, with renewal due in November 2025.

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 a recent email that this drive is included in the Council's data back-up routines, and that the back up is tested every three months.

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 160/24).

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

#### **Interim Audit**

The Council is the process of finalising the budget and precept for 25-26. Finance Committee approved the budget in December, with Full Council approval due at meeting on 27 January. I will review the formal approval at my year end audit.

I have confirmed that regular budget monitoring reports are issued to all councillors and to Finance Committee. I have reviewed minutes and a monthly report was delivered to the November 24 meeting of the committee. A detailed report is produced from the accounting system, together with a short explanation of any variances within the budget report. I am satisfied budget monitoring is occurring regularly as required by Financial Regulations.

### **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 24-25 had been properly approved at meetings of the Council. Invoices for hall bookings are generated from the Hallmaster system. This is a diary based 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 9 months of the financial year. I tested

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- 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 bank interest payment from CCLA. There was a small difference between the amount credited from CCLA and the value of the credit recorded on the monthly statement – the RFO has contacted CCLA about this.

I reviewed the Council's debtors ledger. At the time of my audit debts outstanding were £77K. The balance was high due to recent invoices raised to Store Property and Arun DC. Debts over 60 days were £2,099, one debt with Rustington Sports and Social is 99% of this balance. This is being followed up by the RFO. The sundry debtors ledger is well managed.

### **F. Petty Cash**

Year end test

### **G. Payroll**

Year end test

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

Year end test

### **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 and within minutes of the Finance Committee. The December 2024 bank reconciliation was tested in detail. I confirmed the following.

- The bank statements and the bank reconciliation had been signed off as checked 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 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. This should be actioned before the end of the financial year, and the Council should look to improve returns on cash holdings where possible.

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## J. Year-end accounts

Year end test

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

Inspection periods for 23-24 AGAR were set as follows

Inspection - Key date	23-24 Actual
Accounts approved at Full Council	20 June
Date Inspection Notice Issued and how published	25 June – website
Inspection period begins	26 June
Inspection period ends	6 August
Correct length	Yes 30 working days

All regulatory requirements were met.

**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**

#### Interim 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 December 2024
- CIL Report for 23/24 – published on the website

#### **N: Publication requirements 23-4 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 24 September 2024 before the statutory deadline of 30 September. The external auditors issued their audit certificate on 29 August. The Council has met its obligations in this area. The Council was informed of the outcome of the audit at the meeting on 23 September 2024( minute 226/24).

The external auditors qualified the audit certificate – see below

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# April Skies

## Accounting

Box 11a was not initially completed on Section 2 Accounting Statements when the form was submitted. The form was resubmitted with a 'No' answer to Box 11a which was in line with our expectation. Whilst this was amended with no further concerns, this issue was also raised on the prior year's External Audit Report and hence this issue was not appropriately actioned. The Council therefore should have answered 'No' to Assertion 7 of Section 1 of the Annual Governance and Accountability Return which relates to taking appropriate action on matters reported from internal and external audit.

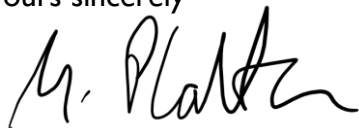
I consider this to be an excessive response from the external auditor, for a minor omission by the Council. However, given that the omission occurred in 24-25, for completeness the Council should mark assertion 7 as "NO" in 24-25

### 0. Trusteeship

The Council disclosed that it was not a sole trustee for a trust fund in the 23-24 AGAR. The RFO confirms this is still the case.

I attach my invoice for your consideration. I would like to take this opportunity to thank you for your help with the audit, and I will be in touch in February to make plans for year end

Yours sincerely



Mike Platten CPFA

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### Appendix A

#### Matters Arising Interim Audit

Matter Arising	Recommendation	Council Response
<p>Financial Regulations are now out of date, and do not incorporate changes made to the NALC template in April 2024. The Council has identified inconsistencies between NALC template standing orders and financial regulations, and has contacted the County Association.</p>	<p>This should be followed up, and the Financial Regulations review completed before the end of the financial year.</p>	<p>NALC have completely rewritten this and it cannot be easily compared to the previously adopted Financial Regulations. It is being reviewed and will be on the Council's March Agenda for consideration.</p>
<p>I also tested a bank interest payment from CCLA. There was a small difference between the amount credited from CCLA and the value of the credit recorded on the monthly statement</p>	<p>The RFO has contacted CCLA about this.</p>	<p>CCLA were contacted on the day of the Internal Audit and a revised Statement has been received.</p>
<p>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.</p>	<p>The policy should be reviewed annually, as set out in section 4 of the Investment Policy. This should be actioned before the end of the financial year, and the Council should look to improve returns on cash holdings where possible.</p>	<p>This Policy will be on the Council's March Agenda for consideration.</p>

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