

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 28 April 2025

PRESENT: Councillors J Bennett (Chairman), Mrs V Allen, Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, Mrs A Cooper, A Cooper, R Grevett, G Lee, Ms L Lloyd, Mrs S Partridge, Ms M Revell, D Rogers, Mrs C Stevens and P Warren

In attendance: Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk of the Council)

100/25 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs Gregory (previously approved Leave of Absence). This apology was accepted by the Council.

101/25 DECLARATIONS OF INTEREST

Councillor Bennett declared a personal interest in Minute 122/125. He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

102/25 MINUTES

The Minutes of the Monthly Meeting held on 24 March 2025 were signed by the Chairman as a correct record.

103/25 ANNUAL ASSEMBLY OF THE PARISH MEETING

The Council NOTED the Minutes of the Annual Assembly of the Parish Meeting held on 10 April 2025.

104/25 SUSSEX POLICE - MATTERS ARISING

Apologies for absence had been received from Sergeant West and PCSO Raju.

The Clerk referred to Minute 66/25(a) and said that she had nothing of any significance to report, other than to say that she spoke to PCSO Raju in the Village on Saturday 19 April 2025, and he had advised her that a shoplifter in the Village had been apprehended on that day.

Councillor Lee said that PCSO Raju had told him that the shoplifter who had been arrested in Rustington was a prolific offender locally.

Councillor Lee then reported that the February crime figures were now available on the Sussex Police Website and numbered 69, including two burglaries. He said that PCSO Raju had advised him that, so far for the period from 4-23 April 2025, there had been 89 reported crimes, although none of these were of any serious note.

The Council NOTED this information.

105/25 DISTRICT COUNCILLORS

Apologies for absence had been received from Councillors Ms Edwards and Gunner.

Councillor Mrs Cooper, in her capacity as a District Councillor, said that there was nothing of any significance to report at the present time, that she had not reported at the Annual Assembly of the Parish Meeting, but said that the Official Opening of the A284 Lyminster Bypass was scheduled to take place on 9 May 2025 at 2.00 pm.

The Council was pleased to NOTE the above information.

106/25 COUNTY COUNCILLORS

Councillor Mrs Cooper, in her capacity as a County Councillor, said that as she had stated in the previous Minute, there was nothing of any significance to report at the present time, that she had not reported at the Annual Assembly of the Parish Meeting. She did, however, advise that Sabrina Cohen-Hatton, the Chief Fire Officer of the West Sussex Fire and Rescue Service had resigned from her position.

The Council NOTED the above information.

107/25 CLERK'S REPORT

(a) Rustington Short Mat Bowls Club

The Clerk reported the receipt of a letter of thanks and appreciation from Rustington Short Mat Bowls Club in respect of the reduction in Hall Hire costs for a further 12 months, effective from 1 April 2025.

The Council was pleased to NOTE this information.

(b) Beach Shelter - Sea Road

The Clerk reported the receipt of a letter of thanks and appreciation from a resident regarding the 'brilliant job' done on the refurbishment of the Beach Shelter. She said that she had also received a number of verbal representations in the same vein, as well as many on the Council's Facebook Page in this regard.

The Council was pleased to NOTE this information.

108/25 CHAIRMAN'S REPORT

The Chairman thanked the Vice-Chairman and Councillor Mrs Cooper for representing the Council at the Arundel and Littlehampton District Scout Council's Annual St George's Day Service and Parade on Sunday 27 April 2025.

The Council NOTED this information.

109/25 PLANNING COMMITTEE

The Council NOTED the Report of the Planning Committee Meeting held on 17 March 2025.

110/25 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received the Report of the Finance and General Purposes Committee Meeting held on 28 April 2025. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 28 April 2025 be APPROVED.

111/25 MEMBERS' ATTENDANCE RECORD

The Council NOTED the Attendance Record for Council and Committee Meetings for the period from April 2024 to March 2025 inclusive.

112/25 ASSET REGISTER

The Council considered the Asset Register as at 31 March 2025, which had been previously circulated, and the Clerk reported that this was as up-to-date as practicably possible.

Following a brief discussion, the Council RESOLVED unanimously that the Asset Register as at 31 March 2025 should be APPROVED as a correct record. A copy of the Register is attached and forms a part of these Minutes.

113/25 REVIEW OF INSURANCE PROVISION

The Clerk reported that the Finance Manager/RFO and herself had recently reviewed the Council's Insurance provision and whilst the current situation was that the Council continued to be over-insured in certain areas, the Finance Manager/RFO and herself continued to be of the opinion that the total provision was more than sufficient to cover all losses in the event of any unforeseen incidents. She said there were some minor changes still to be made, mainly as a result of the new Outdoor Fitness Equipment and Kickabout Area (MUGA), which were in the process of being updated with the Council's Insurers.

She reminded the Council that Meetings were held with the Council's Insurance Brokers on at least an annual basis, when additions, amendments and deletions were often made. She confirmed that the Finance Manager/RFO and herself were also in regular contact with the Brokers by telephone and email.

She also advised that there had not been any claims during the past financial year.

The Council NOTED this information and RESOLVED unanimously that, with the exception of the amendments referred to above, no major changes should be made to the insurance provision at the present time.

114/25 PARISHIONERS' AWARD

The Clerk reported that five nominations (from six nominators) for the individual award had been received, and three nominations (from three nominators) had been received for the group/organisation award. She said that a Meeting of the Working Party would now need to be convened to consider the nominations received.

Following a brief discussion, the Council AGREED that a Meeting of the appointed Members of the Working Party, namely Councillors Mrs Broomfield, Broomfield, Mrs Cooper, Mrs Partridge and Rogers, together with two additional appointed Members, namely Councillors Ceiriog-Hughes and Ms Revell, should be held on 6 May 2025 at 10.00 am, to consider the nominations received.

115/25 THE WOODLANDS CENTRE - PROPOSED MAJOR REDESIGN AND REFURBISHMENT PROJECT

The Clerk referred to Minute 85/25 and reminded Members that she had previously circulated a Report of the Meeting of the Rolling Programme of Works and Possible Capital Projects Working Party in respect of Phase One of the Project held on 27 March 2025, as follows:-

1. *The Working Party met with James Taylor from the Council's Architects, Studio Scott Taylor, who had previously submitted a revised Cost Plan produced by Baqus, the Quantity Surveyors, for consideration.*
2. *Mr Taylor presented the Meeting with a Plan and illustrations of the revised rear entrance (copies attached), which outlined the key aspects of the updated scheme for Phase One of the Project, showing the proposed new layouts for the John de Bohun Room, Roger Montgomeri Room and other ancillary spaces, together with the Working Party's requested additional works in respect of the Village Memorial Hall, e.g. construction of table and chair store, refurbishment of toilets and kitchen.*
3. *Mr Taylor advised the Working Party that the construction cost (based on the previous Meetings, etc.) aligned with the Council's broad target figure and whilst the total Project cost was higher, it included a substantial estimated contingency - which was sensible at the present stage. He said*

that the Cost Plan included Design Team fees, which had been generated as an estimate and would be negotiated with the various Consultants, Structural Engineer, Services Engineer, Quantity Surveyor, etc., before commencing Stages 4 and 5 (RIBA Plan of Work attached). He confirmed that the Project was now at the end of Stage 3.

4. *Following a detailed discussion, during which it was agreed that the cost of new front doors and locking system should be added for the Village Memorial Hall, to match the new doors to the rear entrance of the Centre, with the second set of lobby doors being removed and the internal finishes in the foyer being made good, the Working Party is RECOMMENDING that:-*
- (i) The further Revised Cost Plan in respect of Phase One of the Project (copy attached), which included the additional improvements listed above, in the total sum of £771,703.10, should be ACCEPTED*
 - (ii) Following the receipt of approval from the Chief Executive of the West Sussex Association of Local Councils (WSALC), an application should be made to the Public Works Loan Board in the sum of £550,000.00, with the remaining £221,703.10 being borne from the Council's Capital Works Fund (current balance £223,909.00) and, if necessary, its balances, to fund this Phase of the Project*
 - (iii) Phase One of the Project should then be progressed, diligently following the Council's Financial Regulations and Standing Orders in relation to Procurement, prior to the Council appointing its preferred Contractor.*
5. *The Council's views are now requested.*

Following a detailed discussion, the Council RESOLVED unanimously that the Recommendations contained within the Clerk's Report be APPROVED.

116/25 80TH ANNIVERSARY OF VE DAY - 8 MAY 2025

The Clerk referred to Minute 86/25 and advised Members that the tickets for the 80th Anniversary Music Concert had been released to the public on 1 April 2025 and had 'sold out' almost immediately.

She said that the Village Memorial Hall would be being decorated, suitably themed, by members of the Council's personnel by the beginning of May.

The Council NOTED this information.

117/25 COUNCILLORS' SURGERIES

The Clerk referred to Minute 94/25 and reminded Members that Councillor Cooper had suggested that the Council might like to consider holding mid-week Surgeries in addition to, or alternating with, the Quarterly Saturday Surgeries.

She also asked the Council to review the success of the current Surgeries and to consider if the Quarterly Saturday Surgeries should continue for the next 12-month period with effect from May 2025.

Following a further discussion, the Council RESOLVED that the Saturday Surgeries should continue for the next 12-month period commencing June 2025, with additional mid-week Surgeries being introduced. It was also AGREED that the Surgeries should be held on a bi-monthly basis, e.g. a total of six per annum, from 10.00 am to 12.00 noon on dates to be confirmed with the Library.

The Clerk referred to Minute 76/25 and advised Members that further amendments affecting Standing Orders 14 and 18 had been made by NALC to the Model Standing Orders, which were as follows:-

Standing Order 14 - Code of Conduct Complaints

Delete:

a, b, c and d

Insert:

Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

Standing Order 18 - Financial Controls and Procurement

Delete:

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. the invitation to tender shall be advertised on the Council's own website and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

Insert:

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

- iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

Following a brief discussion, the Council RESOLVED that the aforementioned amendments to its recently adopted Standing Orders be APPROVED.

The Clerk said that copies of the Standing Orders, as further revised to include all of the above amendments, would be circulated to all Members as soon as practicably possible.

119/25 EMAIL MANAGEMENT - CHANGE OF DOMAIN NAME

The Clerk reminded Members that she had previously circulated a Report as follows:-

1. *NALC has recently published the 2025 edition of the Practitioners' Guide which includes a notable change with regard to Digital and Data Compliance Email management:*

"Every Authority must now have a generic email account hosted on an Authority-owned domain, for example, clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example"
2. *In order to comply with this change, and for transparency and clarity, the Council has received permission from GOV.UK, for a gov.uk email account, and has since purchased the Domain Name 'rustington-pc.gov.uk'*
3. *The DNSSEC (Domain Name System Security Extensions) and domain costs, for a ten-year period, was £334.00 exclusive of VAT*
4. *The Council's IT Administrator is now in the process of replacing all of its existing email and website addresses with the new Domain Name and expects this to cost in the region of £500.00*
5. *As soon as the transition has been made, all Members and Council Personnel will be advised to update their email addresses and an appropriate comment will be provided, to be included in all emails, advising recipients of the change*
6. *For a period of time, in the 'background', any emails sent to the old email addresses will be delivered as normal.*

Following a brief discussion, the Council AGREED to NOTE the above information.

120/25 OFFICE OF ALISON GRIFFITHS MP

The Clerk referred to Minute 89/25 and said that she had previously circulated an email received from Ben Sewell, together with a letter from Mrs Griffiths following her Meeting held with Members of the Council on 28 February 2025.

In her letter, Mrs Griffiths addressed all of the issues raised at the Meeting and provided Members with further information that she had obtained thus far. She had also asked if, under the heading of the NHS, the Council could send her examples of associated unspent S106 Funding, so that she could raise this.

Following a brief discussion, the Council RESOLVED that a representation should be made to the Chief Executive of the Arun District Council to request the S106 funding information requested by Mrs Griffiths.

121/25 CLOSURE OF SANTANDER BANK RUSTINGTON BRANCH

The Clerk referred to Minute 96/25 and reminded Members that she had previously circulated correspondence with Mike Regnier, the Chief Executive Officer of Santander UK, in this regard.

She said that she had also written to the Chief Executive Officer of Cash Access UK, to request sympathetic and measured consideration to the provision of a Banking Hub in Rustington. This was, particularly, in light of the fact that an extremely large percentage of members of the Eastern Arun District population were reliant on a physical banking service, and a Banking Hub would certainly provide this, albeit in a different format, which would be of great benefit to those individuals and also many businesses.

She then advised that she had just received a response from Cash Access UK, advising that whilst Cash Access did not make the decision on whether a Banking Hub was needed, if the Council thought that Rustington would benefit from such a facility, it could ask for a review of its community's cash access needs. LINK, the UK's cash machine network, was the organisation that decided where new services were needed and reviewed the impact of every proposed branch closure by Cash Access UK's member companies. The response also advised that LINK would look at a wide range of factors to decide whether a community needed a new cash service, such as which cash and banking services were already available, community size, age and the number of local businesses therein. It further stated that a community could also ask LINK to carry out an assessment of the community if it was felt that it needed better access to cash, via the following link: <https://www.link.co.uk/helping-you-access-cash/request-access-to-cash>. The Clerk said that the Deputy Clerk and herself would be submitting a request for an Access to Cash Review for Rustington imminently.

The Council NOTED this information.

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

122/25 WEST SUSSEX COUNTY COUNCIL - WSCC/SCHOOL ADMISSIONS/RELEVANT CONSULTATION/PARISH COUNCILS/FOR INFORMATION AND ACTION

The Clerk reminded Members that she had previously circulated an email received from Sarah Bideleux, Team Manager Admissions South/West Organisation & Planning, together with the Relevant Area for Admission 26/27 Consultation Document.

She said that the School Admissions Code 2021 required Local Authorities to review their Relevant Area every two years and, accordingly, the County Council was seeking views on the Consultation Document by 23 May 2025.

Following a brief discussion, the Council RESOLVED to take no further action in this regard.

123/25 RAMPION 2 AWARDED DEVELOPMENT CONSENT ORDER

The Council NOTED an email received from Chris Tomlinson, Development & Stakeholder Manager, which had been previously circulated to all Members.

In his email, Mr Tomlinson advised that on 4 April 2025, the Secretary of State for Energy, Security & Net Zero had awarded consent for the Rampion 2 Offshore Wind Farm. He said the consent was for up to 90 wind turbines and foundations off the Sussex coast, subsea cables to bring the power to shore under Climping Beach, and an underground cable route to take the power to a new substation at Oakendene near Cowfold, before reaching final connection into the transmission network at Bolney, Mid-Sussex.

The Clerk said that a copy of the Order could be found on the Rampion 2 page at the Planning Inspectorate Website Rampion 2 Offshore Wind Farm, with hard copies being available at various Libraries, including Littlehampton, with effect from 24 April 2025.

124/25 DOCUMENTS AND PUBLICATIONS CIRCULATED

The Council NOTED the following Documents and Publications previously circulated for Members' information:-

- (a) Arun District Council - News Release - 3 April 2025 and 24 April 2025
- (b) CAGNE - April Bulletin
- (c) Care UK - Stroke Awareness - Free Event at Ayton House - 9th April at 11 am
- (d) Care UK - Free Dementia Events at Ayton House
- (e) Carers Support West Sussex - Latest News
- (f) Chestnut Tree House - How our sensory gardens stimulate all five senses
- (g) Chestnut Tree House - Meet Beau: thriving despite his complex care needs
- (h) East Preston Parish Council News - 27 March 2025, 2 April 2025, 16 April 2025 and 24 April 2025
- (i) National Association of Local Councils - Chief Executive's Bulletin - 3 April 2025, 10 April 2025, 17 April 2025 and 24 April 2025
- (j) RHS Communities - April community gardening update
- (k) St Barnabas House - Spring is in full bloom at the hospice
- (l) St Barnabas House - Beyond the day shift: the vital role of our night team
- (m) West Sussex County Council - Highways, Transport and Planning - News and Updates - 31 March 2025
- (n) West Sussex County Council - News Release - 24 March 2025, 25 March 2025 x2, 27 March 2025 x2, 31 March 2025 x2, 2 April 2025, 3 April 2025 x2, 14 April 2025 x2, 16 April 2025 x2, 17 April 2025 and 23 April 2024
- (o) West Sussex County Council - Residents' eNewsletter - Easter fun and events galore, cutting food waste, your health and wellbeing, and more!

There being no further business the Meeting concluded at 7.30 pm.

Chairman:

Date:

There were no questions received either preceding, or at, the Meeting for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.

Rustington Parish Council

Asset Register to 31 March 2025

RUSTINGTON PARISH COUNCIL - ASSET REGISTER & INSURANCE SCHEDULE VARIANCES AS AT 31 MARCH 2025

Asset Register - Cost/Value Total

£ 3,126,586.52 (Total Assets Figure for External Audit)

Insurance Schedules - Sums Insured

£ 6,991,013.57 (excludes £27,130.00 Sports Surfaces) *

	Asset Register	A/R Ins. Value	Insurance Schedules	
Buildings (*excl. see below)	£ 2,322,404.00 *	£ 5,763,057.00 *	£ 5,763,057.00 *	
Street Furniture	£ 250,585.74	£ 371,678.74	£ 371,678.74	
War Memorial (*excl. see below)	£ 5,891.00	£ 41,200.00	£ 41,200.00	
Outside Equipment	£ 6,789.95	£ 7,480.00	£ 7,480.00	
Gates & Fences	£ 25,403.23	£ 41,997.00	£ 41,997.00	
Playground & Sports Equipment	£ 176,850.03	£ 220,185.03	£ 220,185.03	
Office Contents - Council Offices (*excl. see below)	£ 51,241.06 *	£ 61,296.27 *	£ 71,296.27 *	(£10,000 over insured = Items under £500)
General Contents - Woodlands Centre	£ 69,591.53	£ 62,346.00	£ 62,346.00	
General Contents - Youth Centre	£ 11,968.76 *	£ 14,661.00 *	£ 16,661.00 *	(£2,000 over insured = Items under £500)
General Contents - Churchill Toilets	£ 43,260.00	£ 63,980.00	£ 63,980.00	
Collection - Rustington Museum (*excl. see below)	£ 15,000.00	£ 18,317.00	£ 18,317.00	
General Contents - Samuel Wickens Centre	£ 79,481.12 *	£ 100,045.53 *	£ 105,045.53 *	(£5,000 over insured = Items under £500)
Plant & Equipment	£ 60,360.10 *	£ 35,927.00 *	£ 35,927.00 *	
SUB TOTAL	£ 3,118,826.52	£ 6,802,170.57	£ 6,819,170.57	
*Nominal Values	£ 10.00	£ -	£ -	Insurance N/A
*Land (Broadmark Lane Toilets)	£ 5,000.00	£ -	£ -	Insurance N/A
*Maple Walk	£ 2,750.00	£ -	£ -	Insurance N/A
*Churchill Toilets (Buildings Ins.)	£ -	£ 120,789.00	£ 120,789.00	Insured - <u>not</u> owned by RPC
*Chaucery Memorial	£ -	£ 14,420.00	£ 14,420.00	Insured - <u>not</u> owned by RPC
*Canon C356i Printer (Museum)	£ -	£ 1,093.00	£ 1,093.00	Insured - <u>not</u> owned by RPC
*Canon C5560i Printer (Council Offices)	£ -	£ 4,559.00	£ 4,559.00	Insured - <u>not</u> owned by RPC
*Tractor - Ford 1710	£ -	£ -	£ -	Insured under Motor Insurance Policy
*Ford Transit Connect	£ -	£ -	£ -	Insured under Motor Insurance Policy
*Items on loan to Museum	£ -	£ 30,982.00	£ 30,982.00	Insured - <u>not</u> owned by RPC
TOTALS	£ 3,126,586.52	£ 6,974,013.57	£ 6,991,013.57	

Buildings

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Nominal Value	Insurance Value
19/05/1942		Allotment Site	Conbar Avenue	Transfer of Land from ADC to RPC - 27/1/06.	£ 1	TRUE	N/A
21/09/1948		Allotment Site	Worthing Road	Lease from ADC dated 21/9/48 - Tenancy at Will. No rent demanded.	£ 1	TRUE	N/A
25/02/1974		Allotment Site	Penfold Lane	Land Certificate - RPC as owner.	£ 1	TRUE	N/A
23/02/1987	23/02/2015	Woodland Park Sportsfield	Station Road Angmering	Lease dated 23/2/87 from WSCC for 28 Years. Rent - £700 pa. New Lease with effect from 23 February 2015 for 14 year period - Increased Rent £1,250 to be reviewed at 4 Yearly intervals.	£ 1	TRUE	N/A
14/07/1995		Public Toilets	The Street	Transfer of Freehold from ADC. Closed to the public from 1 April 2021 Refurbished as Changing Places Toilet and re-opened 1 May 2024	£ 61,777		£ 158,726
01/04/1994	05/01/2006	Public Toilets	Churchill Car Park	Under Lease dated 12/3/96 - 5 Years w/e 1/4/94. No rent demanded (repairing lease). New Under Lease on refurbishing Toilets - 10 Years w/e 5/1/06 - ADC progressing new Under Lease - December 2017.	£ 1	TRUE	N/A
01/06/1995		Public Toilets	Broadmark Lane	Land Purchased from Southern Water PLC 27/6/07. Structure owned by RPC.	£ 5,000 £ 36,120		N/A £ 101,073
		North Field	Woodlands Avenue	Registered Charity Status.	£ 1	TRUE	N/A
31/12/1927		Recreation Ground	Woodlands Avenue		£ 1	TRUE	N/A
23/02/1987		Woodlands Centre (Village Memorial Hall, Council Offices, Public Toilets)	Woodlands Avenue	Village Hall Lease terminated; Building handed back to Parish Council - 1/1/85. Became The Woodlands Centre and extended. Office Extension and Reconfiguration to incorporate Rustington Heritage Centre - 2012. Heritage Centre originally purchased from the Arun District Council on 12/3/2004. Part of land north of The Woodlands Centre leased to Girl Guides for their Headquarters. 50 Years w/e 25/3/90. Rent reviewed every 5 Years - 25/5/15 - £500 pa, 25/05/20 - £550 pa, 25/5/25 - £600 pa.	£ 1,466,441 £ 1		£ 2,987,250 TRUE N/A
24/11/2003		Youth Centre incl. Groundsmen's Accomodation	Woodlands Avenue	Council paid to have building constructed to replace existing dilapidated Private Club building.	£ 721,000		£ 1,408,050
		Public Toilets	The Woodlands Centre	Included with Woodlands Centre entry.	---		N/A

Not Known		Beach Shelter	Sea Road		£ 37,066		£ 57,958
Not Known	25/03/2004	Sports and Social Club	Recreation Ground	<p>Leased from RPC by Rustington Sports & Social Club Management Committee for 20 Years w/e 25/3/84. Rent w/e 25/3/99 - £8,000 pa.</p> <p>New 20 Year Lease - 25/3/04 - Rent £10,000 pa for the first 5 Years with 5-Yearly Reviews.</p> <p>Rent Reviewed - w/e 25/3/09 - £11,000, w/e 25/3/10 - £11,500, w/e 25/3/11 - £12,000, w/e 25/3/12 - £13,200, w/e 25/3/13 - £13,200.</p> <p>Rent Reviewed for 5 Years - w/e 25/3/14 - £13,200 pa, w/e 25/3/19 - £13,200 pa.</p> <p>New 20 Year Lease - 25/3/24 - Rent £16,500 pa for the first 5 Years with 5-Yearly Reviews.</p> <p>Advised by the Council's Solicitors that building should be insured by the Council and the premium recharged. Desktop valuation carried out.</p>	£ 1	TRUE	£ 1,050,000
Not Known		Land adjoining 20 Maple Walk	Recreation Ground	<p>Licensed to Owner - Year to Year. Rent 5p, if demanded.</p> <p>Agreed encroachment onto Council's land.</p> <p>Valued - January 2004 - No Insurance Value.</p>	£ 2,750		N/A
04/04/2018		Samuel Wickens Centre		Lease dated 4/4/18 from Store Property Investments Limited for 10 Years.	£ 1	TRUE	N/A
				Total	£ 2,330,164		£ 5,763,057

Street Furniture

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Not Known		Bus Shelters	Station Road	x6	£ 63,840	£ 100,454
			Ash Lane	x1		
			The Street	x2		
			North Lane	x1		
			Sea Lane	x2		
01/01/2001			Sea Road	x1		
01/08/2014			Station Road	x1 (o/s St Joseph's Church).	£ 6,590	£ 9,609
01/06/2016			The Street	x1 Additional Shelter o/s Westcourt Medical Centre purchased and installed.	£ 11,173	£ 15,353
Not Known		Public Seats	Various	73 approximately	£ 58,455	£ 85,165
				Replacement Seats: Feb/Mar-22 - Junction Sea Road/Harsfold Road (£935), o/s La Cucina, The Street (£935), Junction Priory Road/Dingley Road (£757) - Apr/Aug-25 - Broadmark Lane/Junction with Glenville Road (£1,135), Vicinity of No. 2 Windmill Drive (£960)		
01/02/2015			Greensward	x1 Seat	£ 735	£ 1,039
01/10/2016			o/s RSSC	x1 Additional Seat purchased and installed	£ 801	£ 1,090
01/02/2017			Sea Lane	x1 Additional Seat purchased and installed	£ 740	£ 1,006
01/01/2019			North Field	x1 Seat purchased and intalled	£ 700	£ 898
01/01/2019			Broadmark Parade	x1 Seat purchased and intalled	£ 782	£ 1,001
01/03/2019			o/s 106 The Street	x1 WW1 Commemorative Seat purchased	£ 878	£ 1,125
28/11/2019			o/s 98-100 Sea Lane	x1 Seat purchased and intalled	£ 700	£ 864

14/02/2022			o/s 94 North Lane	x1 Seat purchased and installed	£ 1,020	£ 1,186
01/03/2022			Greensward	x2 Seats purchased and installed	£ 1,513	£ 1,760
Jun-22			Greensward	x1 Seat purchased and installed	£ 1,350	£ 1,496
Aug-22 & Sep-22			Broadstrand	x3 Seats purchased and installed	£ 3,700	£ 4,099
Nov-22			Sea Lane	x1 Seat purchased and installed	£ 1,000	£ 1,108
Mar-23			Recreation Ground (North Field)	x1 Seat purchased and installed	£ 1,350	£ 1,496
Apr-23			North Field	x1 Southampton Seat purchased and installed	£ 965	£ 990
Jan-24			Westcourt Medical Centre	x1 Southampton Seat purchased and installed	£ 1,135	£ 1,164
Jan-24			Windmill Drive (vicinity of No: 2)	x1 Southampton Seat purchased and installed (Replacement)	£ 960	£ 985
Not Known		Street Lights	Various	44 Columns	£ 22,300	£ 32,175
01/04/2001		Millennium Clock	Rustington Village Centre	Scrapped - Mar-23 - Replaced with Replica Memorial Pillar Clock & Plinth (£6,812)	£ 6,812	£ 7,547
Various		Notice Boards	Various	x2 Replacement Noticeboards The Street & o/s The Woodlands Centre (£4,850.00) - Dec'22 (to be installed)	£ 17,500	£ 25,533
01/10/2014			Council Offices		£ 255	£ 372
Various		Interpretation Board x 4	Various	Recreation Ground (2).	£ 4,635	£ 6,854
01/12/2008		Lamp Column	Community Garden		£ 360	£ 524
01/09/2014		Brick Planters x 2	The Street		£ 4,305	£ 6,274
Not Known		Wooden Planters x 4	Various		£ 2,000	£ 2,912
01/06/2014		Wooden Sculptures x 3	Jnct. The Street & Ash Lane		£ 2,500	£ 3,644
				Including a Memorial Inscription in WW1 Centenary Memorial Floral Bed	£ 500	
2014		Poppy Structures x 6	Abbotswood Corner		£ 2,250	£ 3,164

2014		Boulder (including plinth and surround)	Millennium Clock		£ 3,000	£ 4,374
01/06/2014		Wreath Stands	War Memorial		£ 280	£ 410
01/04/2014		Cigarette Bins	Various		£ 210	£ 306
01/06/2015		Curved Bench x 2	Broadmark Pde. (o/s Waitrose)		£ 2,210	£ 3,129
01/06/2015		Hexagonal Planter x 2	Broadmark Pde. (o/s Waitrose)		£ 1,650	£ 2,336
01/06/2015		Curved Bench x 2	Broadmark Pde. (o/s Oxfam)		£ 2,254	£ 3,065
01/06/2015		Hexagonal Planter	Broadmark Pde. (o/s Oxfam)		£ 842	£ 1,147
01/12/2015		Village Entry Point Signs x 5	Various		£ 13,000	£ 19,219
01/05/2018		Street Signs	Outside SWC		£ 655	£ 841
2014/2015		Entente Florale Europe Memorial	Millennium Clock			£ 11,284
Aug-24		Lampposts x 4	Recreation Ground (Car Park)	Replacement of damaged Columns	£ 4,681	£ 4,681
				Total	£ 250,586	£ 371,679

War Memorials

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
08/02/1956		War Memorial	The Street	Site Leased from Methodist Church - 99 Years w/e 8/2/56. RPC responsible for maintenance.	£ 5,891	£ 41,200
				Total	£ 5,891	£ 41,200

Outside Equipment

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
2006 & 2013		Christmas Lights	The Street/Ash Lane		£ 24,515	£ 35,649
				Scrapped Sep-24	£ (24,515)	£ (35,649)
Nov-14			As Above		£ 3,492	£ 6,156
				Scrapped Sep-24	£ (3,492)	£ (6,156)
Oct-15			As Above		£ 1,020	£ 1,458
				Scrapped Sep-24	£ (1,020)	£ (1,458)
Feb-22		DefibSafe 2 Defibrillators and Carry Cases (6)	Sea Avenue, Princess Marina House, W/C, SWC	Serial Numbers: G1T33D450, G1T33D390, G1T37K056, G1T37K053	£ 4,770	£ 4,944
Dec-14		Cabinet	Seafront Shelter, Churchill Toilets	Serial Numbers: G1T37K024, G1T37K015 - (£795.00 each)	£ 250	£ 407
May-22		External Defibrillator Cabinets (3)		Customised	£ 1,320	£ 1,618
Aug-23		DefibSafe 2 External Cabinet	Princess Marina House		£ 450	£ 511
				Total	£ 6,790	£ 7,480

Gates/Fences

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Various		Gates/Fences	Various	Knee Rail Fencing replaced - Jul-18 Wide Gate & Field Gate (Conbar Allotments) replaced - Jan-21 (£1,239)	£ 5,033	£ 8,228
Sep-16		Gate	Adjacent to Council Offices	Replacement Gate.	£ 1,300	£ 1,795
May-17		Fence	WPSF	Replacement Fence.	£ 2,598	£ 3,515
May-17		Fence	Recreation Ground	Replacement Fence. Replacement Fences on South Boundary (£1,492) & North Boundary of North Field (£1,832) - Jun-22	£ 2,609	£ 3,531
Mar-16		Double Gates and Fencing	Brookside Memorial Garden		£ 6,439	£ 8,715
Jun-21		Iron Railing Gate and Fencing	The Street Toilets		£ 880	£ 9,149
Feb-22		Gate & Fence	Broadmark Lane Toilets		£ 645	£ 754
Aug-22		R8 Heavy Duty Telescopit Bollard x2	Recreation Ground	Entrance to fields, over Grasscrete	£ 1,216	£ 1,352
Aug-22		R8 Heavy Duty Telescopit Bollard x2	Woodland Park Sportsfield		£ 1,216	£ 1,352
Nov-22		Fence	Adjacent to Council Offices	Replacement Fence	£ 408	£ 454
Jun-22		Close Board Fence	Conbar Avenue Allotments		£ 819	£ 912
Aug-24		R8 Heavy Duty Telescopit Bollard x2	Recreation Ground	Entrance to Rear Car Park	£ 1,120	£ 1,120
Aug-24		R8 Heavy Duty Telescopit Bollard x2	Recreation Ground	Entrance to Sports & Social Club Car Park (Jubilee Avenue)	£ 1,120	£ 1,120
				Total	£ 25,403	£ 41,997

Playground and Sports Equipment

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
2006		Multi Sports Games Goals	Recreation Ground		£ 6,360	£ 9,502
				Scrapped Nov-24	£ (6,360)	£ (9,502)
2005		Play Equipment	Recreation Ground	Mirror Panels removed	£ 83,443	£ 122,122
Aug-14		2 x Mushroom Shelters	Recreation Ground		£ 9,000	£ 12,748
Sep-15		Picnic Table/Seating	Recreation Ground		£ 675	£ 927
Nov-16		Basket Swing	Recreation Ground	Replacement.	£ 1,352	£ 1,835
Mar-22		Spinner Bowl	Recreation Ground		£ 1,024	£ 1,197
May-12		Outdoor Fitness Equipment	As Above	2 items removed	£ 28,395	£ 40,247
				Scrapped Nov-24	£ (28,395)	£ (40,247)
Dec-24		Outdoor Fitness Equipment	As Above		£ 29,925	£ 29,925
Dec-24		Bike Repair Station and Pump	As Above		£ 3,746	£ 3,746
Mar-25		Multi Use Games Area (MUGA)	Recreation Ground		£ 47,685	£ 47,685
				Total	£ 176,850	£ 220,185

Office Contents - Council Offices

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Various		Computers, Monitors & Printers		5 PC's, 7 Monitors, 4 Printers, 3 Docking Stations. Replacement PC's - Mar-17 - x2 £489, £510, Jul-18 - £429 Replacement Monitors - Jul-18 - £108 Replacement Printers - Sep-22 - x4 - £400 Replacement PC (HP Pro SFF 300 G6) - £606	£ 4,705	£ 8,176
Mar-20		Laptops		4 Lenovo Laptops purchased	£ 1,727	£ 2,161
Jun-20				2 Lenovo Laptops Purchased	£ 983	£ 1,184
Oct-20		Telephones & Headsets		7 Yealink Teams Phones - £908, 6 Yealink Headsets - £261	£ 1,169	£ 1,407
2012		Office & Reception Furniture		Desks, Tables, Chairs, Filing Cabinets, Safe, etc.	£ 18,540	£ 27,420
Oct-13				New Filing Cabinets.	£ 1,164	£ 1,720
Aug-17				New Filing Cabinet purchased.	£ 696	£ 942
Jun-19				Tambour Cupboards x2 purchased	£ 796	£ 997
Various		Computer Cabinet & associated equipment/software			£ 8,075	£ 11,593
May-13		Server		Replaced - Sep-18, Replaced Jun-23 (Del PowerEdge Tower & RAM) - £884	£ 884	£ 911
Various		Miscellaneous			£ 125	£ 1,006
Not known		Chairman's & Vice-Chairman's Badges		Held by Chairman and Vice-Chairman	£ 1,680	£ 2,480
Jul-17		Air Conditioning Unit	Office Reception	**Fixture & Fitting - Included in Buildings Insurance	£ 1,131	N/A
Jul-23		Laptops		Asus Expertbook x 11 - £406 each (Held by Councillors)	£ 4,463	N/A

Aug-24				Lenovo V15 G3 IAP (Held by Councillor)	£	396	N/A
				HP 250 G9 (Held by Councillor)	£	408	£ 408
Jul-24		Rexel Optimum 225X Shredder	Office Reception		£	473	£ 476
Aug-24		Heavy Duty Embosser			£	415	£ 415
Jan-25		Worcester Combi Boiler	Office Kitchen	**Fixture & Fitting - Included in Buildings Insurance	£	3,411	N/A**
				Total	£	51,241	£ 61,296

General Contents - Woodlands Centre

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Not Known		Grand Piano	Main Hall		£ 3,280	£ 4,850
Various		Tables	Woodlands Centre		£ 4,456	£ 6,398
15/08/2013		Tables	As Above		£ 354	£ 509
Mar-20		Tables x3	As Above		£ 360	£ 451
Various		Chairs	As Above		£ 9,245	£ 13,668
Not Known		Small Tables	As Above		£ 435	£ 644
Various		Furniture, crockery, cutlery etc.	As Above		£ 4,305	£ 3,029
1997		Tables	Council Room		£ 1,315	£ 1,945
Not Known		Chairs	As Above		£ 435	£ 644
1997		Cupboards	As Above		£ 435	£ 644
Not Known		Overhead Digital Projector	Main Hall		£ 545	£ 806
2011		Flat Screen TV	Council Room		£ 515	£ 759
Various		Miscellaneous Items of Equipment	Woodlands Centre		£ 2,100	£ 3,553
Apr-15		Additional Staging	Stored in Furniture Store		£ 512	£ 735
Nov-16		Audio Mixer & Induction Loop Amp	Main Hall		£ 516	£ 711
Aug-21		Epson EB W05 LCD Digital Projector and Case	Stored in Office	Serial Number: X4H27X00494	£ 400	£ 467
Feb-18		Stage Curtains	Main Hall	**Fixture & Fitting - Included in Buildings Insurance	£ 5,910	N/A**
Jul-18		Units/Worktops	Bar	**Fixture & Fitting - Included in Buildings Insurance	£ 1,229	N/A**

Jan-21		Gas Boiler - Replacement (x2 Valliant)	Boiler Room	**Fixture & Fitting - Included in Buildings Insurance	£ 11,336	N/A**
Sep-22		CCTV System (Internal & External Cameras)	Woodlands Centre		£ 4,349	£ 4,837
Aug-23		Zenith ZLS3584W Undercounter Fridge	Rear Kitchen		£ 200	£ 205
Sep-23		Lincat Water Boiler ED4FX	Front Kitchen		£ 660	£ 679
Oct-23		Condenser Handheld Microphones VM-5224 x2	Woodlands Centre	Kept in Office	£ 315	£ 324
Nov-23		Candy Wine Cooler	Bar		£ 292	£ 300
Aug-23		Shelving System	Museum Store		£ 3,179	£ 3,274
Jun-24		Stage Lighting System	Main Hall	Includes Anyscene 512 DMX 23 Scene Recall Controller (attached to wall)	£ 10,445	£ 10,445
Jun-24		Zero 88 FLX S24 Dual Universal Controller	Stored in Office	Control Panel for Stage Lighting (portable)	£ 1,749	£ 1,749
Jun-24		Flight Case for Portable Lighting Controller	Stored in Office		£ 225	£ 225
Feb-25		Oak Honours Board	Roger Montgomeri Room		£ 495	£ 495
				Total	£ 69,592	£ 62,346

General Contents - Youth Centre (Including Offices)

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
2003		Pool Table	Kilhams Hall		£ 530	£ 806
May-19		Chairs			£ 893	£ 1,152
2003		Chairs - Reception (10)	Norfolk Lounge		£ 650	£ 913
2003		Tables (11)	Kilhams Hall		£ 570	£ 870
2003 & 2012		Crockery/Cutlery & Domestic Appliances	Kitchen		£ 1,030	£ 1,567
2003		Sofas (3)	Norfolk Lounge	Revised figures to read: £1,585 each	£ 1,192	£ 1,633
2004		Furniture	Office		£ 712	£ 1,051
2003		Table Tennis Table & Kit	Stored in Office		£ 515	£ 760
Oct-18		Water Heater - Replacement	Gents Toilet	**Fixture & Fitting - Included in Buildings Insurance	£ 550	N/A**
Apr-22		Panasonic TV50-JX800 TV	Kilhams Hall		£ 512	£ 570
Aug-22		CCTV System (Internal & External Cameras)	Youth Centre	External and Internal Camera and Network Video Recorder in Office	£ 3,991	£ 4,441
May-23		Numatic NLL 415 Floor Scrubber	Caretaker Store		£ 594	£ 661
Apr-23		Ubiquiti GBE airMax GigaBeam Transmitter/Receiver	External Wall	**Fixture & Fitting - Included in Buildings Insurance	£ 230	£ 237
				Total	£ 11,969	£ 14,661

General Contents - Public Conveniences - Churchill Car Park

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Feb-06		Toilets (6)	Ladies/Gents & Disabled Toilets		£ 43,260	£ 63,980
		Urinals (2)				
		Wailgate Units (5)				
		Baby Changing Units (3)				
				Total	£ 43,260	£ 63,980

Collections - Rustington Museum

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Various		Pictures			£ 15,000	£ 18,317
				Total	£ 15,000	£ 18,317

General Contents - Samuel Wickens Centre

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Mar-18		Intruder Alarm System		**Fixture & Fittings - Included in Buildings Insurance	£ 2,015	N/A**
Apr-18		Network & W-Fi Kit		**Fixture & Fittings - Included in Buildings Insurance	£ 2,546	N/A**
May-18		Fire Extinguisher/Fire Blanket			£ 975	£ 1,269
Jui-22		Aluminium Showcase (Flat Packed)			£ 662	£ 736
Jul-16		40 Folding Chairs	Community Hall	Relocated from The Garden Room.	£ 565	£ 780
Apr-18		Folding Tables (10)	Community Hall	Addit. 5 Folding Tables - Feb-20	£ 1,355	£ 1,741
Apr-18		Folding Chair Bundle	Community Hall		£ 645	£ 839
Aug-20		Folding Tables (6)	Community Hall		£ 558	£ 672
Oct-20		Roller Blinds	Community Hall		£ 845	£ 1,058
May-16		Crockery, Glasses, Misc. Equipment	Community Hall Kitchen	Relocated from The Garden Room.	£ 713	£ 985
Apr-18		Dishwasher	Community Hall Kitchen		£ 2,320	£ 3,019
Apr-18		Lincat Water Boiler	Community Hall Kitchen		£ 536	£ 697
May-18		Crockery, Cutlery & Glasses	Community Hall Kitchen		£ 800	£ 1,041
2008 & 2013		40 Chairs (Garden)	Garden	Relocated from The Garden Room.	£ 200	£ 362
				7 disposed of due to fatigue - 2024	£ (35)	£ 61
Feb-06		Multifunctional Printer	Information Centre	Relocated from VIC.	£ 410	£ 567
				Disposed of with Museum Office restructure	£ (410)	£ (567)
Feb-06		2 Drawer Mobile Pedestal	Information Centre	Relocated from VIC.	£ 145	£ 231

Feb-06		Reception Chairs (2)	Information Centre	Relocated from VIC.	£ 500	£ 593
Feb-06		Carousels (3)	Information Centre	Relocated from VIC.	£ 266	£ 359
Mar-18		Audio Loop System	Information Centre	**Fixture & Fittings - Included in Buildings Insurance	£ 1,084	N/A**
Apr-18		Reception Desk	Information Centre	(3 x base units, desk hutch, x2 & corner base unit).	£ 1,182	£ 1,539
Apr-18		PC & Monitor	Information Centre		£ 620	£ 808
Apr-18		Cupboard	Information Centre		£ 523	£ 682
Oct-20		Telephones & Headsets	Information Centre & Museum	2 Yealink Teams Phones - £259, 6 Yealink Headsets - £44	£ 303	£ 365
Jun-11	xx	Computer	Local Studies Room	Relocated from old Museum - Jul-19	£ 465	£ 685
Dec-09	xx	Touchscreen Audio Visual Monitor	Museum	Relocated from old Museum - Jul-19	£ 5,410	£ 8,111
Jan-19		Storage System	Museum		£ 1,514	£ 1,971
Jun-19		Display Equipment	Museum	Workbench, Shelving, Hanging Rails, Leaflet Holders/Stand/Dispensers	£ 2,500	£ 3,128
Jun-19		InfoAktiv Software & Hardware	Museum		£ 5,025	£ 6,287
Jun-19		Solid State Sound - Recorder & Microphone	Museum		£ 225	£ 282
Jun-19		Blackbox-av - Message AutoPlay Audio Point	Museum		£ 860	£ 1,075
Various	xx	Display Cabinets	Museum	Relocated from old Museum - Jul-19	£ 37,450	£ 55,398
Oct-20		Roller Blinds	Museum & Office		£ 300	£ 376
2012	xx	Radio/iPhone Docking Station	Museum Office	Relocated from old Museum - Jul-19	£ 155	£ 228
Aug-08		Leather Chair	Museum Office	Relocated from old Museum - Jul-19	£ 35	£ 51
				Scrapped Jan-25	£ (35)	£ (51)
Oct-08	xx	Filing Cabinet	Museum Office	Relocated from old Museum - Jul-19	£ 160	£ 236

Jan-09		Audio Loop System	Museum Office	Relocated from old Museum - Jul-19 **Fixture & Fittings - Included in Buildings Insurance	£ 510	N/A**
Jun-11	xx	Laminator	Museum Office	Relocated from old Museum - Jul-19	£ 50	£ 72
Jun-18		Laptop	Museum Office	Relocated from old Museum - Jul-19	£ 522	£ 661
				Scrapped Aug-24	£ (522)	£ (661)
Jun-24		HP 250 G9 Laptop	Museum Office		£ 408	£ 408
Jun-19		Monitors x2	Museum Office		£ 160	£ 200
Nov-21		Computer	Museum Office		£ 401	£ 471
Sep-22		Bonsaii Shredder	Museum Office		£ 106	£ 117
Aug-21		Epson EB W05 LCD Digital Projector and Case	Museum Store/Office	Serial Number: X4H27X00931	£ 400	£ 468
Oct-24		Contour 25 Folding Tables x3	Museum Store/Shed		£ 425	£ 425
Mar-18		Hand Driers (3)	Toilets	**Fixture & Fittings - Included in Buildings Insurance	£ 1,890	N/A**
Apr-18		CCTV	Whole Centre		£ 1,745	£ 2,271
				Total	£ 79,481	£ 100,046

Plant/Equipment

Date Of Acquisition	Date of Amendment	Description	Code/Serial Number	Location	Notes	Cost Or Value	Insurance Value
1986		Tractor - Ford 1710 (Registration No D650 DOT)	ULE 00326	Garage, Youth Centre		£ 16,865	N/A
					Insured under separate Motor Insurance Policy for £6,000		
May-05		Hedge Cutter - Kawasaki KHS 750B	017866	As Above		£ 420	£ 613
Jan-15		Allen Hover Pro 550 Mower	02606315000205	As Above		£ 410	£ 583
Apr-10		Ransomes 51 Superbowl Greens Mower	F13682	As Above		£ 1,075	£ 1,573
2010		RMX Wessex Proline Roller Mower	000 60	As Above		£ 4,320	£ 6,324
Oct-19		Etesia Hydro 80 Ride on Mower	171382	As Above		£ 5,140	£ 6,365
Jan-17		Mitox 3500LK Brushcutter (£350 + £70 Trade-In on Kawasaki Strimmer KBL 27C)	MP1507000222	As Above		£ 420	£ 573
	Jan-15	*Upgraded with Re-power Kit (now petrol and not diesel)			Figure should have been removed from Asset Register in 2023/24	£ 2,150	£ 2,962
						£ (2,150)	£ (2,962)
Various		Line Marking Machine		As Above		£ 425	£ 580
1993		Wessex Rotovator	933520	As Above		£ 1,655	£ 2,422
Dec-03		Agria Portable Rotovator	D406910 (2116127)	As Above		£ 1,435	£ 2,101
Various		Miscellaneous Portable Equipment (Inc. Stihl KM-FCB Edger & Power Unit/M90R & Edger Attach.)		As Above		£ 4,550	£ 6,663
Dec-13		Etesia Pro 46 4-Wheel Pedestrian Mower	N9027964	As Above		£ 830	£ 1,215
Dec-13		Dori Scarifier SC45BS	2126	As Above		£ 325	£ 476
2013		Hayter Harrier	260000772	As Above		£ 500	£ 732
2021		Stihl FS55 Brushcutter - SI-FS55 (Petrol)	SN. 185145483	As Above		£ 257	£ 298
Nov-21		3.75kVA Portable Petrol Generator		As Above		£ 222	£ 258

Jan-23		Trailer - GD84 Single Axle with Wheel Clamp		Courtyard behind Youth Centre		£ 2,894	£ 3,196
Oct-22		Ford Transit Connect (Registration No NJ68 LZN)			Insured under separate Motor Insurance Policy for £20,100	£ 16,800	N/A
Nov-22		Towbar (fitted to Ford Transit Connect)				£ 877	£ 969
Jan-23		Telescopic Ladder			Stored in Ford Transit Connect	£ 217	£ 240
Oct-23		EGO Power Plus MHSC2002E Cordless Multi-Tool Kit		Garage, Youth Centre		£ 724	£ 746
					Total	£ 60,360	£ 35,927

Schedule of Changes to Asset Register from 31 March 2024 to 31 March 2025

Asset Register Value at 31 March 2024					£ 3,086,790.39
Changes during 2024/25					
Description	Code / Serial Number	Location	Notes		
Buildings				£	-
Street Furniture					
Lampposts x4		Recreation Ground (Car Park)	Replacement of damaged Columns	£	4,680.74
War Memorial				£	-
Outside Equipment					
Christmas Lighting		The Street/Ash Lane	Scrapped Sep-24	£	(24,515.00)
Christmas Lighting		The Street/Ash Lane	Scrapped Sep-24	£	(3,492.00)
Christmas Lighting		The Street/Ash Lane	Scrapped Sep-24	£	(1,020.00)
Gates-Fences					
R8 Heavy Duty Telescopit Bollard x2		Recreation Ground	Entrance to Rear Car Park	£	1,120.00
R8 Heavy Duty Telescopit Bollard x2		Recreation Ground	Entrance to Sports & Social Club Car Park (Jubilee Avenue)	£	1,120.00
Playground & Sports Equipment					
Multi Sports Games Goals		Recreation Ground	Scrapped Nov-24	£	(6,360.00)
Outdoor Fitness Equipment		Recreation Ground	Scrapped Nov-24	£	(28,395.00)
Outdoor Fitness Equipment		Recreation Ground		£	29,925.00
Bike Repair Station and Pump		Recreation Ground		£	3,746.03
Multi Use Games Area (MUGA)		Recreation Ground		£	47,685.00
Office Contents - Council Building					
Laptop			HP 250 G9 (Held by Councillor)	£	408.32
Rexel Optimum 225X Shredder		Office Reception		£	472.95
Heavy Duty Embosser				£	415.00
Worcester Combi Boiler		Office Kitchen		£	3,410.98
General Contents - The Woodlands Centre					
Stage Lighting System		Main Hall	Includes Anyscene 512 DMX 23 Scene Recall Controller (attached to wall)	£	10,445.00
Zero 88 FLX S24 Dual Universal Controller		Stored in Office	Control Panel for Stage Lighting (portable)	£	1,749.00
Flight Case for Portable Lighting Controller		Stored in Office	Kept in Office	£	225.00
Oak Honours Board		Roger Montgomeri Room		£	495.00
General Contents - Youth Centre (inc Office)				£	-
Public Convenience - Churchill				£	-
Collection - Rustington Museum				£	-
General Contents - Samuel Wickens Centre					
Garden Chairs		Community Garden	7 disposed of due to fatigue	£	(35.00)
Multifunctional Printer		Information Centre	Disposed of with restructuring of Museum Office	£	(410.00)
Leather Chair		Museum Office	Scrapped Jan-25	£	(35.00)
Laptop		Museum Office	Scrapped Aug-24	£	(522.00)
HP 250 G9 Laptop		Museum Office		£	407.58
Contour 25 Folding Tables x3		Museum Store/Shed		£	424.53
Plant Equipment					
*Stoher & Pitt Ltd - Vibroll Diesel Roller			Figure should have been removed from Asset Register in 2023/24	£	(2,150.00)
Asset Register Value at 31 March 2025					£ 3,126,586.52