

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 23 June 2025

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

In attendance: Mrs C Ward (Clerk of the Council), Ms R Costan (Deputy Clerk of the Council) and Mrs C Harris (Finance Manager/RFO)

157/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Indisposition), Mrs Gregory (previously approved Leave of Absence) and Ms Lloyd (Work Commitment). These apologies were accepted by the Council.

158/25 DECLARATIONS OF INTEREST

Councillor Mrs Broomfield declared a personal interest in Minute 166/25 (Minutes 56/25(j) and 57/25 of the Finance and General Purposes Committee Meeting - 23 June 2025 refers). She remained in the Meeting during consideration of these items.

Councillor Broomfield declared a personal interest in Minute 166/25 (Minutes 56/25(j) and 57/25 of the Finance and General Purposes Committee Meeting - 23 June 2025 refers). He remained in the Meeting during consideration of these items.

Councillor Mrs Cooper declared a personal interest in Minute 166/25 (Minutes 56/25(j) of the Finance and General Purposes Committee Meeting - 23 June 2025 refers). She remained in the Meeting during consideration of this item.

Councillor Lee declared a personal interest in Minute 166/25 (Minutes 56/25(j) of the Finance and General Purposes Committee Meeting - 23 June 2025 refers). He remained in the Meeting during consideration of this item.

Councillor Mrs Partridge declared a personal interest in Minute 166/25 (Minutes 56/25(j) of the Finance and General Purposes Committee Meeting - 23 June 2025 refers). She remained in the Meeting during consideration of this item.

Councillor Rogers declared a personal interest in Minute 166/25 (Minutes 56/25(j) and 57/25 of the Finance and General Purposes Committee Meeting - 23 June 2025 refers). He remained in the Meeting during consideration of these items.

Councillor Cooper declared a personal interest in Minutes 179/25. He remained in the Meeting during consideration of this item.

Councillor Mrs Cooper declared a personal interest in Minutes 183/25 and 184/25. She remained in the Meeting during consideration of these items and took part in the discussions and votes thereon.

159/25 MINUTES

The Minutes of the Annual Meeting held on 19 May 2025 were signed by the Chairman as a correct record.

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

(a) Matters Arising

The Clerk referred to Minute 136/25(a) and said that following a visit to the Chairman's business premises, PC Alex Allievi and a colleague had made an ad-hoc visit to the Council Offices and met with the Deputy Clerk on 13 June 2025.

The Deputy Clerk said that during her conversations with the two Police Officers, the following issues had been raised and addressed:-

- Bidding for the engagement van, when ready, to attend Rustington - Raised with Sergeants and the Council's interest recorded
- E-bike(s) causing issues across the Woodlands Recreation Ground - Raised with the local PCSO and Neighbourhood Sergeants
- Whilst on foot patrol in the Village, a number of shop owners were spoken to and approaches were received from local residents - All were encouraged to report incidents of shoplifting and other associated issues to the Police, as the more aware they were, the better they could tailor a response
- The use of Shopwatch Radios - Not a viable option at this time.

The Chairman advised the Council that initially PC Allievi and his colleague had visited him, and had spoken to him about general security and shoplifting incidents. He said that he had also raised concerns about E-bikes, anti-social behaviour in the Village and other associated issues. He said that he had then pointed them in the direction of the Council Offices.

Councillor Lee reported that the April crime figures were now available on the Sussex Police Website and numbered 64, with one Burglary and six 'Stop and Searches'. He said that PCSO Raju had advised him that, so far in June 2025 there had been 40 reported crimes, which were mainly anti-social behaviour associated, but again with no burglaries.

The Council NOTED this information.

(b) Arun All Parishes Meeting - 17 June 2025

The Clerk advised that the Meeting scheduled to be held on 17 June 2025 had subsequently been cancelled.

The Council NOTED this information.

161/25 DISTRICT COUNCILLORS

An apology for absence had been received from Councillor Ms Edwards.

Councillor Mrs Cooper, in her capacity as a District Councillor, reported on District Council matters as follows:-

- *Housing and Well-Being Committee - 17 June 2025 - A number of existing Policies were re-adopted and new Policies adopted - Still trying to 'get on top of' the number of outstanding complaints - Issue with system on repairs whereby completed jobs are not being recorded until Council has been invoiced and payment has been made*
- *District Councillor Mark Turner, Armed Forces Champion - Receipt of Silver Award under the Defence Employer Recognition Scheme in recognition of his outstanding commitment to supporting the Armed Forces community*

- *Planning Committee - Decisions made on A/94/24/DOV - Rustington Golf Centre and A/154/24/OUT - Land West of Bewley Road, Angmering (Appeal anticipated).*

Councillor Cooper reported on the following District Council issue:-

- *Economy Committee - New Community Asset Transfer Policy adopted - Applications now able to be made to District Council to take over certain assets.*

Councillor Gunner then reported on District Council matters as follows:-

- *Decision to be made on major change to refuse collections - Later in 2025 roll out of new 180 Litre Black Bins to all households - Households could not opt out - Official issue Bins would have to be used or fines would be issued when new Contract commenced - Large families could apply for an exemption to keep 240 litre bins - New Contract Effective from February 2026 - Amnesty period where old bins would be collected and disposed of free of charge*
- *Food waste caddies indoor and outdoor to also be provided. Indoor food caddy would have liner, but replacements would have to be purchased by residents*
- *Community Asset Transfer Policy - No financial contribution given by the District Council for any assets wishing to be taken over - If Parish Council wanted to protect an asset by taking the responsibility of it on, it would have to do so at its own cost*
- *Planning Application Decisions - A/94/24/DOV - Rustington Golf Centre and A/154/24/OUT - Land West of Bewley Road*
- *Proposed Angmering Sports Hub - Looking to be coming to fruition - Funding of £3Million from Section 106, with additional funding anticipated to be forthcoming from the Football Foundation - Would provide excellent Multi Sports facilities to be of great benefit to everyone - Construction should start in 2026/2027.*

Councillors Gunner, Mrs Cooper and Cooper then responded in detail to a number of questions raised by Members of the Council in connection with the aforementioned issues.

The Council NOTED this information.

162/25 COUNTY COUNCILLORS

Councillor Mrs Cooper reported that there had been no Meetings since she had last reported to the Council and she knew that all of the County Council News Releases were circulated to all Members. She said that the next Full Council Meeting was scheduled to be held on 18 July 2025 and she would report back to the next Meeting in that regard.

The Council NOTED the above information and the Chairman thanked Councillor Mrs Cooper for her Report.

163/25 CLERK'S REPORT

(a) Grand Opening of Booker Hall

The Clerk reported that she had attended the Grand Opening of the Booker Hall on Saturday 24 May 2025.

She said that the Event had been very well attended, and the new building had been designed and Project Managed by Studio Scott Taylor, the Architects who were currently working with the Council on Phase

One of the Project for the Refurbishment of The Woodlands Centre. She said that Councillor Rogers and his wife had also attended.

Councillor Rogers said that he had been very impressed by the design of the new building, both externally and internally.

The Council NOTED this information.

164/25 CHAIRMAN'S REPORT

The Chairman reported on his official representation and attendance at Meetings, Events and Functions since the last Monthly Meeting as follows:-

- SERFCA Sussex Armed Forces' Briefing - 10 June 2025 - Accompanied by Councillor Mrs Alison Cooper

The Council NOTED this information.

165/25 PLANNING COMMITTEE

The Council NOTED the Report of the Planning Committee Meeting held on 19 May 2025.

(Prior to consideration of the following item, Councillors Mrs Broomfield, Broomfield, Mrs Cooper, Lee, Mrs Partridge and Rogers had declared a personal interest in their capacity as Committee Members of Rustington In-Bloom - Minute 56/25(j) refers)

(Prior to consideration of the following item, Councillors Mrs Broomfield, Broomfield and Rogers had declared a personal interest in their capacity as Trustees of the Littlehampton District Lions Club - Minute 57/25 refers)

166/25 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received the Report of the Finance and General Purposes Committee Meeting held on 23 June 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 23 June 2025 be APPROVED.

167/25 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) - AUDIT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

The Clerk reported that the Accounts for the year ending 31 March 2025, prepared under the Accounts and Audit Regulations 1996, had been completed and were ready for Audit. She said that it was now necessary for the Council to formally consider and approve the Accounts, prior to submission to the External Auditors.

(a) Annual Internal Audit Report 2024/2025

The Council considered and NOTED the Annual Internal Audit Report 2024/2025 (AGAR - Page 3).

(b) Annual Governance Statement 2024/2025

The Council then considered the Annual Governance Statement 2024/2025 (AGAR - Page 4) and RESOLVED unanimously that this should be APPROVED.

(c) Accounting Statements 2024/2025

The Council also considered the Accounting Statements 2024/2025 (AGAR - Page 5) and RESOLVED unanimously that these should be APPROVED.

A copy of the Annual Return, together with all of the associated documentation, as circulated, is attached and forms a part of these Minutes.

It was further AGREED that the Chairman of the Council be AUTHORISED to sign the Annual Governance Statement, the Statement of Accounts, together with any other relevant documentation, on behalf of the Council.

168/25 LEISURE AND AMENITIES COMMITTEE

The Council received the Report of the Leisure and Amenities Committee Meeting held on 2 June 2025.

The Council RESOLVED that the Recommendations contained in the Report of the Leisure and Amenities Committee Meeting held on 2 June 2025 be APPROVED, subject to the following amendment:-

Minute 24/25(e)(a)

Delete: The Recreation Ground Emergency Access is not permitted for use by Hirers

Insert: The Emergency Access way is not permitted for use by Hirers of the Council's Buildings

169/25 ALLOTMENTS COMMITTEE

The Council received the Report of the Allotments Committee Meeting held on 2 June 2025.

The Council RESOLVED that the Report of the Allotments Committee Meeting held on 2 June 2025 be APPROVED.

170/25 VACANCIES - COMMITTEES, INTERNAL WORKING PARTIES AND OUTSIDE BODIES

The Clerk advised that there were vacancies on certain Committees, Internal Working Parties and Outside Bodies, due to Councillor Ms Lloyd's decision to stand down from these.

The Council AGREED that the following appointments be made until the Annual Meeting in 2026:-

Allotments Committee

Councillor R Grevett

Rustington Chamber of Trade and Commerce

Councillor M Broomfield

171/25 THE WOODLANDS CENTRE - PROPOSED MAJOR REDESIGN AND REFURBISHMENT PROJECT

The Clerk referred to Minute 145/25 and said that she had little further to report at the present time, other than to say that the Chief Executive Officer had now sent the Council's Loan Application to the Government with his recommendation for approval. She said that it was anticipated that confirmation of the Government's decision in this regard should be received in the near future.

She said that a Teams Meeting had been held with the Architects, Studio Scott Taylor, the Deputy Clerk, Finance Manager and herself, and a fee proposal in respect of the Project Management from this Stage forward was currently awaited. She said that further clarification in respect of the procurement process and

possible waiving of Standing Orders/Financial Regulations to employ Studio Scott Taylor, based on the service received thus far, as the Project Manager, had also been sought from the Parkinson Partnership.

She concluded by advising the Council that she was hoping to be able to place the fee proposal from Studio Scott Taylor before the Council at its next Meeting.

The Council NOTED this information.

172/25 REVIEW OF YOUTH PROVISION WORKING PARTY

The Clerk referred to Minute 27/25(b) (Leisure and Amenities Committee Meeting - 2 June 2025 refers) and said that, following the receipt of the Provision Update and Development Plan from the Youth Service Manager, Arun Youth Projects, a Meeting of the Working Party had been held on 9 June 2025 to consider the contents of the Plan. This which was followed by a Meeting on 19 June 2025, with Jon Jolly, the Executive Leader of Arun Church, to further discuss the Plan and possible alternative options for the way forward in respect of the Council's youth provision for Rustington.

She said that Mr Jolly would now be considering one of the suggestions made by the Working Party and would be reporting back on whether this was a feasible way forward and the estimated costs that would be incurred by the Council, should it decide to progress this.

She said that whilst it was still hoped that a full Report containing all of the relevant information and proposals would be available for the next Council Meeting, it had been verbally agreed that the Service Funding Agreement should roll on until such time as the Council had considered the Working Party's Report and Recommendations.

The Chairman advised that he felt that the Meeting had been most constructive. He said that Mr Jolly had been very open and was willing to listen to the Council's concerns and aspirations for the future in respect of youth provision. He said that the discussion had been open and frank, with everyone involved hopeful that a mutually agreeable way forward could be reached in the near future.

173/25 RUSTINGTON IN-BLOOM

Councillor Lee referred to Minute 147/25 and said that the Committee was currently focusing on its presence at the Street Fayre on 12 July 2025. He said that a flyer had been produced which would be being handed out on the day, and plants donated by Members of the Committee, together with bird houses and peg bags made by Committee Members would be on sale on the day. He also advised that the In-Bloom Collection Tins were now in shops throughout the Village.

He concluded by expressing thanks and appreciation to the Council for its Grant Aid award of £350.00 and said that further funding was being sought from a number of other sources. He said that the Committee would, in the near future, be asking parishioners to suggest possible Projects that the Committee could progress, and it was hoped that some members of the local community would, in turn, become involved as volunteers working with the Committee. He said that the Committee now had its own Facebook Page and email address.

The Clerk then advised that it was anticipated the new seat, purchased by the Committee to replace the dilapidated commemorative seat (in memory of Councillor Mrs Sue Axtell) at the Holmes Lane Triangle, would be installed during the next month.

The Council was pleased to NOTE this information.

The Clerk referred to Minute 146/25 and said that she had previously circulated email correspondence between Councillor Bennett and Blind Veterans UK, in which the Parish Council's most recent donation of £690.00 from the VE Day Concert was acknowledged with thanks.

Blind Veterans UK was also thanking Councillor Bennett, for the £3,018.89 raised and donated to them, as his chosen Charity, during his term as Chairman of the Council, to support the work carried out at the Centre, which helped to ensure they were able to provide vital, life changing support to veterans not only residents within, but those visiting the Centre for much needed respite and rehabilitation.

The Council was pleased to NOTE this information.

The Clerk referred to Minute 150/25 and reminded Members that she had previously circulated a Report in this regard as follows:-

- 1. Members will recall that Councillor Lee advised the Council at the last Meeting that he would be stepping away from the REACH Project as, following consideration of the Project Team's recently produced Plan and Contract, he was unhappy with some aspects of the aforementioned documents and of the information contained therein. He proposed that the Council should, therefore, consider withdrawing its support of the Project forthwith.*
- 2. In advance of this Council Meeting, when full consideration is to be given to the above proposal from Councillor Lee, he has provided the following Report:-*

'The Renewable Energy Access for Communities and Households (REACH) Project, evolved from the efforts of Councillor John Gunston (East Preston Parish Council) to install solar panels on publicly owned premises in his Parish. He approached West Sussex County Council, who provided initial support and supplied details of contacts who may have been able to assist in expanding the project

The idea of a scheme whereby businesses and homeowners could have solar panels and batteries installed, with no upfront costs, was floated. This Pay As You Go model (PAYG) was seen to be both innovative and potentially game changing, as the primary barrier to installing solar panels is the initial cost

The initial PAYG model presented, included the following vision:-

The rate charged to householders, per kWh of solar power used, will be set so that the capital cost of the PV and battery is repaid after 7-10 years. At this point the ownership of the equipment, revenue from grid services and responsibility for maintenance will be transferred to the householder. An annual or point of house sale buyout option will also be available to households

Councillor Alan Evans (Angmering Parish Council) joined the team and he and John Gunston created East Preston Energy, primarily in order to apply for funding from the Community Energy Fund (CEF)

They held two public meetings, to publicise the project and attract expressions of interest. I attended the meeting in Angmering, as an interested homeowner. Having been impressed with the potential of the proposed PAYG model, I brought the idea to the Council who, after listening to a Presentation from John Gunston, agreed to my further involvement, as a representative of the Council. I later organised a Public Meeting, promoting the Project, in Rustington

After an award of £40,000.00 from CEF, a Project Management Team, Power Circle, was appointed. Regular meetings have been held since the Team's appointment. At the meeting on 12 May 2025, a new PAYG model was presented. Projected ownership of the panels and batteries was revised from 7-10 years to 30 years. Apparently the 7-10-year option was no longer viable

Councillors Gunston, Evans and myself have all agreed that we can no longer support the Project, given the drastic change to the PAYG model

The Project Management Team has agreed to end the Project, forthwith, and East Preston Energy will be closed down. Discussions are in hand with CEF to return the remaining funds. Those parishioners who registered an expression of interest, will be informed of this outcome in the very near future

My decision to stand down from the Project has been done at the earliest opportunity in order to minimise any reputational damage to the Council and myself.'

3. *In view of the above information, Councillor Lee is requesting that the Council should formally withdraw its support of the REACH Project with immediate effect.*

The Clerk then advised that she had subsequently received an email from Councillors John Gunston (East Preston Parish Council), Alan Evans (Angmering Parish Council) and Councillor Lee, thanking the Council for its interest in the REACH Solar and Battery Storage Project, and advising that they had made the difficult decision to close down the project. They concluded the email by stating that they remained committed to supporting local sustainability projects, and would continue to explore ways to bring forward local energy projects in the future.

Following a discussion, the Council RESOLVED that it should now formally record the withdrawal of its support of the REACH Project.

The Chairman, on behalf of the Council, expressed thanks and appreciation to Councillor Lee for all of his hard work and efforts in this regard.

176/25 SOUTHERN WATER - FINAL DRAFT WATER RESOURCES MANAGEMENT PLAN 2024

The Chairman reported that the Clerk had previously circulated an email received from the Stakeholder Team, advising that the Final Draft Water Resources Management Plan 2024, commonly referred to as Final Draft WRMP24, had been published.

The Final Draft WRMP24 outlined a number of projects being developed to maintain water supplies across the region. The initiatives being worked on included reducing leakage, improving water efficiency and developing new sources of water using water. It was anticipated that the Draft Plan would be formally published in Autumn 2025.

The Council NOTED this information.

177/25 ARUN DISTRICT COUNCIL - ONEPLANET WORKSHOP FOR TOWN AND PARISH COUNCILS - 27 MAY 2025

The Council NOTED an email, together with associated documentation in connection with a Workshop that had been held for Town and Parish Councils on 27 May 2025, outlining how the OnePlanet Tool which was free of charge and could be used to create Climate Action Plans, and track progress in delivering these. It also allowed users to see what other Councils and Community Groups were doing to tackle climate change, and showed how these actions were working together to deliver shared outcomes.

178/25 ARUN DISTRICT COUNCIL - CALL FOR SITES 2025

The Clerk reminded Members that she had previously circulated an email received from the Planning Policy Team in this regard.

Councillor Warren advised that the Council had been approached in July 2024 in the same regard, and as the situation in Rustington had not changed since then, he suggested that the Council need not make any comment in respect of the 'Call for Sites 2025'.

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

The Clerk then advised that she had also received a letter from the Group Head of Planning requesting an update on the following area of land included within the HELAA (Housing and Economic Land Availability Assessment):-

Allotments, Cowdray Drive, Rustington (Penfold Lane Allotment Site - Site Ref: R6 - Grid Ref: 505003-103360)

She said that she would, as had been the case for many years, be confirming that, as the owner of the land in question, the status had not changed in any way since the HELAA was last updated in 2024, and remained 'not currently developable'.

The Council NOTED this information.

(Prior to consideration of the following item, Councillor Cooper had declared a personal interest as a Member of the Arun District Council's Licensing Committee)

179/25 ARUN DISTRICT COUNCIL - APPLICATION FOR A PREMISES LICENCE - RUSTINGTON'S PREMIER, 14 WORTHING ROAD, RUSTINGTON - LICENCE APPLICATION NUMBER: 121560

The Clerk said that she had previously circulated email correspondence from Environmental Health to Members, together with associated documentation in connection with an application for a Premises Licence for Rustington's Premier, 14 Worthing Road, Rustington.

She reminded Members that the application related to the supply of alcohol for consumption off the premises as follows:-

Monday to Saturday	06:00 to 23:00
Sunday	07:00 to 22:00

The Council RESOLVED to make no comment to the District Council in respect of this Application.

180/25 WEST SUSSEX COUNTY COUNCIL - CHILDREN AND YOUNG PEOPLE'S PLAN

The Clerk reminded Members that she had previously circulated a News Release in this regard via email on 9 June 2025.

She said that children, young people and families in West Sussex were being invited by the County Council to comment on the Children and Young People's Plan which explained how the County Council would work with its partners to give each child and young person in West Sussex the best start in life and the support they needed to achieve their potential. The current Plan was due to be updated to cover 2026 to 2029 by the end of 2025, and a Consultation, by way of a Survey was currently open.

Following a brief discussion, the Council RESOLVED that Members should complete the Survey on an individual basis if they so wished, but that no further action should be taken by the Council in this regard.

The Clerk referred to Minute 152/25 and reminded Members that she had previously circulated further correspondence with John Howells, CEO, Link Scheme Limited.

She said that Mr Howells' response to the Council was as follows:-

Thank you for your further letter regarding Rustington Parish Council's request for LINK to reconsider our assessment of access to cash in Rustington. I appreciate the strongly held views of the Council on this matter and understand the importance of access to cash locally.

However, having carefully reconsidered the original assessment, including the results of the recent site visit made during trading hours, I confirm that we believe that access to cash is satisfactory. I appreciate that this is not the answer that you hoped for so have set out again key points from our analysis and answered the questions raised in your recent letter. I also note that you raised a number of very reasonable points with regards to face-to-face banking services. However, LINK's work and the supporting legislation considers access to cash only and not other banking activities.

Our role, as the designated access to cash co-ordination body, is to assess access to cash needs whenever a bank branch closes and whenever a community asks us to do so. The process has been established with regulatory oversight from the FCA to ensure that communities and local businesses can continue to access cash.

For the reasons I set out in my previous letter, we are confident that we have assessed the cash access needs locally accurately, and that a banking hub in Littlehampton, combined with the free-to-use ATMs and post offices available in Rustington, provides an appropriate level of cash access according to the rules we apply. While I appreciate your invite to visit the town, we have already done so as part of our assessment process to understand cash needs locally.

The key context for our work is the declining volume of cash withdrawals across the country. Withdrawals from our network have halved since COVID. We know, however, that 3-5 million people rely on cash day in, day out. We have a responsibility to manage the process sustainably, which means taking into account the viability of remaining services, such as post offices, and the new services we recommend.

Cash Access UK have now opened a temporary banking hub in Littlehampton and is working to deliver a permanent service in Littlehampton as well.

You have referenced some specific points, which my team are happy to discuss with you in more detail. In brief:-

- The ATM infrastructure, which will remain locally following the closure of the branch of Santander, has sufficient capacity to serve current cash withdrawal activity*
- ATMs are owned and managed by commercial ATM deployers who are expert at finding the very best locations available to site an ATM and attract the highest possible usage by consumers. This is the case with all the ATMs in Rustington*
- You raise a point about Barclays Local having more sessions than those in Littlehampton.
A Barclays Local service does not provide cash and is not therefore part of our assessment*
- Thank you for providing details of changes to local bus services. We have considered the changes you have noted and they do not affect the outcome of our assessment.*

I realise that this answer will be a disappointment. LINK is available to discuss the outcome with you and Council members in more detail. My senior colleague Adam Wilkinson would be happy to

arrange a convenient time (awilkinson@link.co.uk) if helpful. I understand, however, that the Council may remain unhappy with this outcome. LINK has an established appeals process which includes independent oversight. If you would like to complain about our decision, you should contact complaints@link.co.uk to commence that process.

Following a detailed discussion the Council RESOLVED that contact should now be made with Mr Adam Wilkinson of LINK to request a further discussion regarding the outcome, with the Chairman, Vice-Chairman, Clerk and Deputy Clerk, as soon as practicably possible.

**182/25 DEPARTMENT OF TRANSPORT - TOWN AND COUNTRY PLANNING 1990 -
SECTION 247 - PROPOSED STOPPING UP OF HIGHWAY AT
THE WINDMILL INN, MILL LANE, RUSTINGTON - READVERTISED**

The Clerk referred to Minute 149/25 and said that she had previously circulated a letter from the National Transport Casework Team, together with associated information, which was a replacement for the previously received documentation. She said that the closing date for objections was 24 July 2025. She then reminded the Council that, as agreed at the last Meeting, she had contacted the Department for Transport to seek clarification on the following points in respect of the original proposed Order:-

- *What, if any, impact would there be on pedestrians' access to the footpath?*
- *Does the proposed Stopping Up of the Highway refer to the removal of the layby at this location only, or does it refer to the removal of an access from the public highway, also?*
- *What are the specifics of the area that the Order would cover?*
- *Is the proposal premature, given the fact that the planning application for the development of the site has been refused and is now the subject of an Appeal?*

She said that she had subsequently received notification from the Department of Transport that the Council's response, which had been recorded as a holding objection until the queries had been answered, had been passed to the Applicant, who should be in contact directly to discuss the points raised.

She then confirmed that no response had been received or communication had with the Applicant. She also advised that when she had 'chased a response' the Caseworker had advised that this Order has just entered its third consultation, and she did not know when the Applicant might reply.

Following a further discussion, the Council RESOLVED that, as its main concern had been addressed in the revised proposal, no further action needed to be taken in this regard.

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

**183/25 COMMUNITY HIGHWAYS SCHEME APPLICATION (REQUEST FOR TRO) -
JUNCTION OF BROADMARK WAY/BROADMARK LANE, RUSTINGTON**

The Clerk reminded Members that she had previously circulated an email request for the Council to support an application from the Broadmark Way Residents Association, received in the above regard, together with associated documentation.

Councillor Mrs Cooper, in her capacity as a County Councillor, then provided the Council with detailed information regarding this application.

Following a further discussion, the Council AGREED to wholeheartedly support this application.

**184/25 COMMUNITY HIGHWAYS SCHEME APPLICATION (REQUEST FOR TRO) -
CHURCH ROAD, RUSTINGTON**

The Clerk reminded Members that she had previously circulated an email request for the Council to support an application received in the above regard, together with associated documentation.

Councillor Mrs Cooper, in her capacity as a County Councillor, then provided the Council with detailed information regarding this application.

Following a further discussion, the Council AGREED to wholeheartedly support this application.

**185/25 WEST SUSSEX COUNTY COUNCIL - REQUEST TO INSTALL DISPLAY
PANELS AT BUS STOPS**

The Clerk said that she had previously circulated an email received from Steve Doole, Bus Back Better, Highways, Transport, Planning, West Sussex County Council, together with associated documentation in this regard.

She said that the County Council had funding to install display panels, during 2025 (cases for posters up to 25 inches by 40 inches) at bus stops for information about bus routes, including maps. She advised that Stagecoach would be responsible for producing, installing and maintaining the panels and the only responsibility for the Parish Council would be the cleaning of the poster cases. In the case of damage or vandalism, WSCC would be asking the contractor to purchase additional spares so cases could be replaced.

Accordingly, the Council was being asked the following:-

- Does the Council support WSCC installing an information poster case for Bus Company use?
- As the Shelters are wooden, should display panels be separate from the Shelters?
- If the Shelters are preferred, should the display panels be wooden?

Following a brief discussion, the Council RESOLVED that it would be happy to support the County Council by permitting the installation of an information poster case at the two bus shelters in question, and that the Clerk be AUTHORISED to agree to the exact locations and materials to be used.

186/25 DOCUMENTS AND PUBLICATIONS CIRCULATED

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

- (a) Arun District Council - News Release - 5 June 2025 and 13 June 2025
- (b) BRTA AGM and Public Meeting Guildford 3
- (c) CAGNE - June Bulletin
- (d) Carers Support West Sussex - Latest News
- (e) Chestnut Tree House - We're making memories this Summer
- (f) East Preston Parish Council News - 22 May 2025, 29 May 2025, 6 June 2025 and 19 June 2025
- (g) National Association of Local Councils - Chief Executive's Bulletin - 22 May 2025, 29 May 2025, 5 June 2025, 12 June 2025 and 19 June 2025
- (h) St Barnabas House - Why making memories mattered to Helen and Adrian
- (i) West Sussex County Council - Highways, Transport and Planning - News and Updates - 28 May 2025
- (j) West Sussex County Council - News Release - 22 May 2025, 28 May 2025, 30 May 2025, 2 June 2025, 3 June 2025, 4 June 2025, 9 June 2025 x2, 10 June 2025, 11 June 2025 x2, 14 June 2025, 18 June 2025 and 19 June 2025 x2
- (k) West Sussex County Council - Residents' eNewsletter - June 2025 Edition
- (l) West Sussex County Council - West Sussex Emergency Management - Weather Alert - 19 June 2025

- (a) CPRE - Annual Report 2024
- (b) Wellspring West Sussex - Issue No. 1 - 2025

There being no further business the Meeting concluded at 8.20 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.

MONTHLY COUNCIL MEETING

23 JUNE 2025

Audit of Accounts for the year
ended 31 March 2025 - Submission
of Accounts prior to Audit

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

RUSTINGTON PARISH COUNCIL

<https://rustingtonpc.org/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

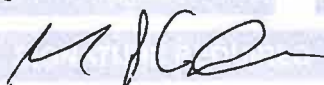
20/01/2025

17/06/2025

Name of person who carried out the internal audit

MIKE PLATTEN CPFA

Signature of person who carried out the internal audit



Date

17/06/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

RUSTINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.		✓	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.RUSTINGTON-PC.GOV.UK AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

RUSTINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	485,928	523,846	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	759,000	786,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	188,423	287,927	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	394,414	409,710	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	515,091	581,463	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	523,846	606,600	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	587,440	634,092	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,086,790	3,126,587	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)		✓	
11b. Disclosure note re Trust funds (including charitable)			✓

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

RUSTINGTON PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Rustington Parish Council

Income & Expenditure Account For the year ended 31 March 2025

Year ended 31 March 2024 £		Year ended 31 March 2025 £
	INCOME	
759,000.00	Precept	786,000.00
60,210.83	Woodlands Centre Income	73,262.34
6,068.19	Allotments Income	6,142.60
19,536.19	Playing Fields Income	27,536.84
18,391.36	Interest Received	21,198.21
23,703.38	Other Income	10,978.96
1,500.00	Discretionary Grants	88,000.00
406.54	Museum Income	909.37
36,006.34	Samuel Wickens Centre (Community Hall)	36,886.67
6,700.00	Concurrent Functions Grant	6,700.00
15,900.89	Youth Centre Other Income	16,312.09
<u>947,423.72</u>	TOTAL INCOME	<u>1,073,927.08</u>
	EXPENDITURE	
387,281.67	General Administration	375,730.83
2,683.33	Section 137	4,475.00
1,500.00	Other Grants	1,500.00
6,162.16	Section 106 Funding	1,902.02
	<u>Running Expenses</u>	
76,522.72	Woodlands Centre Expenditure	114,713.76
4,669.78	Allotments	5,749.46
72,344.78	Playing Fields	153,622.64
181,798.23	Amenities	160,395.95
3,705.66	Street Lighting	3,869.99
49,480.88	Youth Centre	44,028.09
59,659.96	Museum Expenditure	58,809.25
63,696.04	Samuel Wickens Centre (Community Hall)	66,376.25
<u>909,505.21</u>	TOTAL EXPENDITURE	<u>991,173.24</u>
<u>37,918.51</u>	NET INCOME/(EXPENDITURE)	<u>82,753.84</u>
	GENERAL FUND	
246,550.52	General Fund O/B	274,745.21
<u>37,918.51</u>	Net Income/(Expenditure)	<u>82,753.84</u>
284,469.03	Total General Fund before Transfers	357,499.05
<u>(9,723.82)</u>	Transfers (to)/from Reserves	<u>(4,888.07)</u>
<u>274,745.21</u>	General Fund Balance as at 31 March	<u>352,610.98</u>

Rustington Parish Council

Balance Sheet For the year ended 31 March 2025

Year ended 31 March 2024 £		Year ended 31 March 2025 £
	CURRENT ASSETS	
587,439.97	Cash in Hand	634,091.77
12,215.11	Debtors	15,045.23
1,297.64	Stock	1,339.81
1,558.26	Prepayments	1,628.21
13,886.01	VAT recoverable	10,174.28
<u>616,396.99</u>	TOTAL ASSETS	<u>662,279.30</u>
	CURRENT LIABILITIES	
92,551.47	Creditors, Accruals & Deposits	55,679.94
-	Temporary Borrowing	-
-	VAT due	-
92,551.47	TOTAL CURRENT LIABILITIES	<u>55,679.94</u>
<u>523,845.52</u>	NET ASSETS	<u>606,599.36</u>
	REPRESENTED BY	
274,745.21	General Fund Balance	352,610.98
	Earmarked Reserves:	
	<i>Included in General Fund Balance:</i>	
	Grant Funding (AirS)	2,470.00
	Chaucery Memorial	1,560.71
	Building Improvement Fund - W.Centre	8,391.97
	CIL Funding	4,179.68
	Legal Fees (WPSF) - New Lease	500.00
	Website Upgrade	500.00
	Reserve Accounts:	
1,494.46	Opportunity Purchases Fund	1,515.50
3,097.66	Equipment Renewal Reserve	4,153.61
2,787.53	Museum Reserve	2,826.76
100,000.00	Capital Reserve Projects (1)	100,000.00
115,100.30	Capital Reserve Projects (2)	123,909.17
26,620.36	Section 106 Funding Account	21,583.34
<u>523,845.52</u>		<u>606,599.36</u>

The above statements represent fairly the financial position of the Parish Council and reflect its
Income and Expenditure during the year.

Signed:

Chairman

RFO

Dated:

Rustington Parish Council

**Final Accounts 2024/2025
Bank Reconciliation**

<u>Per Bank Account</u>	£
Current Account	14,328.85
Imprest Account	1,298.89
General Fund	117,168.55
35-Day Notice Account (276) - Earmarked Reserves	10,938.08
35-Day Notice Account (284)	236,763.98
35-Day Notice Account (670) - Section 106 Funds	21,583.34
Public Sector Deposit Fund	100,000.00
35-Day Saver Account	123,909.17
Equipment Renewal Account	4,153.61
Opportunity Purchases Fund	1,515.50
Museum Reserve	2,826.76
Petty Cash	220.44
	<u>634,707.17</u>
Less: Unpresented Items	
Current Account per attached list	417.90
Imprest Account per attached list	197.50
	<u>615.40</u>
<u>Per Balance Sheet</u>	<u><u>634,091.77</u></u>

Responsible Finance Officer

Date

Chairman

Date

Approved by Council

Date

Rustington Parish Council

External Audit 2024-2025

Supporting Statement Variance Analysis

Box 1 - Balances Brought Forward

From:	31-Mar-24	485,928	To:	31-Mar-25	523,846
Variance:	7.80%	37,918			

Box 2 - Annual Precept

From:	31-Mar-24	759,000	To:	31-Mar-25	786,000
Variance:	3.56%	27,000			

Box 3 - Total Other Receipts

From:	31-Mar-24	188,424	To:	31-Mar-25	287,927
Variance:	52.81%	99,503			

Grant Funding for MUGA and Outdoor Fitness Equipment	48,000.00
Grant Funding for Changing Places Toilet	40,000.00
Interest on Investment Account (CCLA) (Capital Projects)	4,990.77
Interest on Investment Account (Nationwide) (Capital Projects)	3,818.10
CIL Funding	1,204.68
Girl Guides - Reimbursement of Gas	1,368.83
	<u>99,382.38</u>

Box 4 - Staff Costs

From:	31-Mar-24	394,414	To:	31-Mar-25	409,710
Variance:	3.88%	15,296			

Box 5 - Loan Interest/Capital Repayments

From:	31-Mar-24	-	To:	31-Mar-25	-
Variance:	0.00%	-			

Box 6 - Total Other Payments

From:	31-Mar-24	515,091	To:	31-Mar-25	581,463
Variance:	12.89%	66,372			

Rustington Parish Council

External Audit 2024-2025

Supporting Statement Variance Analysis

Box 7 - Balances Carried Forward

From: 31-Mar-24 523,846 To: 31-Mar-25 606,599

Variance: 15.80% 82,754

Balance of Grant Funding for MUGA and Outdoor Fitness Equipment	4,449.00
Lettings Over Budget - Youth Centre	4,132.00
Lettings Over Budget - Woodlands Centre	8,693.55
Interest on Investment Account (CCLA) (Capital Projects)	4,990.77
Interest on Investment Account (Nationwide) (Capital Projects)	3,818.10
Interest on Investment Account (NatWest) (Refurbishment Works)	7,503.48
Loan Servicing Budget - Transferred to Building Improvement Fund	20,000.00
Contribution to No. 12 Bus - Transferred to Building Improvement Fund	15,000.00
Budgeted Electric and Gas Charges	7,522.73
Budgeted Tree Works	3,500.00
Budgeted Salaries, Employers NI & Superannuation	3,780.80
	<u>83,390.43</u>

Box 8 - Total Cash and Short Term Investments

From: 31-Mar-24 587,440 To: 31-Mar-25 634,092

Variance: 7.94% 46,652

Box 9 - Total Fixed Assets and Long Term Assets

From: 31-Mar-24 3,086,790 To: 31-Mar-25 3,126,587

Variance: 1.29% 39,795

Box 10 - Total Borrowings

From: 31-Mar-24 - To: 31-Mar-25 -

Variance: 0.00% -

Rustington Parish Council

**Explanation of Difference between Balance Carried Forward (Box 7)
and Total Cash and Short Term Investments (Box 8) at 31 March 2025**

Reconciliation of Box 7 - Balances Carried Forward at 31-Mar-25	£ 606,599.36
--	---------------------

Reconciliation of Box 8 - Total Cash and Short Term Investments at 31-Mar-25	£ 634,091.77
---	---------------------

Difference	£ 27,492.41
-------------------	--------------------

Liabilities:

Creditors, Accruals and Deposits Held	£ 55,679.94	
VAT Due	£ -	
Total Liabilities		£ 55,679.94

Assets:

Debtors	£ 15,045.23	
Prepayments	£ 1,628.21	
Stock	£ 1,339.81	
VAT Recovered	£ 10,174.28	
Total Assets		£ 28,187.53

Difference between Liabilities and Assets	£ 27,492.41
--	--------------------

Rustington Parish Council

**Final Accounts 2024/2025
Cash Book Reconciliation**

Opening Balance on 1 April 2024		587,439.97
<i>add</i>	Income	1,210,676.76
<i>less</i>	Expenditure	1,164,024.96
Closing Balance at 31 March 2025		634,091.77