

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 28 July 2025

PRESENT: Councillors J Bennett (Chairman), Mrs C Broomfield, M Broomfield, Mrs A Cooper, A Cooper, G Lee, D Rogers and P Warren

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

59/25 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs Partridge (Indisposition). This apology was accepted by the Committee.

60/25 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

61/25 MINUTES

The Minutes of the Meeting held on 23 June 2025 were signed by the Chairman as a correct record.

62/25 BANKING

(a) Reconciled Bank Balances As At 30 June 2025

The Committee NOTED the Council's Reconciled Bank Balances as at 30 June 2025, as verified by Councillor Lee.

A copy of the Reconciled Bank Balances is attached and forms a part of these Minutes.

(b) Bank Signatories

The Clerk advised the Committee that, as recommended in the Internal Auditor's Report, she would like to add the following two signatories to the Council's Bank and Investment Accounts:-

- Councillor Bennett - Chairman of the Finance & General Purposes Committee
- Councillor Lee - Vice-Chairman of the Council

The Committee RECOMMENDED that Councillors Bennett and Lee should be added as signatories to the Council's Bank and Investment Accounts.

(c) Nationwide Building Society

The Clerk advised the Committee that, as a legal requirement, to ensure the safety and security of its members' and customers' accounts, the Nationwide Building Society, like other financial institutions, were asking customers to review their account application and confirm their details to prevent fraud, money laundering, and other financial crimes. The signatories were:-

- Councillor Warren
- Councillor Mrs Cooper
- Councillor Rogers

Once the aforementioned form had been returned to the Nationwide Building Society, the Clerk would then update the signatories to include Councillors Bennett and Lee.

The Committee RECOMMENDED that Councillors Bennett and Lee should to be added as signatories to the Nationwide Building Society.

63/25 PAYMENT OF ACCOUNTS

The Committee retrospectively APPROVED the payment of the Monthly Accounts.

A copy of the Accounts is attached and forms a part of these Minutes.

64/25 MONTHLY BUDGET REPORT TO 18 JULY 2025

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

65/25 INTERNAL AUDIT 2025-2026 - TERMS OF ENGAGEMENT

The Clerk reminded the Committee that a Quotation received from April Skies Accounting in the sum of £780.00, plus travel to and from Farnham in Surrey (Mileage to be charged at 45p per mile), together with the Terms of Engagement, had previously been circulated to all Members.

Following a brief discussion, during which the Clerk advised that the service provided by April Skies Accounting during the previous three years had been most satisfactory and of an extremely professional standard, the Committee RECOMMENDED that the Quotation received in the sum of £780.00 be accepted for the financial year commencing 1 April 2025, to undertake the role of the Council's Internal Auditor for a further twelve-month period.

66/25 EXCLUSION OF THE PUBLIC AND PRESS

The Committee, pursuant to Section 100 of the Local Government Act 1972, RESOLVED that Members of the Public, and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

67/25 FINANCE/ADMINISTRATIVE OFFICER - COUNCIL OFFICES

The Clerk reported the receipt of a letter of resignation from Miss Johanna Mason, from her position as Finance/Administrative Officer with effect from the close of business on 15 August 2025.

Following a discussion, the Committee RECOMMENDED that the Finance Manager/RFO, Clerk and Deputy Clerk of the Council, should be AUTHORISED to progress the filling of this vacancy, with a view to the appointment being made in early October if possible.

The Committee then recorded its thanks and appreciation to Miss Mason for her unceasing hard work, efforts and professionalism throughout her time of employment with the Council.

68/25 NATIONAL PAY AGREEMENT 2025-2026

The Committee considered a Report from the Clerk of the Council in respect of the implications of the above Agreement for 2025-2026.

Following a brief discussion, the Committee RECOMMENDED that the Clerk’s Report be APPROVED, with the Pay Award being implemented in accordance with the National Joint Council for Local Government Services (NJC) Agreement. A copy of the Clerk’s Report, and associated documentation, is attached and forms a part of these Minutes.

There being no further business the Meeting concluded at 6.30 pm.

Chairman: **Date:**

Rustington Parish Council

Reconciled Balances as at 30 June 2025

NatWest Bank:-		
Current Account	£	40,876.62 ✓
Imprest Account	£	972.80 ✓
Reserve Accounts:		
General Fund	£	307,248.39 ✓
35-Day Notice (276) - Earmarked Reserves	£	11,007.37 ✓
35-Day Notice (284)	£	238,264.07 ✓
35-Day Notice (670) - Section 106 Funds	£	21,720.09 ✓
Museum Reserve	£	2,834.80 ✓
Plant Equipment Renewal	£	5,165.93 ✓
Capital Accounts:		
Opportunity and Special Purchases	£	1,519.81 ✓
CCLA:		
Capital Account:		
Public Sector Deposit Fund	£	100,000.00 ✓
<i>Monthly Dividends Credited from PSDA into Nationwide Account</i>		
Nationwide Building Society:		
Capital Account:		
35-Day Saver	£	125,929.95 ✓
Total on Bank Statements		
	£	855,539.83 ✓
Un-Reconciled Payments		
	£	(27,100.67) ✓
	£	828,439.16 ✓
Petty Cash		
	£	272.30 ✓
Grand Total		
	£	828,711.46 ✓

Checked against Bank Statements

16/7/25

Councillor G Lee (FGP)

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

28 July 2025

Date: 27/06/2025

Time: 08:31:57

Rustington Parish Council

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Supplier Invoices Recommended Payments/Payments Made

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

Date From: 01/06/2025
 Date To: 30/06/2025

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
97695	PI	25/06/2025	18966	Premises Checks & Other Tasks - Jun-25	1,358.42	1,358.42
Total:						<u>1,358.42</u>

A/C: APRILSKI Name: April Skies Accounting

No	Type	Date	Ref	Details	Amount	Outstanding
97719	PI	17/06/2025	18967	Final Internal Audit to 31-Mar-25 Inc. Travel	403.30	403.30
Total:						<u>403.30</u>

A/C: BAILEYPA Name: Paul Bailey

No	Type	Date	Ref	Details	Amount	Outstanding
97720	PI	19/06/2025	18968	Repair/Paint x5 Bus Shelters	1,150.00	1,150.00
Total:						<u>1,150.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
97721	PI	11/06/2025	18969	Supply/Fit C.Changing Bulb - Stage W,Centre Inc. E.Lead	93.00	93.00
97723	PI	25/06/2025	18970	Supply/Fit Replacement Battery in Call Point - The Street To	79.00	79.00
97762	PI	26/06/2025	18994	Monthly Electrical Maintenance, ELT & Works - All Centres	161.98	161.98
Total:						<u>333.98</u>

A/C: BAYSTUDI Name: Bay Studio Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
97724	PI	19/06/2025	18971	Supply/Fit MUGA Goal Target - Rec.Ground	582.00	582.00
Total:						<u>582.00</u>

A/C: FARGROLT Name: Fargro Limited

No	Type	Date	Ref	Details	Amount	Outstanding
97725	PI	17/06/2025	18972	Grass Seed - Rec.Ground	51.00	51.00
Total:						<u>51.00</u>

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
97726	PI	21/06/2025	18973	Maintenance & Floral Contract - Jun	4,862.78	4,862.78
Total:						<u>4,862.78</u>

A/C: INITIALW Name: Rentokil Initial UK Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
97727	PI	25/06/2025	18974	Safety Mats to 15-Oct	381.71	381.71
Total:						<u>381.71</u>

A/C: NEWSPAP Name: NLA Media Access Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
97729	PI	19/06/2025	18975	Copyright Licence to 11-Jun-26	349.80	349.80
Total:						<u>349.80</u>

Date: 27/06/2025

Time: 08:31:57

Rustington Parish Council

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Supplier Invoices Recommended Payments/Payments Made

A/C: SIGMA Name: Sigma Plumbing Services

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
97767	PI	20/06/2025	18995	Tasks (Jun) inc. Office Post/Courier inc. adhoc deliveries	643.00	643.00
Total:						<u>643.00</u>

A/C: SUSSEXPT Name: Sussex Past Trading Limited

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
97730	PI	20/06/2025	18976	Storage of Archaeological Materials to 09-Jun-26	180.00	180.00
Total:						<u>180.00</u>

A/C: WSCC Name: West Sussex County Council

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
97731	PI	11/06/2025	18977	Street Lighting Maintenance to 31-Mar-25	4,354.99	4,354.99
Total:						<u>4,354.99</u>
Grand Total						<u>14,650.98</u>

Date: 15/07/2025
Time: 13:46:19

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

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

Date From: 31/05/2025
Date To: 31/07/2025

A/C: ARUN Name: Arun District Council

No	Type	Date	Ref	Details	Amount	Outstanding
98037	PI	01/07/2025	18996	Inspection of Outdoor Fitness Equipment	115.20	115.20
Total:						115.20

A/C: ARUNSEC Name: Arun Security Centre

No	Type	Date	Ref	Details	Amount	Outstanding
98038	PI	08/07/2025	18997	Key Cutting x3 - Various Sites Inc. WPSF	18.00	18.00
Total:						18.00

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

No	Type	Date	Ref	Details	Amount	Outstanding
98041	PI	14/06/2025	18998	Supply/Fit new IP Socket & Padlock (2024) - SWC	107.00	107.00
98043	PI	02/07/2025	18999	Replace Fuse Plug on Urn - JdB - W.Centre	78.00	78.00
98044	PI	02/07/2025	19000	Supply/Fit Sockets - Defib & Padlock Supply - SWC	134.53	134.53
98046	PI	07/07/2025	19001	Callout - Replace Faulty Track Lights x2 - Museum	462.00	462.00
Total:						781.53

A/C: BOLLARDS Name: Bollard Security Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
98047	PI	02/07/2025	19002	Replace Damaged Bollard - RSSC - Rec.Ground	900.00	900.00
Total:						900.00

A/C: BREWERS Name: Brewers Decorator Centres

No	Type	Date	Ref	Details	Amount	Outstanding
98048	PI	31/05/2025	19003	Sadolin Classic Teak No.3 - Seats	88.39	88.39
98049	PI	30/06/2025	19004	Sadolin Classic Teak No.3 x2 - Seats	176.78	176.78
Total:						265.17

A/C: COPYLICE Name: The Copyright Licensing Agency Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
98050	PI	02/07/2025	19005	CLA - Public Administration Licence to 30-Jun-26	219.89	219.89
Total:						219.89

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
98051	PI	06/07/2025	19006	Repair Seat & Wooden Archway - Ash Lane	310.44	310.44
98052	PI	07/07/2025	19007	Tree/Shrubbery Cutting/Clear & Removal of Waste - Allots -	90.00	90.00
Total:						400.44

A/C: GRUNDON Name: Grundon Waste Management Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
98053	PI	30/06/2025	19008	Wheelie Bins - SWC/Museum	125.26	125.26
98055	PI	30/06/2025	19009	Wheelie Bins - Rec.Ground/Y.Centre	129.67	129.67
98057	PI	30/06/2025	19010	Wheelie Bins - W.Centre/Offices	281.09	281.09
Total:						536.02

Date: 15/07/2025
Time: 13:46:19

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

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A/C: HALLMAST		Name: Hallmaster Ltd				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
98059	PI	02/07/2025	19011	Multi Venue Licence & Accounting Module x3 to 30-Jul-25 -	842.40	842.40
Total:						<u>842.40</u>
A/C: LOOOF THE		Name: Loo of the Year Awards Ltd				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
98062	PI	03/07/2025	19012	Loo of the Year Awards Entry - 2025	758.40	758.40
Total:						<u>758.40</u>
A/C: MICROSOFT		Name: Microsoft Ireland Operations Ltd				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
98063	PI	03/07/2025	19013	Online Services - Office 365 - 03-Jun to 02-Jul	574.60	574.60
Total:						<u>574.60</u>
A/C: SOUTHCL		Name: Southern Cleaning Services				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
98070	PI	01/07/2025	19014	Contract Cleaning - 30-May to 27-Jun - W.Centre & Offices	1,800.00	1,800.00
98071	PI	01/07/2025	19015	Machine Scrub & Clean VMH Floor x2 - Jun	140.40	140.40
Total:						<u>1,940.40</u>
A/C: SOUTHCO		Name: South Coast Coffee Co				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
98072	PI	09/07/2025	19016	Office Supplies	181.00	181.00
Total:						<u>181.00</u>
A/C: SOUTHMO		Name: Southern Mobility Centres Ltd				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
98073	PI	25/06/2025	19017	Callout - Hoist Beeping - The Street Toilets	66.00	66.00
Total:						<u>66.00</u>
A/C: WOODHOUSE		Name: BardHVAC UK Ltd t/a Woodhouse				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
98074	PI	03/07/2025	19018	Callout - Replacement Pump - Information Centre Unit -	265.06	265.06
Total:						<u>265.06</u>
A/C: WORKNES		Name: WorkNest Limited				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
98075	PI	11/07/2025	19019	HR Service & Advice - Prepaid Hours (5)	597.00	597.00
Total:						<u>597.00</u>
A/C: WORLDPA		Name: Worldpay Limited				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
98076	PI	01/07/2025	19020	Subscription Fee - Jul-25	11.94	11.94
Total:						<u>11.94</u>
Grand Total						<u>8,473.05</u>

Date: 27/06/2025
Time: 08:39:00

Rustington Parish Council

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Current Account - Recommended Payments/Payments Made

Date From: 01/06/2025
Date To: 30/06/2025

Bank From: 1200
Bank To: 1200

Transaction From: 97,450
Transaction To: 97,749

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1200 Currency: Pound Sterling

No	Type	N/C	Date	Ref	Details	Net	Tax	Gross
97733	BP	2103	26/06/2025	18978 - BankPay	C.Moreira - Deposit Refund - W.Centre	24.00	0.00	24.00
97734	BP	6111	26/06/2025	18979 - BankPay	History People UK - Talk on Folklore, Inc. Travel -	110.00	0.00	110.00
97735	BP	2103	26/06/2025	18980 - BankPay	M.Taziva - Deposit Refund - Allots - 8 WR	50.00	0.00	50.00
97736	BP	6105	26/06/2025	18981 - BankPay	Chi Diocesan Ass. for Family Support Work - Grant Aid	450.00	0.00	450.00
97737	BP	6105	26/06/2025	18982 - BankPay	Home-Start Arun, Worthing & Adur - Grant Aid	270.00	0.00	270.00
97738	BP	6105	26/06/2025	18983 - BankPay	Rustington Community Primary School PTA - Grant Aid	350.00	0.00	350.00
97739	BP	6105	26/06/2025	18984 - BankPay	Rustington Heritage Association - Grant Aid	260.00	0.00	260.00
97740	BP	6105	26/06/2025	18985 - BankPay	Rustington in Bloom - Grant Aid	350.00	0.00	350.00
97741	BP	7202	27/06/2025	DD - 18986 (1100)	Business Stream - Water - Conbar Allots to 13-Jun - Est	240.47	0.00	240.47
97742	BP	7203	26/06/2025	DD - 18987	SSE - Electric - W.Centre - to 30-May - SM	660.93	132.19	793.12
97743	BP	7203	26/06/2025	DD - 18988	SSE - Electric - Broadmark Toilets - to 30-May - SM	74.29	3.71	78.00
97744	BP	7203	26/06/2025	DD - 18989	SSE - Electric - Churchill Toilets - to 30-May - SM	160.81	8.04	168.85
97745	BP	7203	26/06/2025	DD - 18990	SSE - Electric - The Street Toilets - to 30-May - SM	75.99	3.80	79.79
97746	BP	7203	26/06/2025	DD - 18991	SSE - Electric - Offices - to 31-May - SM	135.22	6.76	141.98
97747	BP	7203	26/06/2025	DD - 18992	SSE - Electric - Y.Centre - to 30-May - SM	192.26	9.61	201.87
97748	BP	7203	26/06/2025	DD - 18993	SSE - Electric - SWC - to 31-May - SM	172.97	34.60	207.57
97749	BP	7203	26/06/2025	DD - 18993	SSE - Electric - Museum - to 31-May - SM	172.97	34.59	207.56
Totals £						<u>3,749.91</u>	<u>233.30</u>	<u>3,983.21</u>

Date: 15/07/2025
Time: 15:41:18

Rustington Parish Council
Current Account - Recommended Payments/Payments Made

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Date From: 01/07/2025
Date To: 31/07/2025

Bank From: 1200
Bank To: 1200

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

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1200			Currency: Pound Sterling						
No	Type	N/C	Date	Ref	Details	Net	Tax	Gross	
98077	BP	2103	10/07/2025	19021 - BankPay	A.Walden - Deposit Refund - W.Centre	200.00	0.00	200.00	
98078	BP	2103	10/07/2025	19022 - WorldPay	A.Belinska - Deposit Refund - W.Centre	200.00	0.00	200.00	
98079	BP	2103	10/07/2025	19023 - BankPay	D.Simmonds - Deposit Refund - Allots - 4A PL	50.00	0.00	50.00	
98080	BP	7101	10/07/2025	19024 - BankPay	H.Parsons - Travel Expenses - SMG Training	17.20	0.00	17.20	
98081	BP	6105	10/07/2025	19025 - BankPay	Arun Youth Aqua Centre - Grant Aid	200.00	0.00	200.00	
98082	BP	6105	10/07/2025	19026 - BankPay	Kent, Surrey & Sussex Air Ambulance Trust - Grant Aid	150.00	0.00	150.00	
98083	BP	7310	22/07/2025	DD - 19027	ICO - Data Protection Subs to 21-Jul-26	47.00	0.00	47.00	
98084	BP	7300	15/07/2025	DD - 19028 (...)	BT - Office Mobile (Emergency Phone)	13.12	2.63	15.75	
98085	BP	7300	15/07/2025	DD - 19028 (...)	BT - LAA Officer Mobile	13.12	2.62	15.74	
98086	BP	7202	18/07/2025	DD - 19029 (7040)	Business Stream - Water - SWC to 05-Jul - Est	124.22	0.00	124.22	
98087	BP	7202	18/07/2025	DD - 19029 (7040)	Business Stream - Water - to 05-Jul (30% of SWC)	53.24	0.00	53.24	
98088	BP	7204	14/07/2025	DD - 19030 (...)	Crown Gas & Power - Gas - Y.Centre to 30-Jun	69.83	3.49	73.32	
98089	BP	7310	14/07/2025	DD - 19032 - NW1	Ancestry.Co.Uk - Subscription - 6 Mths to 12-Dec	54.99	0.00	54.99	
98090	BP	7209	14/07/2025	DD - 19032 - NW1	Hygenic Plastic Supplies - Wall Cladding x2 & Adhesive -	89.93	17.99	107.92	
98091	BP	7206	14/07/2025	DD - 19032 - NW1	Local Plumbing Supplies - Pipework for Urinals - VMH -	60.53	12.11	72.64	
98092	BP	7209	14/07/2025	DD - 19032 - NW1	Amazon (Leon Global) - Baby Change Door Sign -	3.65	0.73	4.38	
98093	BP	6109	14/07/2025	DD - 19032 - NW1	Amazon (Farla...) - Nitrile Gloves x4 - Museum	19.96	4.00	23.96	
98094	BP	7320	14/07/2025	DD - 19032 - NW1	Amazon - Wall Planner - Museum	8.32	1.66	9.98	
98095	BP	7303	14/07/2025	DD - 19032 - NW1	Amazon - VJ Day Flags x2 - Village	13.60	2.72	16.32	
98096	BP	7303	14/07/2025	DD - 19032 - NW1	Amazon (Private) - Lest We Forget Flags x4 - Village	35.96	0.00	35.96	
98097	BP	5007	14/07/2025	DD - 19033 - NW1	BP Rustington - Adblue - Council Vehicle	25.00	5.00	30.00	
98098	BP	7209	14/07/2025	DD - 19033 - NW1	Halfords - Toilet Bolt Locks x2 - Broadmark Lane Toilets	3.07	0.62	3.69	
98099	BP	6017	14/07/2025	DD - 19033 - NW1	BP Rustington - Plant Fuel - Mower	25.37	5.08	30.45	
98100	BP	7303	14/07/2025	DD - 19033 - NW1	Tesco Express - Milk x2 - Offices	4.00	0.00	4.00	
98101	BP	5007	14/07/2025	DD - 19033 - NW1	BP Rustington - Diesel - Council Vehicle	47.79	9.56	57.35	
98102	BP	6105	11/07/2025	19034 - BankPay	Arun Community Transport - Grant Aid	450.00	0.00	450.00	
98103	BP	6105	11/07/2025	19035 - BankPay	Lavinia Norfolk Centre Trust - Grant Aid	139.20	0.00	139.20	
98112	BP	7310	01/07/2025	DD - TV L	TV Licence - Youth Centre	15.00	0.00	15.00	
98113	BP	7321	18/07/2025	DD - Sage	Sage - People Manager	68.60	13.72	82.32	
98114	BP	7201	24/07/2025	DD - ADC	ADC - Rates - R'ton Youth Centre	474.00	0.00	474.00	
98115	BP	7201	25/07/2025	DD - ADC	ADC - Rates - The Woodlands Centre	649.00	0.00	649.00	
98116	BP	7201	26/07/2025	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	144.50	0.00	144.50	
98117	BP	7201	26/07/2025	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	144.50	0.00	144.50	
Totals						£ 3,614.70	81.93	3,696.63	

Rustington Parish Council
Bank Payment Summary - 25 June 2025

Page: 7

Salaries (Gross) - Employees	£ 27,233.20
<i>Includes Mileage Claim (N/Code: 7101)</i>	£ -
Employers - N.I.	£ 3,271.82
Employers - Superann.	£ 2,249.26
Legal & General - Ill Health Liability Insurance	£ -
Total Employers Liabilities	£ 32,754.28
 Councillor / Chairman Allowances	 £ 2,909.40
 Total Liabilities	 £ 35,663.68

Rustington Parish Council
Bank Payment Summary - 25 July 2025

Salaries (Gross) - Employees	£ 27,631.49
<i>Includes Mileage Claim (N/Code: 7101)</i>	£ -
Employers - N.I.	£ 3,331.57
Employers - Superann.	£ 2,259.40
Legal & General - Ill Health Liability Insurance	£ -
Total Employers Liabilities	£ 33,222.46

Rustington Parish Council

Reconciled Balances as at 30 June 2025

NatWest Bank:-	
Current Account	£ 40,876.62
Imprest Account	£ 972.80
Reserve Accounts:	
General Fund	£ 307,248.39
35-Day Notice (276) - Earmarked Reserves	£ 11,007.37
35-Day Notice (284)	£ 238,264.07
35-Day Notice (670) - Section 106 Funds	£ 21,720.09
Museum Reserve	£ 2,834.80
Plant Equipment Renewal	£ 5,165.93
Capital Accounts:	
Opportunity and Special Purchases	£ 1,519.81
CCLA:	
Capital Account:	
Public Sector Deposit Fund	£ 100,000.00
<i>Monthly Dividends Credited from PSDA into Nationwide Account</i>	
Nationwide Building Society:	
Capital Account:	
35-Day Saver	£ 125,929.95
Total on Bank Statements	£ 855,539.83
Un-Reconciled Payments	£ (27,100.67)
	£ 828,439.16
Petty Cash	£ 272.30
Grand Total	£ 828,711.46

Checked against Bank Statements

Councillor G Lee (FGP)

16/7/25

Date: 21/07/2025
Time: 12:18:58

Rustington Parish Council
Current Account - Bank Receipts

Page: 8

Date From: 13/06/2025
Date To: 18/07/2025
Transaction From: 1
Transaction To: 99,999,999

Bank From: 1200
Bank To: 1200

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1200 Currency: Pound Sterling

No	Type	N/C	Date	Ref	Details	Net	Tax	Gross
97800	BR	4025	18/06/2025	Bank Receipt	E.Carter - Seat Donation (Noone)	1,500.00	0.00	1,500.00
97801	BR	4025	19/06/2025	Bank Receipt	M.Skinner - Seat Donation (Skinner)	1,500.00	0.00	1,500.00
97802	BR	4047	25/06/2025	Bank Receipt	R'ton S&S Club - Rent - 2nd Quarter	4,125.00	0.00	4,125.00
97803	BR	2102	26/06/2025	Card Receipt	A.Sayers - Deposit - Allots - 8 WR	50.00	0.00	50.00
97804	BR	4043	26/06/2025	Card Receipt	A.Sayers - Rent - Allots - 8 WR	16.00	0.00	16.00
97805	BR	2102	30/06/2025	Card Receipt	R.Alam - Deposit - W.Centre - 27-Jul	200.00	0.00	200.00
98035	BR	2102	07/07/2025	Bank Receipt	R.Isted - Deposit - Allots - 4A PL	50.00	0.00	50.00
98036	BR	2102	07/07/2025	Bank Receipt	M.Hinch/Bell - Deposit - W.Centre - 28-Sep	50.00	0.00	50.00
98177	BR	2102	08/07/2025	Card Receipt	Rhythm & Melody - Deposit - W.Centre - 26-Jul	50.00	0.00	50.00
98178	BR	2102	09/07/2025	Card Receipt	L.Bannier - Deposit - W.Centre - 10-Aug	50.00	0.00	50.00
98179	BR	2102	10/07/2025	Card Receipt	J.Stoner - Deposit - W.Centre - 11-Oct	200.00	0.00	200.00
98180	BR	2102	11/07/2025	Card Receipt	M.Pryor - Deposit - Allots - 36 CA	50.00	0.00	50.00
Totals £						<u>7,841.00</u>	<u>0.00</u>	<u>7,841.00</u>

Date: 21/07/2025
Time: 13:31:10

Rustington Parish Council
Current Account - Customer Receipts

Page: 9

Date From: 13/06/2025
Date To: 18/07/2025

Bank From: 1200
Bank To: 1200

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

Customer From:
Customer To: 77777777

Bank	1200	Currency	Pound Sterling					
No	Type	A/C	Date	Ref	Details	Net	Tax	Gross
97792	SR	WOODTTC	16/06/2025	102153	Sales Receipt	560.00	0.00	560.00
97793	SR	ARUNHER	17/06/2025	Bank Receipt	Sales Receipt	61.84	0.00	61.84
97794	SR	RUSTPLSC	23/06/2025	Bank Receipt	Sales Receipt	172.00	0.00	172.00
97795	SR	RUSTPLSC	23/06/2025	Bank Receipt	Sales Receipt	350.00	0.00	350.00
97796	SR	GUIDES2	27/06/2025	Bank Receipt	Sales Receipt	45.00	0.00	45.00
97797	SA	BABYSUPE	30/06/2025	Bank Receipt	Payment on Account	132.00	0.00	132.00
97798	SA	ALAMMDRA	30/06/2025	Card Receipt	Payment on Account	125.00	0.00	125.00
98014	SR	RMTCLTON	01/07/2025	Bank Receipt	Sales Receipt	154.34	0.00	154.34
98015	SR	HERITAGE	01/07/2025	Bank Receipt	Sales Receipt	40.00	0.00	40.00
98016	SR	VIRTUOSO	01/07/2025	Bank Receipt	Sales Receipt	320.00	0.00	320.00
98017	SR	ADFAS	01/07/2025	Bank Receipt	Sales Receipt	90.00	0.00	90.00
98018	SR	BABYSUPE	01/07/2025	Bank Receipt	Sales Receipt	44.00	0.00	44.00
98019	SR	SLIMWORL	01/07/2025	Bank Receipt	Sales Receipt	334.00	0.00	334.00
98020	SR	PLAYERS	02/07/2025	Bank Receipt	Sales Receipt	980.32	0.00	980.32
98021	SR	ARUNU3A	02/07/2025	Bank Receipt	Sales Receipt	903.00	0.00	903.00
98022	SR	ARUNU3A	02/07/2025	Bank Receipt	Sales Receipt	92.00	0.00	92.00
98023	SR	SHORTMAT	02/07/2025	Bank Receipt	Sales Receipt	530.00	0.00	530.00
98024	SR	ARUNFAIR	02/07/2025	Bank Receipt	Sales Receipt	312.00	0.00	312.00
98025	SR	RUSTWI	03/07/2025	Bank Receipt	Sales Receipt	127.00	0.00	127.00
98026	SR	PLAYERS	03/07/2025	Bank Receipt	Sales Receipt	87.55	0.00	87.55
98027	SR	TATERON	04/07/2025	Bank Receipt	Sales Receipt	462.00	0.00	462.00
98028	SR	AGEUKWSX	04/07/2025	Bank Receipt	Sales Receipt	630.00	0.00	630.00
98029	SR	ALZHEIME	04/07/2025	Bank Receipt	Sales Receipt	47.00	0.00	47.00
98030	SR	RUSHORTI	07/07/2025	Bank Receipt	Sales Receipt	335.00	0.00	335.00
98031	SR	DRISCOLL	07/07/2025	Bank Receipt	Sales Receipt	212.00	0.00	212.00
98032	SR	THEATREA	07/07/2025	Bank Receipt	Sales Receipt	576.00	0.00	576.00
98033	SR	YASYOGA	07/07/2025	Bank Receipt	Sales Receipt	316.00	0.00	316.00
98034	SR	STOREP	08/07/2025	Bank Receipt	Sales Receipt	3,600.00	0.00	3,600.00
98168	SR	NEAME-WH	08/07/2025	Bank Receipt	Sales Receipt	18.34	0.00	18.34
98169	SR	WRIGHTMA	08/07/2025	Bank Receipt	Sales Receipt	300.00	0.00	300.00
98170	SR	DANCEBEA	09/07/2025	Bank Receipt	Sales Receipt	288.00	0.00	288.00
98171	SR	RCCGOASI	09/07/2025	Bank Receipt	Sales Receipt	139.00	0.00	139.00
98172	SR	RCCGOASI	09/07/2025	Bank Receipt	Sales Receipt	309.00	0.00	309.00
98173	SR	WOODTTC	10/07/2025	Bank Receipt	Sales Receipt	420.00	0.00	420.00
98174	SR	ARUNHER	11/07/2025	Bank Receipt	Sales Receipt	86.00	0.00	86.00
98175	SR	BARCLAYS	11/07/2025	Bank Receipt	Sales Receipt	2,559.44	0.00	2,559.44
98176	SR	RUSTCC	14/07/2025	Bank Receipt	Sales Receipt	1,199.20	0.00	1,199.20
98181	SA	BANNIERL	09/07/2025	Card Receipt	Payment on Account	55.00	0.00	55.00
Totals						17,012.03	0.00	17,012.03

CONFIDENTIAL

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE - 28 JULY 2025

National Salary Award - 2025-2026

1. Notification has been received via WSALC, from the National Joint Council (NJC) for Local Government Services that agreement has been reached on the new Pay Award for 2025-2026, backdated to 1 April 2025 (copy attached).
2. As has been the case for many years, provision has been made by the Council for a 6% increase for employees in its 2025/2026 Budget. At the time of setting the annual Budget, it was anticipated that this provision would cover additional hours and any incremental salary increases that the Council might wish to make during the year.
3. The Committee is asked to RECOMMEND that the Council approves the implementation of the terms of this National Agreement in respect of its own employees.

28 July 2025

Clerk of the Council

From:
Sent: 24 July 2025 15:50
To:
Subject: Local government services pay agreement 2025/26

Follow Up Flag: Follow up
Flag Status: Completed

Dear Clerk

Please see the following update from NALC regarding the latest pay agreement:

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2025. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2025 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2025.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

* Hourly rates

	1 April 2024		1 April 2025		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	Below LC Scale (for staff other than clerks)
4	£24,404	£12.65	£25,185	£13.05	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	LC1 (below substantive range)
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	LC1 (substantive benchmark range)
9	£26,409	£13.69	£27,254	£14.13	LC1 (substantive benchmark range)
10	£26,835	£13.91	£27,694	£14.35	LC1 (substantive benchmark range)
11	£27,269	£14.13	£28,142	£14.59	LC1 (substantive benchmark range)
12	£27,711	£14.36	£28,598	£14.82	LC1 (substantive benchmark range)
13	£28,163	£14.60	£29,064	£15.06	LC1 (above substantive range)
14	£28,624	£14.84	£29,540	£15.31	LC1 (above substantive range)
15	£29,093	£15.08	£30,024	£15.56	LC1 (above substantive range)
16	£29,572	£15.33	£30,518	£15.82	LC1 (above substantive range)
17	£30,060	£15.58	£31,022	£16.08	LC1 (above substantive range)
18	£30,559	£15.84	£31,537	£16.35	LC2 (below substantive range)
19	£31,067	£16.10	£32,061	£16.62	LC2 (below substantive range)
20	£31,586	£16.37	£32,597	£16.90	LC2 (below substantive range)
21	£32,115	£16.65	£33,143	£17.18	LC2 (below substantive range)
22	£32,654	£16.93	£33,699	£17.47	LC2 (below substantive range)

23	£33,366	£17.29	£34,434	£17.85	LC2 (below substantive range)
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	LC2 (substantive benchmark range)
26	£36,124	£18.72	£37,280	£19.32	LC2 (substantive benchmark range)
27	£37,035	£19.20	£38,220	£19.81	LC2 (substantive benchmark range)
28	£37,938	£19.66	£39,152	£20.29	LC2 (substantive benchmark range)
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	LC2 (above substantive benchmark range)
31	£40,476	£20.98	£41,771	£21.65	LC2 (above substantive benchmark range)
32	£41,511	£21.52	£42,839	£22.20	LC2 (above substantive benchmark range)
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	LC3 (below substantive range)
35	£44,711	£23.17	£46,142	£23.92	LC3 (below substantive range)
36	£45,718	£23.70	£47,181	£24.46	LC3 (below substantive range)
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	LC3 (substantive benchmark range)
39	£48,710	£25.25	£50,269	£26.06	LC3 (substantive benchmark range)
40	£49,764	£25.79	£51,356	£26.62	LC3 (substantive benchmark range)
41	£50,788	£26.32	£52,413	£27.17	LC3 (substantive benchmark range)
42	£51,802	£26.85	£53,460	£27.71	LC3 (above substantive benchmark range)
43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	LC3 (above substantive benchmark range)
45	£55,367	£28.70	£57,139	£29.62	LC3 (above substantive benchmark range)
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	LC4 (below substantive range)
48	£59,300	£30.74	£61,198	£31.72	LC4 (below substantive range)
49	£60,903	£31.57	£62,852	£32.58	LC4 (below substantive range)
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)
51	£63,881	£33.11	£65,925	£34.17	LC4 (substantive benchmark range)
52	£65,943	£34.18	£68,053	£35.27	LC4 (substantive benchmark range)
53	£68,000	£35.25	£70,176	£36.37	LC4 (substantive benchmark range)
54	£70,065	£36.32	£72,307	£37.48	LC4 (substantive benchmark range)
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	LC4 (above substantive benchmark range)
57	£76,277	£39.54	£78,718	£40.80	LC4 (above substantive benchmark range)
58	£78,315	£40.59	£80,821	£41.89	LC4 (above substantive benchmark range)
59	£80,247	£41.59	£82,815	£42.93	LC4 (above substantive benchmark range)
60	£82,221	£42.62	£84,852	£43.98	LC4 (above substantive benchmark range)
61	£84,243	£43.67	£86,939	£45.06	LC4 (above substantive benchmark range)
62	£86,319	£44.74	£89,081	£46.17	LC4 (above substantive benchmark range)

Kind regards,

Emily Simpson
Assistant CEO, ESALC

From:
Sent: 24 July 2025 15:50
To:
Subject: Local government services pay agreement 2025/26

Follow Up Flag: Follow up
Flag Status: Completed

Dear Clerk

Please see the following update from NALC regarding the latest pay agreement:

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2025. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2025 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2025.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

* Hourly rates

	1 April 2024		1 April 2025		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	Below LC Scale (for staff other than clerks)
4	£24,404	£12.65	£25,185	£13.05	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	LC1 (below substantive range)
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	LC1 (substantive benchmark range)
9	£26,409	£13.69	£27,254	£14.13	LC1 (substantive benchmark range)
10	£26,835	£13.91	£27,694	£14.35	LC1 (substantive benchmark range)
11	£27,269	£14.13	£28,142	£14.59	LC1 (substantive benchmark range)
12	£27,711	£14.36	£28,598	£14.82	LC1 (substantive benchmark range)
13	£28,163	£14.60	£29,064	£15.06	LC1 (above substantive range)
14	£28,624	£14.84	£29,540	£15.31	LC1 (above substantive range)
15	£29,093	£15.08	£30,024	£15.56	LC1 (above substantive range)
16	£29,572	£15.33	£30,518	£15.82	LC1 (above substantive range)
17	£30,060	£15.58	£31,022	£16.08	LC1 (above substantive range)
18	£30,559	£15.84	£31,537	£16.35	LC2 (below substantive range)
19	£31,067	£16.10	£32,061	£16.62	LC2 (below substantive range)
20	£31,586	£16.37	£32,597	£16.90	LC2 (below substantive range)
21	£32,115	£16.65	£33,143	£17.18	LC2 (below substantive range)
22	£32,654	£16.93	£33,699	£17.47	LC2 (below substantive range)

23	£33,366	£17.29	£34,434	£17.85	LC2 (below substantive range)
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	LC2 (substantive benchmark range)
26	£36,124	£18.72	£37,280	£19.32	LC2 (substantive benchmark range)
27	£37,035	£19.20	£38,220	£19.81	LC2 (substantive benchmark range)
28	£37,938	£19.66	£39,152	£20.29	LC2 (substantive benchmark range)
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	LC2 (above substantive benchmark range)
31	£40,476	£20.98	£41,771	£21.65	LC2 (above substantive benchmark range)
32	£41,511	£21.52	£42,839	£22.20	LC2 (above substantive benchmark range)
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	LC3 (below substantive range)
35	£44,711	£23.17	£46,142	£23.92	LC3 (below substantive range)
36	£45,718	£23.70	£47,181	£24.46	LC3 (below substantive range)
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	LC3 (substantive benchmark range)
39	£48,710	£25.25	£50,269	£26.06	LC3 (substantive benchmark range)
40	£49,764	£25.79	£51,356	£26.62	LC3 (substantive benchmark range)
41	£50,788	£26.32	£52,413	£27.17	LC3 (substantive benchmark range)
42	£51,802	£26.85	£53,460	£27.71	LC3 (above substantive benchmark range)
43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	LC3 (above substantive benchmark range)
45	£55,367	£28.70	£57,139	£29.62	LC3 (above substantive benchmark range)
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	LC4 (below substantive range)
48	£59,300	£30.74	£61,198	£31.72	LC4 (below substantive range)
49	£60,903	£31.57	£62,852	£32.58	LC4 (below substantive range)
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)
51	£63,881	£33.11	£65,925	£34.17	LC4 (substantive benchmark range)
52	£65,943	£34.18	£68,053	£35.27	LC4 (substantive benchmark range)
53	£68,000	£35.25	£70,176	£36.37	LC4 (substantive benchmark range)
54	£70,065	£36.32	£72,307	£37.48	LC4 (substantive benchmark range)
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	LC4 (above substantive benchmark range)
57	£76,277	£39.54	£78,718	£40.80	LC4 (above substantive benchmark range)
58	£78,315	£40.59	£80,821	£41.89	LC4 (above substantive benchmark range)
59	£80,247	£41.59	£82,815	£42.93	LC4 (above substantive benchmark range)
60	£82,221	£42.62	£84,852	£43.98	LC4 (above substantive benchmark range)
61	£84,243	£43.67	£86,939	£45.06	LC4 (above substantive benchmark range)
62	£86,319	£44.74	£89,081	£46.17	LC4 (above substantive benchmark range)

Kind regards,

Emily Simpson
Assistant CEO, ESALC