

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 23 February 2026

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

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

10/26 CHAIRMAN OF THE MEETING

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

11/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Indisposition) and Cooper (Indisposition). These apologies were accepted by the Committee.

12/26 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

13/26 MINUTES

The Minutes of the Meeting held on 26 January 2026 were signed by the Chairman of the Meeting as a correct record.

14/26 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.

15/26 MONTHLY BUDGET REPORT TO 13 FEBRUARY 2026

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

16/26 APPLICATIONS FOR GRANT AID FROM LOCAL ORGANISATIONS

The Chairman of the Meeting reminded Members of the Report from the Deputy Clerk advising that Round Two of Grant Aid 2025/2026 was issued in December 2025 and January 2026, with a closing date of 6 February 2026 and four Applications for Grant Aid had been received.

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

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

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

(b) **Mens Walk Talk**

A request for financial assistance towards the cost of promotional and advertising materials.

(c) **The Littlehampton Community Fridge**

A request for financial assistance towards the cost of promotional materials, collecting boxes and an A-board.

(d) **Arun Crime Alert Group**

A request for financial assistance towards the cost to help progress the registration as a Community Interest Company.

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

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

Grant Aid of £400.00 be awarded.

(b) **Mens Walk Talk**

Grant Aid of £300.00 be awarded, with the Organisation being asked to include the Council's logo on printed materials.

(c) **The Littlehampton Community Fridge**

Grant Aid of £300.00 be awarded, with the Organisation being asked to include the Council's logo on the banner and leaflets.

(d) **Arun Crime Alert Group**

No Grant Aid to be awarded on this occasion.

The Committee suggested that the Group reapply once it is established with its own Bank Account and Articles of Association/Constitution.

The Committee conveyed its thanks and appreciation to the Deputy Clerk for all of her hard work in this regard.

17/26 DATA PROTECTION REVIEW AND ASSERTION 10 COMPLIANCE

The Chairman of the Meeting reminded the Committee that 'A Quick Guide to the AGAR Assertion 10 and UK GDPR Compliance' had been previously circulated to Members, together with a proposal, in the sum of £2,495.00 excluding VAT, received from Breakthrough Communications, to carry out a comprehensive data protection compliance review, refresh of the Council's data protection policies and procedures, and to provide a package of ongoing support and advice to the Council.

Following a detailed discussion, the Committee RECOMMENDED that the proposal received from Breakthrough Communications for a Data Protection Review and Assertion 10 Compliance Package for the Council in the sum of £2,495.00 excluding VAT, should be ACCEPTED. A copy of the proposal is attached and forms a part of these Minutes.

18/26 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.

19/26 PERSONNEL SUB-COMMITTEE

The Committee received and considered the Report of the Personnel Sub-Committee Meeting held on 12 February 2026.

Following a detailed discussion, during which the Clerk of the Council elaborated further on certain of the issues contained therein, the Committee RECOMMENDED that the Report of the above Meeting be APPROVED.

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

Chairman: Date:

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

23 February 2026

Date: 27/01/2026
Time: 17:05:57

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 1

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

Date From: 01/01/2026
Date To: 31/01/2026

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
101306	PI	25/01/2026	19467	Premises Checks & Other Tasks - Jan-26	2,209.42	2,209.42
Total:						<u>2,209.42</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
101331	PI	21/01/2026	19468	Replace x2 Floods & External Box - Extn Wall - Guide	580.00	580.00
Total:						<u>580.00</u>

A/C: BCSROBE Name: BCS Robertson

No	Type	Date	Ref	Details	Amount	Outstanding
101332	PI	23/01/2026	19469	Conversion of PC to CPF - Retention Payment - The Street	2,069.29	2,069.29
Total:						<u>2,069.29</u>

A/C: BIFFA Name: Biffa Waste Services Limited

No	Type	Date	Ref	Details	Amount	Outstanding
101333	PI	16/01/2026	19470	Public Toilet Cleansing Contract - Dec - inc T.Rolls	4,331.54	4,331.54
Total:						<u>4,331.54</u>

A/C: BJPCARPE Name: BJP Carpentry

No	Type	Date	Ref	Details	Amount	Outstanding
101335	PI	22/01/2026	19471	Remove/Replace Wallgate Unit - W.Centre Extn Disabled	172.00	172.00
Total:						<u>172.00</u>

A/C: COLLINSP Name: Mr P Collins

No	Type	Date	Ref	Details	Amount	Outstanding
101336	PI	19/01/2026	19472	Website Updates Contract - Museum etc	567.82	567.82
Total:						<u>567.82</u>

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
101338	PI	21/01/2026	19473	Maintenance & Floral Contract - Jan	4,862.78	4,862.78
Total:						<u>4,862.78</u>

A/C: MARBLEEL Name: Marble Electrical Contractors t/a Marble

No	Type	Date	Ref	Details	Amount	Outstanding
101339	PI	27/01/2026	19474	Attend/Rectify Heating Issue - W.Centre	150.59	150.59
Total:						<u>150.59</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
101340	PI	15/01/2026	19475	Window Cleaning (Intn) - Jan - W.Centre/Y.Centre	114.00	114.00
Total:						<u>114.00</u>

Date: 27/01/2026
Time: 17:05:57

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 2

A/C: WARDMAR Name: Mr M Ward

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
101255	PI	25/01/2026	19451	Open C.Park Barrier/Play Area/Litter Pick - Sun x6	210.00	210.00
					Total:	<u>210.00</u>

A/C: WSALC Name: West Sussex ALC Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
101342	PI	27/01/2026	19476	Appraisal Training (HP)	48.00	48.00
					Total:	<u>48.00</u>
					Grand Total	<u>15,315.44</u>

Date: 10/02/2026
 Time: 14:53:23

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

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

Date From: 01/12/2025
 Date To: 28/02/2026

A/C: ACEDRAIN Name: Ace Drainage

No	Type	Date	Ref	Details	Amount	Outstanding
101724	PI	08/02/2026	19516	Attend/Clear Blocked Toilets - Churchill	108.00	108.00
Total:						<u>108.00</u>

A/C: ALONSOM Name: Alonso Marshall Associates Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
101647	PI	31/01/2026	19499	Mechanical & Electrical Consulting Eng. Services - WC -	922.49	922.49
Total:						<u>922.49</u>

A/C: ARUNBUS Name: Arun Business Supplies

No	Type	Date	Ref	Details	Amount	Outstanding
101646	PI	28/01/2026	19498	Custom Made Self Inking Stamp - Office	52.74	52.74
Total:						<u>52.74</u>

A/C: ARUNCOM Name: Arun Church

No	Type	Date	Ref	Details	Amount	Outstanding
101648	PI	31/12/2025	19500	Salary Costs - Dec-25	687.32	687.32
Total:						<u>687.32</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
101649	PI	29/01/2026	19501	Supply/Install replacement hand dryer - SWC	524.00	524.00
Total:						<u>524.00</u>

A/C: FOREMOS Name: Foremost Pro Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
101729	PI	10/02/2026	19520	Heavy Duty Black Sacks - Rec.Ground	123.18	123.18
Total:						<u>123.18</u>

A/C: GRUNDON Name: Grundon Waste Management Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
101650	PI	31/01/2026	19513	Wheelie Bins - W.Centre/Offices	294.23	294.23
101652	PI	31/01/2026	19514	Wheelie Bins - Rec.Ground/Y.Centre	137.20	137.20
101654	PI	31/01/2026	19515	Wheelie Bins - SWC/Museum	131.06	131.06
Total:						<u>562.49</u>

A/C: MICROSOFT Name: Microsoft Ireland Operations Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
101657	PI	03/02/2026	19503	Online Services - Office 365 - 03-Jan to 02 Feb	557.70	557.70
Total:						<u>557.70</u>

A/C: PARISHON Name: Parish Online

No	Type	Date	Ref	Details	Amount	Outstanding
101656	PI	01/02/2026	19502	Parish Online - Subscription to 01-Feb-27	324.00	324.00
Total:						<u>324.00</u>

Date: 10/02/2026
Time: 14:53:23

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 4

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

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
101664	PI	30/01/2026	19504	Operational Inspection - Rec.Ground Equipment	198.00	198.00
Total:						<u>198.00</u>

A/C: RICARA Name: Ricara Sussex

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
101668	PI	03/02/2026	19508	Staff Uniform	191.03	191.03
Total:						<u>191.03</u>

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

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
101727	PI	09/02/2026	19519	Window Cleaning (Extn) - Jan - W.Centre/Y.Centre	132.00	132.00
Total:						<u>132.00</u>

A/C: SOUTHCLE Name: Southern Cleaning Services

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
101665	PI	02/02/2026	19506	Contract Cleaning - 02-Jan to 30- Jan - W.Centre & Offices	1,800.00	1,800.00
101666	PI	02/02/2026	19505	Machine Scrub & Clean VMH Floor x2 - Jan	140.40	140.40
101667	PI	02/02/2026	19507	Contract Cleaning - 04 -Jan to 01- Feb - Y.Centre	1,680.00	1,680.00
Total:						<u>3,620.40</u>

A/C: TRADEUK Name: Trade UK

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
101725	PI	21/01/2026	19517	Various Hardware	23.94	23.94
101726	PI	22/01/2026	19518	Dorguards x 2 - W. Centre	233.94	233.94
Total:						<u>257.88</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>
101674	PI	01/02/2026	19511	Subscription Fee - Feb-26	11.94	11.94
Total:						<u>11.94</u>

A/C: WSALC Name: West Sussex ALC Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
101672	PI	04/02/2026	19509	Planning Training (CH)	48.00	48.00
Total:						<u>48.00</u>

A/C: XYLEMWAT Name: Xylem Water Solutions UK Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
101673	PI	22/12/2025	19510	Pump Maintenance Service Charge - Year 3 of 3 - Y.Centre	1,386.62	1,386.62
Total:						<u>1,386.62</u>
Grand Total						<u>9,707.79</u>

Date: 28/01/2026
Time: 10:25:05

Rustington Parish Council
Current Account - Recommended Payments/Payments Made

Page: 5

Date From: 01/01/2026
Date To: 31/01/2026

Bank From: 1200
Bank To: 1200

Transaction From: 101,343
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	
101343	BP	2103	28/01/2026	19477 - Bank Pay	D.Hooper - Deposit Refund - Allots - 9 PL	50.00	0.00	50.00	
101344	BP	7203	27/01/2026	DD - 19478	SSE - Electric - W.Centre - to 31-Dec - SM	816.31	163.26	979.57	
101345	BP	7203	27/01/2026	DD - 19479	SSE - Electric - Broadmark Toilets - to 31-Dec - SM	98.62	4.93	103.55	
101346	BP	7203	26/01/2026	DD - 19480	SSE - Electric - Churchill Toilets - to 31-Dec - SM	211.21	10.56	221.77	
101347	BP	7203	27/01/2026	DD - 19481	SSE - Electric - The Street Toilets - to 31-Dec - SM	90.41	4.52	94.93	
101348	BP	7203	27/01/2026	DD - 19482	SSE - Electric - Y.Centre - to 31-Dec - SM	201.41	10.07	211.48	
101349	BP	7203	26/01/2026	DD - 19483	SSE - Electric - SWC - to 31-Dec - SM	281.59	56.32	337.91	
101350	BP	7203	26/01/2026	DD - 19484	SSE - Electric - Museum - to 31-Dec - SM	281.59	56.32	337.91	
101351	BP	5007	07/01/2026	DD - 19484 - NW1	BP Rustington - Diesel - Council Vehicle	31.20	6.24	37.44	
101352	BP	6011	07/01/2026	DD - 19485 - NW1	TSL Engraving - Seat Plaque - Village	17.34	0.00	17.34	
101353	BP	7303	07/01/2026	DD - 19486 - NW1	Harriets - Clr Dinner (Reimbursed)	357.00	0.00	357.00	
101354	BP	5001	07/01/2026	DD - 19486 - NW1	Furniture@Work - Clamps for Desktop Screen - Museum	26.00	5.20	31.20	
101355	BP	6101	07/01/2026	DD - 19486 - NW1	Greggs - Mince Pies - Carol Concert	156.00	0.00	156.00	
101356	BP	7310	07/01/2026	DD - 19486 - NW1	Ancestry.co-uk - Subscription - 6 Mths to 12-Jun -	45.82	9.17	54.99	
101357	BP	7206	07/01/2026	DD - 19486 - NW1	Amazon - Washing Up Liquid - W.Centre	22.92	4.58	27.50	
101358	BP	7310	07/01/2026	DD - 19486 - NW1	ALCC - Membership Subscription ()	50.00	0.00	50.00	
101359	BP	7206	07/01/2026	DD - 19486 - NW1	Amazon - Hygiene Hand Wash - W.Centre	8.93	1.79	10.72	
101360	BP	7320	07/01/2026	DD - 19486 - NW1	Amazon - Desktop Copyholder - Museum	6.90	1.38	8.28	
101361	BP	6101	28/01/2026	19487 - 011794	UK Sepsis Trust - Carol Concert - Retiring Collect. &	791.60	0.00	791.60	
Totals						£	3,544.85	334.34	3,879.19

Date: 10/02/2026
Time: 14:35:05

Rustington Parish Council
Current Account - Recommended Payments/Payments Made

Page: 6

Date From: 01/02/2026
Date To: 28/02/2026

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	
101633	BP	2103	06/02/2026	19488	- Bank Pay N Burnell - Deposit Refund - Allots 7 PL	50.00	0.00	50.00	
101634	BP	6101	06/02/2026	19489	- BankPay L'ton Concert Band - Donation - Carol Concert	200.00	0.00	200.00	
101635	BP	2103	06/02/2026	19490	- Bank Pay Sussex Coastal Talking News - Deposit Refund - SWC	50.00	0.00	50.00	
101636	BP	2103	06/02/2026	19491	- Bank Pay D Taylor - Deposit Refund - Allots - 7A PL	50.00	0.00	50.00	
101637	BP	7300	06/02/2026	DD - 19492 (...)	BT - Office Mobile (Emergency Phone)	13.12	2.63	15.75	
101638	BP	7300	06/02/2026	DD - 19492 (...)	BT - LAA Officer Mobile	13.12	2.62	15.74	
101639	BP	7204	06/02/2026	DD - 19493 (...)	Crown Gas & Power - Gas - W.Centre - R1 to 31-Jan	1,243.26	62.16	1,305.42	
101640	BP	7204	06/02/2026	DD - 19494 (...)	Crown Gas & Power - Gas - W.Centre - R2 to 31-Jan	87.87	4.39	92.26	
101641	BP	7204	06/02/2026	DD - 19495 (...)	Crown Gas & Power - Gas - Y.Centre to 31-Jan	264.86	13.24	278.10	
101642	BP	7321	06/02/2026	19496 - DD	Sage - Finance/Payroll Support Package - Jan	549.50	109.90	659.40	
101714	BP	2103	10/02/2026	19512	- Bank Pay J Namuene - Deposit Refund - Y. Centre	200.00	0.00	200.00	
101716	BP	7130	19/02/2026	DD - 19497	WorldPay - Monthly Transactions Fee for Jan (65%)	9.54	0.00	9.54	
101717	BP	7130	19/02/2026	DD - 19497	WorldPay - Monthly Transactions Fee for Jan (25%)	3.66	0.00	3.66	
101718	BP	7130	19/02/2026	DD - 19497	WorldPay - Monthly Transactions Fee for Jan (10%)	1.46	0.00	1.46	
101719	BP	7130	19/02/2026	DD - 19497	WorldPay - Monthly Payment Approvals	0.41	0.08	0.49	
101720	BP	7130	19/02/2026	DD - 19497	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80	
101721	BP	7130	19/02/2026	DD - 19497	WorldPay - Monthly Minimum Aquiring Charge	0.34	0.00	0.34	
101730	BP	2103	10/02/2026	19521	- Bank Pay S Partridge - Deposit Refund - W. Centre	50.00	0.00	50.00	
101731	BP	2103	10/02/2026	19522	- World Pay R Miah - Deposit Refund - W. Centre	100.00	0.00	100.00	
101732	BP	2103	10/02/2026	19523	- World Pay W Mahoney - Deposit Refund - W. Centre	200.00	0.00	200.00	
101734	BP	5007	07/02/2026	DD - 19524 - NW1	BP Rustington - Diesel - Council Vehicle	54.70	10.94	65.64	
101735	BP	5007	07/02/2026	DD - 19524 - NW1	BP Rustington - Ad blue - Council Vehicle	25.00	5.00	30.00	
101736	BP	5007	07/02/2026	DD - 19524 - NW1	Shell Rustington - Car Wash - Council Vehicle	7.50	1.50	9.00	
101737	BP	5007	07/02/2026	DD - 19524 - NW1	Halfords - Light Bulbs - Council Vehicle	39.98	8.00	47.98	
101777	BP	5001	07/02/2026	DD - 19525 - NW1	Amazon (Xiamen) - Book Shelf - Museum	27.48	5.50	32.98	
101778	BP	5003	07/02/2026	DD - 19525 - NW1	Sam Turner - Ego Cordless Chainsaw - CS1614E	397.49	79.50	476.99	
101779	BP	7206	07/02/2026	DD - 19525 - NW1	Amazon (Stafford Tiles) - Bona Floor Cleaner - VMH	35.32	7.06	42.38	
101780	BP	6109	07/02/2026	DD - 19525 - NW1	Baker Ross - Wands, Pirate Ships - Exhibition - Museum	39.54	7.91	47.45	
101781	BP	7206	07/02/2026	DD - 19525 - NW1	Amazon (Stafford Tiles) - Bona Floor Cleaner - VMH	35.32	7.06	42.38	
101782	BP	7320	07/02/2026	DD - 19525 - NW1	Amazon - Hole Punch - Museum	5.87	1.19	7.06	
101783	BP	6109	07/02/2026	DD - 19525 - NW1	Amazon - Black Card - Exhibition - Museum	14.30	2.87	17.17	
101791	BP	7310	02/02/2026	DD - TVL	TV Licence - Youth Centre	9.75	0.00	9.75	
Totals						£	3,783.39	332.35	4,115.74

Imprest Account - Petty Cash Requirements - 13 February 2026

Chq.No.7679 - Cancelled

Reconciled Balances as at 31 January 2026

NatWest Bank:-	
Current Account	£ 8,189.08
Imprest Account	£ 809.78
Reserve Accounts:	
General Fund	£ 246,908.69
35-Day Notice (276) - Earmarked Reserves	£ 31,149.27
35-Day Notice (284)	£ 241,287.46
35-Day Notice (670) - Section 106 Funds	£ 21,995.70
Museum Reserve	£ 2,851.56
Plant Equipment Renewal	£ 6,973.90
Capital Accounts:	
Opportunity and Special Purchases	£ 1,528.79
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	£ 129,954.47
Total on Bank Statements	
	£ 791,648.70
Un-Reconciled Payments	
	£ (891.60)
	£ 790,757.10
Petty Cash	£ 280.99
Grand Total	£ 791,038.09

Date: 16/02/2026
Time: 13:06:53

Rustington Parish Council
Current Account - Bank Receipts

Page: 8

Date From: 19/01/2026
Date To: 13/02/2026

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	
101383	BR	7130	20/01/2026	Bank Receipt	NatWest Bank - Gov. Card Rebate	11.23	0.00	11.23	
101384	BR	2102	21/01/2026	Card Receipt	R.Miah - Deposit - Y.Centre - 01-Feb	100.00	0.00	100.00	
101385	BR	4043	23/01/2026	Bank Receipt	Allotment Rent 2026 - Ferrie - 36 PL	49.50	0.00	49.50	
101386	BR	4043	23/01/2026	Bank Receipt	Allotment Rent 2026 - Mackelworth - 6 PL	82.50	0.00	82.50	
101387	BR	2102	26/01/2026	Bank Receipt	L.Shaibu - Deposit - Allots - 14 WR	50.00	0.00	50.00	
101388	BR	4043	22/01/2026	Card Receipt	Allotment Rent 2026 - Haliti - 34A CA	53.62	0.00	53.62	
101389	BR	2102	26/01/2026	Card Receipt	J.Frewin - Deposit - W.Centre - 12-Feb	50.00	0.00	50.00	
101406	BR	2102	26/01/2026	Bank Receipt	K.Keates - Deposit - W.Centre - 28-Mar	50.00	0.00	50.00	
101407	BR	2102	28/01/2026	Bank Receipt	S.Walker-Reilly - Deposit - W.Centre - 10-Apr	50.00	0.00	50.00	
101408	BR	4043	28/01/2026	Bank Receipt	L.shuaibu - Rent - Allots - 14 WR	33.00	0.00	33.00	
101623	BR	4043	19/01/2026	Bank Receipt	Allotment Rent 2026 - Latter - 23B CA	28.88	0.00	28.88	
101624	BR	4043	21/01/2026	Bank Receipt	Allotment Rent 2026 - Shuaibu (Offiong) - 10	41.25	0.00	41.25	
101625	BR	4043	19/01/2026	Bank Receipt	Allotment Rent 2026 - Parkes - 10 PL	45.38	0.00	45.38	
101627	BR	2102	29/01/2026	Bank Receipt	R.Tupper - Deposit - Allots - 37A PL	50.00	0.00	50.00	
101628	BR	4043	29/01/2026	Bank Receipt	R.Tupper - Rent - Allots - 37A PL	45.38	0.00	45.38	
101630	BR	2102	30/01/2026	Bank Receipt	Cancer United - Deposit - W.Centre - 14-Apr	50.00	0.00	50.00	
101693	BR	2102	02/02/2026	Bank Receipt	R.Pearce - Deposit - Allots - 7 PL	50.00	0.00	50.00	
101694	BR	4043	02/02/2026	Bank Receipt	R.Pearce - Rent - Allots - 7 PL	43.31	0.00	43.31	
101695	BR	2102	02/02/2026	Bank Receipt	A.Mathers - Deposit - Allots - 7A PL	50.00	0.00	50.00	
101696	BR	4043	02/02/2026	Bank Receipt	A.Mathers - Rent - Allots - 7A PL	43.31	0.00	43.31	
101697	BR	2102	02/02/2026	Bank Receipt	T.Lovegrove - Deposit - Allots - 14 CA	50.00	0.00	50.00	
101698	BR	4043	02/02/2026	Bank Receipt	T.Lovegrove - Rent - Allots - 14 CA	45.38	0.00	45.38	
101699	BR	2102	03/02/2026	Bank Receipt	S.Marley - Deposit - SWC - Regular	50.00	0.00	50.00	
101700	BR	2102	05/02/2026	Bank Receipt	S.Mayne - Deposit - W.Centre - 22-Mar	50.00	0.00	50.00	
101701	BR	6101	02/02/2026	Card Receipt	Staff Reimbursement (CW)	37.40	7.48	44.88	
101702	BR	2102	03/02/2026	Card Receipt	J.Allen - Deposit - Allots - 9 PL	50.00	0.00	50.00	
101703	BR	4043	03/02/2026	Card Receipt	J.Allen - Rent - Allots - 9 PL	47.77	0.00	47.77	
101704	BR	2102	06/02/2026	Card Receipt	E.Lucas-Box - Deposit - W.Centre - 16-Feb	50.00	0.00	50.00	
101705	BR	7302	01/02/2026	102163	Gallagher - Insurance Refund - Tractor	151.16	0.00	151.16	
101706	BR	4043	01/02/2026	102163	Allotment Rent 2026 - Tovell - 20A PL	46.00	0.00	46.00	
101707	BR	4043	01/02/2026	102163	Allotment Rent 2026 - Tovell - 20A PL	3.50	0.00	3.50	
101710	BR	7307	09/02/2026	Bank Receipt	R'ton Chamber of T&C - Reimbursement of	0.87	0.00	0.87	
101823	BR	2202	11/02/2026	Bank Receipt	HMRC - VAT Refund - 01-Oct-25 to 31-Dec-25	13,749.20	0.00	13,749.20	
101824	BR	2202	11/02/2026	Bank Receipt	VAT Liability - Overpayment by HMRC for	2.07	0.00	2.07	
101825	BR	2102	11/02/2026	Bank Receipt	Our Lady Star of the Sea EP - Deposit -	50.00	0.00	50.00	
101849	BR	2102	11/02/2026	Bank Receipt	D.Bolton - Deposit - Allots - 28 CA	50.00	0.00	50.00	
101850	BR	4043	11/02/2026	Bank Receipt	D.Bolton - Rent - Allots - 28 CA	44.50	0.00	44.50	
101851	BR	2102	13/02/2026	Bank Receipt	T.Musirinofa - Deposit - Allots - 38 PL	50.00	0.00	50.00	
101852	BR	4043	13/02/2026	Bank Receipt	T.Musirinofa - Rent - Allots - 38 PL	47.44	0.00	47.44	
Totals						£	15,552.65	7.48	15,560.13

Date: 16/02/2026
 Time: 13:05:47

Rustington Parish Council
Current Account - Customer Receipts

Date From: 19/01/2026
 Date To: 13/02/2026

Bank From: 1200
 Bank To: 1200

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

Customer From:
 Customer To: ZZZZZZZZ

Bank	1200	Currency	Pound Sterling						
No	Type	A/C	Date	Ref	Details	Net	Tax	Gross	
101379	SA	MAHRAJA	21/01/2026	Card Receipt	Payment on Account	105.00	0.00	105.00	
101380	SR	RUSTPLSC	23/01/2026	Bank Receipt	Sales Receipt	396.00	0.00	396.00	
101381	SR	RUSTPLSC	23/01/2026	Bank Receipt	Sales Receipt	129.00	0.00	129.00	
101382	SR	ALZHEIME	23/01/2026	Bank Receipt	Sales Receipt	47.00	0.00	47.00	
101390	SA	FREWINE	26/01/2026	Card Receipt	Payment on Account	90.00	0.00	90.00	
101620	SR	SLIMWORL	19/01/2026	Bank Receipt	Sales Receipt	417.50	0.00	417.50	
101629	SA	BABYSUPE	30/01/2026	Bank Receipt	Payment on Account	138.00	0.00	138.00	
101631	SR	ARUNFAIR	30/01/2026	Bank Receipt	Sales Receipt	324.00	0.00	324.00	
101676	SR	VIRTUOSO	02/02/2026	Bank Receipt	Sales Receipt	320.00	0.00	320.00	
101677	SR	YASYOGA	02/02/2026	Bank Receipt	Sales Receipt	316.00	0.00	316.00	
101678	SR	RCCGOASI	03/02/2026	Bank Receipt	Sales Receipt	74.00	0.00	74.00	
101679	SR	TATERON	03/02/2026	Bank Receipt	Sales Receipt	558.00	0.00	558.00	
101680	SA	MARLEYST	03/02/2026	Bank Receipt	Payment on Account	66.00	0.00	66.00	
101681	SR	ARUNU3A	03/02/2026	Bank Receipt	Sales Receipt	92.00	0.00	92.00	
101682	SR	THEATREA	04/02/2026	Bank Receipt	Sales Receipt	576.00	0.00	576.00	
101684	SR	ARUNU3A	04/02/2026	Bank receipt	Sales Receipt	743.00	0.00	743.00	
101685	SR	DANCEBEA	04/02/2026	Bank Receipt	Sales Receipt	288.00	0.00	288.00	
101686	SR	ADFAS	04/02/2026	Bank Receipt	Sales Receipt	90.00	0.00	90.00	
101687	SR	SHORTMAT	09/02/2026	Bank Receipt	Sales Receipt	780.00	0.00	780.00	
101688	SR	WOODTTC	04/02/2026	Bank Receipt	Sales Receipt	560.00	0.00	560.00	
101689	SR	RUSTWI	05/02/2026	Bank Receipt	Sales Receipt	127.00	0.00	127.00	
101690	SR	THINKAUT	05/02/2026	Bank Receipt	Sales Receipt	148.00	0.00	148.00	
101691	SR	SLIMWORL	05/02/2026	Bank Receipt	Sales Receipt	334.00	0.00	334.00	
101692	SR	HERITAGE	06/02/2026	Bank Receipt	Sales Receipt	40.00	0.00	40.00	
101708	SR	WINDMILL	09/02/2026	Bank Receipt	Sales Receipt	937.82	0.00	937.82	
101709	SR	RUSTCT&C	09/02/2026	Bank Receipt	Sales Receipt	25.00	0.00	25.00	
101711	SR	PLAYERS	09/02/2026	Bank Receipt	Sales Receipt	87.55	0.00	87.55	
101712	SR	SERFCADE	09/02/2026	Bank Receipt	Sales Receipt	150.00	0.00	150.00	
101713	SR	SAYWELL	10/02/2026	Bank Receipt	Sales Receipt	420.00	0.00	420.00	
101822	SA	DRISCOLL	10/02/2026	Bank Receipt	Payment on Account	212.00	0.00	212.00	
101853	SR	PLAYERS	12/02/2026	Bank Receipt	Sales Receipt	87.55	0.00	87.55	
101854	SR	PLAYERS	12/02/2026	Bank Receipt	Sales Receipt	22.66	0.00	22.66	
101855	SR	PLAYERS	13/02/2026	Bank Receipt	Sales Receipt	297.28	0.00	297.28	
101856	SR	LHCOMFRI	12/02/2026	Bank Receipt	Sales Receipt	147.00	0.00	147.00	
101857	SA	BARCLAYS	13/02/2026	Bank Receipt	Payment on Account	5,323.66	0.00	5,323.66	
101858	SR	AGEUKWSX	13/02/2026	Bank Receipt	Sales Receipt	504.00	0.00	504.00	
101859	SR	RUSTFC	13/02/2026	Bank Receipt	Sales Receipt	1,184.10	0.00	1,184.10	
101860	SR	ACTIV8NU	13/02/2026	Bank Receipt	Sales Receipt	1,800.00	0.00	1,800.00	
Totals						£	17,957.12	0.00	17,957.12

Data protection review and Assertion 10 compliance package for Rustington Parish Council

A proposal to carry out a comprehensive data protection compliance review, refresh of the council's data protection policies and procedures and provide a package of ongoing support and advice to the council.

**Proposal created on 20th February 2026
for Rustington Parish Council**



BREAKTHROUGH
COMMUNICATIONS

SPECIALISTS IN CONNECTING COUNCILS WITH THEIR COMMUNITIES

Supporting Rustington Parish Council to achieve Confident Data Protection Compliance

20th February 2026

Dear Rustington Parish Council,

We're pleased to present a tailored proposal to support Rustington Parish Council in strengthening its data protection practices, ensuring UK GDPR and Data Protection Act compliance, reducing risk, and building public trust across all your vital services.

We know that Rustington Parish Council plays a vital role at the heart of a vibrant community. As an active and community-focused parish council, we know that you work to enhance the local environment and facilities, support local organisations and events, and represent residents' interests on key local issues.

This means that your council already collects and processes significant volumes of people's personal data. With growing expectations around transparency and accountability from residents, coupled with increased regulatory scrutiny, it's never been more important to focus on your council's approach to data protection and information compliance.

Just as your council continues to grow and evolve to meet the needs of your community, so too must your approach to data protection and information compliance. Both are dynamic, ongoing responsibilities that require continual attention and refinement.

To support Rustington Parish Council, you need a trusted partner that not only understands the legal and regulatory frameworks surrounding data protection, but also truly 'gets' the unique nature of how parish councils operate. We believe that our experienced team of information compliance experts are best placed to support your needs.

Our proposal outlines a structured and tailored approach to empower Rustington Parish Council to review and improve its information governance practices, policies and ways of working.

Our proposal begins with a comprehensive data review. Our team will visit your council in-person, and work with council officers to map and document all of the personal data processed by the council. We'll explore how and why data is currently collected, what you do with it, as well as how you keep it secure and when you securely dispose of it. This provides clarity on the council's current position, enabling us to identify areas that require action.

We'll then continue your compliance journey off-site, working with you to conduct a council-wide Data Protection Impact Assessment. This assessment will carefully document and risk-assess the parish council's data processing activities, identifying where gaps, risks or inconsistencies may exist, and where mitigations are needed.

From there, we will utilise our specialist knowledge of the parish council sector to carefully update and refresh the council's data protection and information compliance policy suite, ensuring all documents are tailored, up-to-date, and aligned with both legislation and real-world practice. This includes internal and public-facing documents to support consistent, compliant handling of data.

To help embed this work, our package includes two dedicated training sessions: one focused on council officers and staff, and one focused on councillors. These sessions, delivered remotely via Zoom or Teams, are designed to ensure that everyone understands their role and responsibilities in data protection, can act confidently, and ultimately contribute to a stronger compliance culture across the council.

At the end of this process, we'll ensure staff and councillors are confident in the council's strategy and operational approach to data protection and information compliance.

Our support for Rustington Parish Council doesn't end there. Through your council's existing subscription to our Council Hive service, we'll support you to maintain compliance as your council grows and evolves in the coming months and years.

Our goal is to ensure that our unique approach not only supports Rustington Parish Council in meeting its existing legal and regulatory obligations with the UK GDPR and Data Protection Act, as well as changes coming in the council's Annual Governance and Accountability Return (AGAR) Assertion 10, but will also future-proof the council by reducing risk, improving operational efficiency, clarifying roles and responsibilities, and ultimately building enhanced trust with residents through transparent and consistent practices.

Our approach combines sector-specific insight, practical tools, and wrap-around support to ensure councils are never alone when it comes to data protection compliance.

We're confident this proposal delivers excellent value for the council and has been developed specifically to meet the needs of local councils. We'll be proud to support Rustington Parish Council in achieving lasting compliance.

Breakthrough Communications

**Council Information Compliance Support Team
Breakthrough Communications**

P.S. Breakthrough Communications works almost exclusively with town and parish councils like yours. Our expertise lies not just in data protection law, but in how it applies day-to-day to parish council service delivery and operations. With our support, we'll help you achieve and maintain confident data protection compliance.

Why proactive data protection matters and what happens when it goes wrong

For town and parish councils, data protection is a core governance and existing legal responsibility. Data protection underpins transparency, accountability, and public trust, and supports sound decision-making by councillors and officers.

Where data protection arrangements are clear and up to date, councils are better placed to operate confidently, demonstrate compliance and respond when issues arise. Where they are not, we see councils dealing with data breaches, regulatory complaints, prolonged disputes with residents, and difficulties evidencing good governance at audit or review stage. Across the council sector, the same issues arise time and again when data protection is not addressed proactively:

Personal data breaches and regulatory exposure

Data breaches most often arise from everyday council activity, such as emails sent in error, personal data held on unsecured devices, or unclear practices around information sharing. Without a clear understanding of what constitutes a breach and how it should be managed, councils can delay action, assess risk incorrectly, or fail to meet reporting requirements. This can lead to ICO involvement, formal complaints, and reputational damage that undermines public confidence in the council.

Difficulties responding to data subject rights requests

Requests from residents to access or challenge how their personal data is used are becoming more common. Councils without clear processes, documented data mapping, or appropriate training can struggle to respond fully and within statutory timescales. Errors in handling these requests frequently result in complaints, escalation to the ICO, and increased scrutiny of the council's wider governance and information management practices.

Challenges when complying with Freedom of Information law

Councils with poor data protection compliance often find they are equally exposed under Freedom of Information regulations, and find it challenging to either adequately manage their data under Freedom of Information law, or apply appropriate exemptions when required.

Compliance falling behind as the council grows and evolves

As councils take on new services, projects, staff, contractors or embrace new digital tools, data protection arrangements do not always keep pace. New ways of working are introduced without updating policies, risk assessments, or training. Over time, this creates a gap between the council's documented approach to data protection and its day-to-day practice. These issues often only become apparent during audits, complaints, or following an incident, when the council is required to address multiple areas of non-compliance under pressure. Taking a structured and proportionate approach to data protection reduces these risks. It provides assurance to staff and councillors that the whole council can evidence and demonstrate compliance, manage personal data lawfully and responsibly, and maintain the trust of its community as the council continues to develop and change.

A Bespoke Package of Data Protection Compliance for Rustington Parish Council

We have set out below a proposal to carry out a comprehensive data protection review and risk assessment, along with a refresh of all the council's relevant policies. This proposal offers Rustington Parish Council a full, council-wide information compliance review focused on the Data Protection Act 2018 and the UK GDPR, tailored to the local council context.

Our service includes a council-wide Data Map and a Data Protection Impact Assessment. This will be followed by a comprehensive refresh of the council's data protection policies and procedures, as well as the delivery of training and ongoing support.

Part A: Project Kick Start Meeting and Discovery

We will begin the project with a virtual kick-off meeting involving key council officers. This will:

- Clarify the council's specific needs and priorities
- Exploring and documenting the council's current approach to data protection compliance, including understanding its services and assets, projects, operational and infrastructure setup
- Mutually agree timelines and communication points
- Ensure the council understands the process and what to expect from us, as well as sharing what we will expect from the council to ensure the process runs smoothly

This stage helps to ensure that the review is proportionate, tailored, and aligned with how the council actually works. It also allows us to begin building a shared understanding of what good data stewardship looks like in a local council context.

Part B: On-site Data Protection Review and Data Map

Our team will carry out an on-site review with the council's officers, designed to understand how personal data is collected, used, shared and stored across the organisation. Working closely with council officers, we will build a comprehensive data map that captures:

- All personal data processed by the council
- The council's purposes for processing
- The council's currently-assigned lawful bases for each purpose
- Who the data is shared with and on what basis (internally and externally)
- How long it is retained, how it is stored, and how it is secured

Our mapping process provides visibility and clarity, ensuring the council knows what data it holds, where it lives, and how it flows through systems and processes. It forms the foundation for all further compliance work.

Part C: Council-wide Data Protection Impact Assessment (DPIA)

Using our structured and well-established framework, we will assess the risks associated with each area of data processing within the council. This includes:

- Identifying high-risk or potentially non-compliant activities
- Evaluating the potential harm to individuals or the council
- Recommending proportionate steps to reduce or eliminate risk

This process provides a clear risk profile for the council's data processing. It helps prioritise actions, reduce exposure to complaints or breaches, and ensures decisions are documented and that accountability is demonstrated. The assessment also helps the council ensure its practices align with core data protection principles.

Part D: Policy and Procedure Creation and Refresh

Once the data map and data protection impact assessment have been completed, we will review and update the council's policies and documentation to ensure they reflect real-world practice and current legal standards. This includes the creation or updating of:

- **Privacy Notice**
- **Data Breach Policy and Data Breach Register**
- **Template Data Sharing Agreement**
- **Data Security and Bring Your Own Device Policy**
- **Data Erasure Policy**
- **Subject Access Request Policy**
- **Appropriate Policy Documents (APDs) for Special Category Data (as required)**
- **Legitimate Interest Assessments (as required)**

These policies are bespoke, practical tools that help officers and councillors act confidently and consistently in handling personal data. To accompany this, the council will also receive:

- **Council-wide Data Map, based on all data reviewed**
- **Council-wide Data Protection Impact Assessment (DPIA)**

Together, these documents demonstrate due diligence and compliance, while also providing day-to-day operational clarity.

Summary of Project Deliverables and Investment Required by the Council

Please find below the deliverables for this project, together with associated pricing. Our quotes are valid for 21 days and the delivery of services is subject to our standard contracts and terms.

Summary of Deliverables (as previously set out):

- **Kickstart session with council officers;**
- **Council-wide data map, carried out on-site;**
- **Council-wide data protection impact assessment, to risk assess every way in which the council processes personal data, and to work with officers to put in place mitigations for areas of risk deemed too high or unacceptable to the council;**
- **Refresh, updates and creation of council data protection policies and documentation;**
- **Handover session with council officers upon completion;**

Investment Required

Compliance review, Council Wide Data Map, Data Protection Impact Assessment and Refresh and Creation of Council Policies and Documentation.

Investment required to deliver the service: £2,495+vat. Payment due upon project booking, to secure our time and resources in order for us to effectively and efficiently deliver the service.

Just some of the councils we've supported with Data Protection, UK GDPR and FOI compliance:



View our profile on Trustpilot to see what Clerks, Officers and Councillors think about our services supporting councils with data protection, community engagement and communications

"Breakthrough Communications are really helpful, easy to get hold of and easy to talk to. The GDPR advice they give has been tested and stood up to that test. I have absolutely no hesitation in recommending them. We certainly feel a sense of comfort knowing they are available for any unexpected issues."

- Andy Curtis, CEO at Newquay Town Council



"I would 100% recommend Breakthrough Communications. Their data protection and FOI support has been invaluable and their team has been attentive and helpful every time we've needed them."

- Steve Smith, Clerk at Wool Parish Council



We are rated "Excellent" by Councils, Clerks and Councillors across the country on Trustpilot



Meet Breakthrough Communications, your council's trusted partner for communications and compliance.



How we support local councils like yours:

Hi there, we're Breakthrough Communications. We specialise in helping parish and town councils communicate and engage more effectively with their communities, and to do so in a more compliant way.

We're the UK's leading supplier of communication, community engagement and information governance support and services to local councils.

Our team has decades of combined professional experience in the world of communications and community engagement, as well as information governance. Many of our team have also served as councillors and clerks.

This means that, as well as understanding the importance of effective community engagement, council communication and information governance compliance, *we also have unique insight into the world of parish and town councils.*

Over the years our customers have included the Local Government Association, the National Association of Local Councils, many County Associations of Local Councils and hundreds of parish and town councils across the country.

In summary, we're passionate about helping and supporting local councils of all shapes and sizes.

Council Hive Subscription for Local Councils

- A unique communications and compliance support service for local councils, Council Hive provides unlimited access to on-demand training and learning, tools and toolkits, as well as professional support covering all aspects of local council communications, community engagement and GDPR/FOI compliance. We're here, whenever your council needs us.

Done-for-you services

- From creating communication strategies to carrying out consultations and surveys, we can assist your council with any aspect of its community engagement and communications.
- From advising on GDPR/FOI compliance matters, to carrying out council-wide data protection compliance reviews, we can ensure your council stays compliant with latest information governance legislation.

Training, Workshops and Events

- We deliver virtual and in-person workshops and training courses in a range of technical and soft skill subjects covering all aspects of communications, community engagement and information governance compliance.
- We also run online and in-person events throughout the year designed exclusively for parish and town councils.