RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 25 August 2026

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

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

67/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Cooper (Personal) and Councillor Lee (Holiday). These apologies were accepted by the Committee.

68/26 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

69/26 MINUTES

The Minutes of the Meeting held on 27 July 2026 were signed by the Chairman as a correct record.

70/26 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.

71/26 MONTHLY BUDGET REPORT TO 14 AUGUST 2026

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

72/26 INTERNAL AUDIT 2026/2027 - TERMS OF ENGAGEMENT

The Meeting Clerk reminded the Committee that a Quotation received from April Skies Accounting in the sum of £820.00, plus travel to and from Farnham in Surrey (Mileage to be charged at 55p per mile), together with the Terms of Engagement, had previously been circulated to all Members.

Following a brief discussion, during which the Meeting Clerk advised that the service provided by April Skies Accounting for a number of years had been most satisfactory and of an extremely professional standard, the Committee RECOMMENDED that the Quotation received in the sum of £820.00 be accepted for the financial year commencing 1 April 2026, to undertake the role of the Council's Internal Auditor for a further twelve-month period.

The Meeting Clerk further advised the Committee that Mike Platten, of April Skies, would be retiring after this year's end of year internal audit, i.e. June 2027, and would be introducing Karen Whiley who would be taking on his business, with a recommendation that she be considered as his replacement as the Council's Internal Auditor in the future.

The Council NOTED this information.

73/26 REPLACEMENT CCTV MONITORING SYSTEM FOR THE SAMUEL WICKENS CENTRE

The Meeting Clerk reminded the Committee that a Quotation received from Mr Paul Collins in the sum of £6,753.69, for the replacement CCTV monitoring system had previously been circulated to all Members.

She then advised the Committee that the CCTV monitoring system had been installed in 2017 and, after a number of recent incidents at the Samuel Wickens Centre, when it had proved to be extremely difficult to check the footage, Mr Collins had been approached and had advised that the existing system needed to be replaced. She said that audio access had been included in the Quotation, at the request of a Member of the Council.

Following a brief discussion, the Committee RECOMMENDED that a further two Quotations should be sought for consideration by the Committee at its next Meeting, if practicably possible.

74/26 CLIMATE CHANGE WORKING PARTY

The Committee considered the Report of the Meeting of the Climate Change Working held on 17 August 2026.

Following a brief discussion, the Committee RECOMMENDED that the Report be APPROVED.

75/26 COMPLIANCE WITH TRANSPARENCY CODE

The Clerk advised the Committee of an enquiry received from District Councillor Gunner regarding the absence of, and therefore, inability to access or download, any Council or Committee Agenda associated public documents from the Council's Website, together with his concern that all such documents were not circulated to District and County Councillors, along with the actual Agendas and Minutes.

She said that whilst the Council was not a 'Smaller Authority', whereby associated Meeting papers should be published with the Meeting Agendas, the Code for 'Larger Authorities' was not specific in this regard.

She advised that whilst she was currently awaiting clarification from the Chief Executive Officer of WSALC, as to the specific requirements, she was concerned that the Council was not operating in full compliance with the Transparency Code for larger Authorities and suggested that best practice moving forward would be for Agenda associated public documents to be accessible for all on the Council's Website, and also should be provided for all District and County Councillors, as part of their Agenda and Minutes' packs.

Following a further discussion, the Committee AGREED that all associated public documents should be accessible with Meeting Agendas on the Council's Website, and that District and County Councillors should be provided with any such documents either in their Council Agenda and Minutes' packs, or via accessible links to be included on the Agendas, as soon as practicably possible.

76/26 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 items of business to be transacted.

77/26 ASSISTANT MUSEUM MANAGER

The Committee considered a Report prepared by the Clerk of the Council.

Following a brief discussion, the Committee RECOMMENDED that the Report be APPROVED.

78/26 PERSONNEL SUB-COMMITTEE

The Committee received a verbal Report of the Meetings of the Personnel Sub-Committee held on 6 July 2026 and 20 August 2026 from the Clerk of the Council.

Following a further detailed discussion, the Committee AGREED that a Report from the Personnel Sub-Committee, regarding the proposed recruitment process for the Clerk of the Council post, should be produced and placed before the Full Council for consideration at its 28 September 2026 Monthly Meeting.

79/26 THE WOODLANDS CENTRE - MAJOR REDESIGN AND REFURBISHMENT PROJECT

(i) Tenders Received

The Committee received a Presentation in respect of the Tender Report and initial Value Engineering exercise, prepared by the Council’s appointed Project Manager and Quantity Surveyor. Following a comprehensive discussion, it was AGREED that a Special Meeting of the Council should be held on 10 September 2026 at 6.00 pm, to enable the Project Manager and Quantity Surveyor to undertake further work in respect of the Value Engineering exercise and, subsequently, present it to the Council. It was anticipated that once the aforementioned information had been considered by the Council, a decision in respect of the preferred Contractor for the Project would be made.

The Chairman, on behalf of the Committee, expressed his thanks and appreciation to the Project Manager and Quantity Survey, for their most informative Reports.

(ii) Financial Risk Assessment

The Committee AGREED that consideration of the Financial Risk Assessment, prepared by the Finance Manager/RFO should be DEFERRED to the aforementioned Special Council Meeting.

There being no further business the Meeting concluded at 7.35 pm.

Chairman: ………………………………………. Date: ……………………………………..........