

## **RUSTINGTON PARISH COUNCIL**

### **FINANCE AND GENERAL PURPOSES COMMITTEE**

**MINUTES:** of the Meeting held on 19 May 2025

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

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

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**Prior to the commencement of the Meeting, the Chairman thanked all Members of the Committee for their help and support during the past year. He also thanked Councillor Warren, the Vice-Chairman for his hard work and diligence in respect of the Council's financial operation throughout the year.**

#### **41/25 APOLOGIES FOR ABSENCE**

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

#### **42/25 DECLARATIONS OF INTEREST**

There were no declarations of interest by Members.

#### **43/25 MINUTES**

The Minutes of the Meeting held on 28 April 2025 were signed by the Chairman as a correct record.

#### **44/25 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.

#### **45/25 MONTHLY BUDGET REPORT**

The Clerk advised the Committee that the end of year audit papers had been drafted ready for the Internal Auditors' inspection of the Council's financial administration on 17 June 2025.

She advised that the overall Budget for the year 1 April 2024 to 31 March 2025 was set at £743,402.90, and the total Net Expenditure for this period was £721,648.16.

She said that although an underspend of £21,754.74 was shown, this included £24,120.83, which was part of the Rolling Programme of Works for The Woodlands Centre, leaving the earmarked funds intact ready for the Project to commence, should the Committee agree.

Following a brief discussion, the Committee AGREED to include the expenditure of £24,120.83, in connection with the Rolling Programme of Works for The Woodlands Centre, within the Council's budgeted expenditure for the year ended 31 March 2025.

**ASSISTANT MUSEUM MANAGER POST**

The Clerk referred to Minute 40/25 in respect of the recruitment of an Assistant Museum Manager and advised that following consultation with the Council’s HR Contractor, Worknest, it had been confirmed that it would be permissible to contact one of the unsuccessful candidates, who had previously been interviewed for the Museum Manager’s Post. She said that the individual in question had performed extremely well in interview and possessed all of the skills and experience required as essential within the Assistant Manager’s Job Description and Person Specification.

She confirmed that the Deputy Clerk had subsequently contacted the individual concerned to clarify whether they would be interested in the newly created Assistant Manager’s role, and the proposal had been met very positively. She continued by advising that following a further “soft interview” on 19 May 2025, an offer of the post had been made, in accordance with the Council’s decision, and the postholder would be commencing her employment on 11 June 2025, subject to the receipt of satisfactory references.

She reminded the Committee that the post would be part-time for 21 hours per week, and that the agreed days would be Wednesdays, Thursdays and Fridays.

The Committee was pleased to NOTE this information.

**There being no further business the Meeting concluded at 6.40 pm.**

**Chairman:** ..... **Date:** .....

# Rustington Parish Council

## **MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL**

19 May 2025

Date: 24/04/2025  
Time: 13:51:04

**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: 01/04/2025  
Date To: 30/04/2025

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
96433	PI	21/04/2025	18826	Premises Checks & Other Tasks - Apr-25	1,213.42	1,213.42
<b>Total:</b>						<u>1,213.42</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
96455	PI	15/04/2025	18827	Batteries - Dorguard - W.Centre	119.70	119.70
<b>Total:</b>						<u>119.70</u>

A/C: BLACKBUR Name: Blackburn IT Services Ltd t/a bbits

No	Type	Date	Ref	Details	Amount	Outstanding
96456	PI	10/04/2025	18828	Allotment Inspection App Service to Apr-26 - Allots	180.00	180.00
<b>Total:</b>						<u>180.00</u>

A/C: GAME&CO Name: Arthur J Gallagher Insurance Brokers Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
96490	PI	15/04/2025	18830	Engineering Insurance to 31-May-25 - Hoists - The Street	517.69	517.69
96491	PI	22/04/2025	18829	Engineering Insurance - Boilers/Lifts/Hoists to 31-May-26	1,229.68	1,229.68
<b>Total:</b>						<u>1,747.37</u>

A/C: ISTEDBUI Name: Isted Builders

No	Type	Date	Ref	Details	Amount	Outstanding
96463	PI	17/04/2025	18831	Renovate Beach Shelter - Sea Lane	11,500.00	11,500.00
96464	PI	17/04/2025	18832	Remove Concrete/Replace with Tarmac to Beach Shelter -	258.00	258.00
<b>Total:</b>						<u>11,758.00</u>

A/C: PAINEM Name: Paine Manwaring Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
96494	PI	14/04/2025	18833	Annual Boiler Service - All Sites inc. W.Centre	576.00	576.00
<b>Total:</b>						<u>576.00</u>

A/C: SIGMA Name: Sigma Plumbing Services

No	Type	Date	Ref	Details	Amount	Outstanding
96466	PI	20/04/2025	18834	Tasks (Apr) inc. Office Post/Courier inc. adhoc deliveries	688.00	688.00
<b>Total:</b>						<u>688.00</u>

**Grand Total** 16,282.49

Date: 24/04/2025  
Time: 13:23:17

**Rustington Parish Council**

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**Current Account - Recommended Payments/Payments Made**

Date From: 01/04/2025  
Date To: 30/04/2025

Bank From: 1200  
Bank To: 1200

Transaction From: 96,477  
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
96477	BP	2103	24/04/2025	18835 - BankPay	S.Spanner - Deposit Refund - W.Centre	200.00	0.00	200.00
96478	BP	2103	24/04/2025	18836 - BankPay	S.Price - Deposit Refund - W.Centre	50.00	0.00	50.00
96479	BP	6111	24/04/2025	18837 - BankPay	R.Poulton - Talk on The Unseen Project, Inc. Travel -	100.00	0.00	100.00
96480	BP	7203	26/04/2025	DD - 18838	SSE - Electric - W.Centre - to 30-Mar - SM	777.08	155.42	932.50
96481	BP	7203	26/04/2025	DD - 18839	SSE - Electric - Broadmark Toilets - to 30-Mar - SM	72.54	3.63	76.17
96482	BP	7203	26/04/2025	DD - 18840	SSE - Electric - Churchill Toilets - to 30-Mar - SM	210.91	10.55	221.46
96483	BP	7203	26/04/2025	DD - 18841	SSE - Electric - The Street Toilets - to 30-Mar - SM	69.58	3.48	73.06
96484	BP	7203	26/04/2025	DD - 18842	SSE - Electric - Offices - to 31-Mar - SM	135.22	6.76	141.98
96485	BP	7203	26/04/2025	DD - 18843	SSE - Electric - Y.Centre - to 30-Mar - SM	199.75	9.99	209.74
96486	BP	7203	26/04/2025	DD - 18844	SSE - Electric - SWC - to 31-Mar - SM	276.94	55.39	332.33
96487	BP	7203	26/04/2025	DD - 18844	SSE - Electric - Museum - to 31-Mar - SM	276.94	55.39	332.33
<b>Totals</b>						<b>£ 2,368.96</b>	<b>300.61</b>	<b>2,669.57</b>

**Imprest Account - Petty Cash Requirements - 13 May 2025**

Chq.No.7665 - Office      147.50  
**Grand Total:      147.50**

**Rustington Parish Council**

**Reconciled Bank Balances as at 30 April 2025**

<b>NatWest Bank:-</b>		
Current Account	£	8,355.47
Imprest Account	£	1,144.97
<b>Reserve Accounts:</b>		
General Fund	£	440,519.60
35-Day Notice (276) - Earmarked Reserves	£	10,962.08
35-Day Notice (284)	£	237,283.56
35-Day Notice (670) - Section 106 Funds	£	21,630.71
Museum Reserve	£	2,829.59
Plant Equipment Renewal	£	4,157.77
<b>Capital Accounts:</b>		
Opportunity and Special Purchases	£	1,517.02
<b>CCLA:</b>		
<b>Capital Account:</b>		
Public Sector Deposit Fund	£	100,000.00
<i>Monthly Dividends Credited from PSDA into Nationwide Account</i>		
<b>Nationwide Building Society:</b>		
<b>Capital Account:</b>		
35-Day Saver	£	124,212.16
Petty Cash	£	175.49
<b>Total in Accounts</b>		<b>£ 952,788.42</b>
<b>Un-Reconciled Payments</b>		<b>£ 1,285.31</b>
<b>Grand Total</b>		<b>£ 951,503.11</b>

Date: 13/05/2025  
Time: 10:41:44

**Rustington Parish Council**  
**Current Account - Bank Receipts**

Page: 3

Date From: 14/04/2025  
Date To: 13/05/2025  
  
Transaction From: 96,417  
Transaction To: 99,999,999  
  
Dept From: 0  
Dept To: 999

Bank From: 1200  
Bank To: 1200  
  
N/C From:  
N/C To: 99999999

Bank:	1200	Currency:	Pound Sterling						
No	Type	N/C	Date	Ref	Details	Net	Tax	Gross	
96521	BR	2102	24/04/2025	Card Receipt	E.Ali - Deposit - W.Centre - 08-Aug	200.00	0.00	200.00	
96522	BR	2102	24/04/2025	Card Receipt	D.Strong - Deposit - SWC - 26-Apr	50.00	0.00	50.00	
96828	BR	6013	28/04/2025	Card Receipt	C.Vallance - Tree Plaque - Rec.Ground	30.00	0.00	30.00	
96878	BR	2202	06/05/2025	Bank Receipt	HMRC Refund - 01-Jan-25 to 31-Mar-25	10,152.28	0.00	10,152.28	
96879	BR	2102	07/05/2025	Bank Receipt	G.Williams - Deposit - W.Centre - 08-Nov	200.00	0.00	200.00	
96880	BR	2102	01/05/2025	Card Receipt	A.Belinska - Deposit - W.Centre - 28-Jun	200.00	0.00	200.00	
<b>Totals</b>						<b>£</b>	<b>10,832.28</b>	<b>0.00</b>	<b>10,832.28</b>

Date: 13/05/2025  
Time: 10:43:05

**Rustington Parish Council**  
**Current Account - Customer Receipts**

Date From: 14/04/2025  
Date To: 13/05/2025  
  
Transaction From: 96,414  
Transaction To: 99,999,999

Bank From: 1200  
Bank To: 1200

Customer From:  
Customer To: ZZZZZZZZ

Bank	1200	Currency	Pound Sterling						
No	Type	A/C	Date	Ref	Details	Net	Tax	Gross	
96476	SR	DRISCOLL	24/04/2025	Tidy Up	Sales Receipt	4.00	0.00	4.00	
96516	SR	SHAYLER	23/04/2025	Bank Receipt	Sales Receipt	1,300.00	0.00	1,300.00	
96517	SR	RUSTPLSC	23/04/2025	Bank Receipt	Sales Receipt	603.00	0.00	603.00	
96518	SR	RUSTPLSC	23/04/2025	Bank Receipt	Sales Receipt	168.00	0.00	168.00	
96519	SR	RNID	24/04/2025	Bank Receipt	Sales Receipt	52.50	0.00	52.50	
96520	SA	STRONGDA	24/04/2025	Card Receipt	Payment on Account	105.34	0.00	105.34	
96829	SR	ARUNHER	29/04/2025	Bank Receipt	Sales Receipt	83.00	0.00	83.00	
96830	SA	BABYSUPE	29/04/2025	Bank Receipt	Payment on Account	88.00	0.00	88.00	
96856	SR	RUSTFC	01/05/2025	Bank Receipt	Sales Receipt	553.50	0.00	553.50	
96857	SR	BABYSUPE	01/05/2025	Bank Receipt	Sales Receipt	121.90	0.00	121.90	
96858	SR	ARUNFAIR	01/05/2025	Bank Receipt	Sales Receipt	251.00	0.00	251.00	
96859	SR	THEATREA	02/05/2025	Bank Receipt	Sales Receipt	288.00	0.00	288.00	
96860	SR	SHORTMAT	02/05/2025	Bank Receipt	Sales Receipt	720.00	0.00	720.00	
96861	SR	VIRTUOSO	02/05/2025	Bank Receipt	Sales Receipt	240.00	0.00	240.00	
96862	SR	WALDENAN	02/05/2025	Bank Receipt	Sales Receipt	207.00	0.00	207.00	
96863	SR	SLIMWORL	02/05/2025	Bank Receipt	Sales Receipt	340.00	0.00	340.00	
96864	SR	WRIGHTMA	02/05/2025	Bank Receipt	Sales Receipt	278.00	0.00	278.00	
96865	SR	DANCEBEA	06/05/2025	Bank Receipt	Sales Receipt	216.00	0.00	216.00	
96866	SA	DANCEBEA	06/05/2025	Bank Receipt	Payment on Account	2.00	0.00	2.00	
96867	SR	ARUNU3A	06/05/2025	Bank Receipt	Sales Receipt	947.00	0.00	947.00	
96868	SR	ARUNU3A	06/05/2025	Bank Receipt	Sales Receipt	92.00	0.00	92.00	
96869	SR	ADFAS	06/05/2025	Bank Receipt	Sales Receipt	90.00	0.00	90.00	
96870	SR	YASYOGA	06/05/2025	Bank Receipt	Sales Receipt	237.00	0.00	237.00	
96871	SR	ARUNHER	06/05/2025	Bank Receipt	Sales Receipt	86.00	0.00	86.00	
96872	SR	PLAYERS	06/05/2025	Bank Receipt	Sales Receipt	198.00	0.00	198.00	
96873	SR	HERITAGE	06/05/2025	Bank Receipt	Sales Receipt	40.00	0.00	40.00	
96874	SR	TATERON	06/05/2025	Bank Receipt	Sales Receipt	366.00	0.00	366.00	
96875	SR	RUSTWI	07/05/2025	Bank Receipt	Sales Receipt	127.00	0.00	127.00	
96876	SR	RCCGOASI	08/05/2025	Bank Receipt	Sales Receipt	241.00	0.00	241.00	
96877	SR	RCCGOASI	08/05/2025	Bank Receipt	Sales Receipt	74.00	0.00	74.00	
<b>Totals</b>						<b>£</b>	<b>8,119.24</b>	<b>0.00</b>	<b>8,119.24</b>