

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.

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.

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:

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

25 August 2026

Date: 30/07/2026
Time: 08:37:22

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: 01/04/2026
Date To: 31/07/2026

A/C: ALONSOM Name: Alonso Marshall Associates Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105131	PI	30/06/2026	19944	Mechanical & Electrical Consulting Eng. Services - WC -	3,689.95	3,689.95
Total:						<u>3,689.95</u>

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
105132	PI	27/07/2026	19945	Premises Checks & Other Tasks - Jul-26	1,858.37	1,858.37
Total:						<u>1,858.37</u>

A/C: ARUN Name: Arun District Council

No	Type	Date	Ref	Details	Amount	Outstanding
105156	PI	01/07/2026	19946	Inspection of Outdoor Fitness Equipment	115.20	115.20
Total:						<u>115.20</u>

A/C: BAILEYPA Name: Paul Bailey

No	Type	Date	Ref	Details	Amount	Outstanding
105157	PI	15/07/2026	19947	Sand/Stain x21 Public Seats - Village etc	1,320.00	1,320.00
Total:						<u>1,320.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
105159	PI	23/07/2026	19948	Callout - Faulty Urn - Rear Kitchen - W.Centre	75.00	75.00
105160	PI	27/07/2026	19949	Batteries - Dorgards - W.Centre	239.40	239.40
Total:						<u>314.40</u>

A/C: BREWERS Name: Brewers Decorator Centres

No	Type	Date	Ref	Details	Amount	Outstanding
105161	PI	30/06/2026	19950	5l Sadolin Classic Teak No.3 - Seats	75.98	75.98
105162	PI	30/06/2026	19951	5l Sadolin Classic Teak No.3 - Seats	75.98	75.98
Total:						<u>151.96</u>

A/C: CKMOBME Name: CK Mobile Mechanics

No	Type	Date	Ref	Details	Amount	Outstanding
105163	PI	27/07/2026	19952	Callout - Diagnostics Fee & A/C Regas R134a - Council	180.00	180.00
Total:						<u>180.00</u>

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
105174	PI	21/07/2026	19961	Maintenance & Floral Contract - Jul	4,862.78	4,862.78
Total:						<u>4,862.78</u>

A/C: LOOOFTH Name: Loo of the Year Awards Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105164	PI	22/07/2026	19953	Loo of the Year Awards Entry - 2026	806.40	806.40
Total:						<u>806.40</u>

Date: 30/07/2026
Time: 08:37:22

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 2

A/C: MEAKER Name: R J Meaker Fencing Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105165	PI	22/07/2026	19954	Repairs to Chain-Link Fence inc Materials & Clearance -	2,488.75	2,488.75
Total:						<u>2,488.75</u>

A/C: SSEENER Name: SSE Energy Solutions

No	Type	Date	Ref	Details	Amount	Outstanding
104952	PI	25/06/2026	19795	SSE - Electric - W.Centre to 30-Apr - SM	831.90	831.90
104953	PI	25/06/2026	19796	SSE - Electric - Broadmark Toilets to 30-Apr - SM	74.85	74.85
104954	PI	25/06/2026	19797	SSE - Electric - The Street Toilets to 30-Apr - SM	73.62	73.62
104955	PI	25/06/2026	19798	SSE - Electric - Y.Centre to 30-Apr - SM	293.59	293.59
104956	PI	22/06/2026	19925	SSE - Electric - W.Centre to 31-May - SM	810.11	810.11
104957	PI	22/06/2026	19926	SSE - Electric - Broadmark Toilets to 31-May - SM	76.72	76.72
104958	PI	22/06/2026	19927	SSE - Electric - The Street Toilets to 31-May - SM	75.96	75.96
104959	PI	22/06/2026	19928	SSE - Electric - Y.Centre to 31-May - SM	283.56	283.56
Total:						<u>2,520.31</u>

A/C: THOMASD Name: Thomas Door & Window Controls Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105166	PI	29/07/2026	19955	Attend/Investigate Faulty Window Winding Gear - W.Centre	198.00	198.00
Total:						<u>198.00</u>

A/C: TRADEUK Name: Trade UK

No	Type	Date	Ref	Details	Amount	Outstanding
105167	PI	29/06/2026	19956	Single Tap & PTFE Tape - Broadmark Toilets	32.99	32.99
Total:						<u>32.99</u>

A/C: WARDJAC Name: Mrs J Ward

No	Type	Date	Ref	Details	Amount	Outstanding
105168	PI	10/07/2026	19957	H&S/General Caretaking Checks - Jul - W.Centre	40.00	40.00
Total:						<u>40.00</u>

A/C: WATTSMRJ Name: Mr J Watt

No	Type	Date	Ref	Details	Amount	Outstanding
105169	PI	17/07/2026	19958	Clean Seafront Shelter	55.00	55.00
Total:						<u>55.00</u>

A/C: WORKNES Name: WorkNest Limited

No	Type	Date	Ref	Details	Amount	Outstanding
105170	PI	20/07/2026	19959	HR Service & Advice - Prepaid Hours (10)	1,260.00	1,260.00
Total:						<u>1,260.00</u>

A/C: WORTTCLU Name: Worthing Table Tennis Club

No	Type	Date	Ref	Details	Amount	Outstanding
105171	PI	31/07/2026	19960	Junior TT - Unders 13s - Autumn Term etc - Y.Centre	850.00	850.00
Total:						<u>850.00</u>
Grand Total						<u>20,744.11</u>

Date: 13/08/2026
Time: 12:08:31

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 3

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

Date From: 01/04/2026
Date To: 31/08/2026

A/C: APPLECAR Name: Applecarte Distribution

No	Type	Date	Ref	Details	Amount	Outstanding
105318	PI	03/08/2026	19962	Newsletter Delivery - August	564.84	564.84
Total:						564.84

A/C: BARCOMB Name: Barcombe Landscapes Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105338	PI	31/05/2026	19982	Various Grounds Maint. to incl. Mowing Rec.Ground - 8 of	3,270.00	3,270.00
Total:						3,270.00

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

No	Type	Date	Ref	Details	Amount	Outstanding
105297	PI	31/07/2026	19963	Monthly Electrical Maintenance, ELT & Works - All Centres	337.40	337.40
Total:						337.40

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
105296	PI	03/08/2026	19964	Remove Tree Limbs on Pathway,Clear/Remove waste -	102.00	102.00
Total:						102.00

A/C: GRUNDON Name: Grundon Waste Management Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105303	PI	31/07/2026	19965	Wheelie Bins - W.Centre/Offices	354.01	354.01
105305	PI	31/07/2026	19966	Wheelie Bins - Rec.Ground/Y.Centre	196.50	196.50
105307	PI	31/07/2026	19967	Wheelie Bins - SWC/Museum	174.82	174.82
Total:						725.33

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

No	Type	Date	Ref	Details	Amount	Outstanding
105309	PI	30/07/2026	19968	Fire Alarm System Remedial Works - SWC	121.85	121.85
105310	PI	30/07/2026	19969	Call out - Radiator Issues - Office Reception	102.00	102.00
105379	PI	30/07/2026	19968	Fire Alarm System - Remedial Works - SWC	121.85	121.85
Total:						345.70

A/C: MICROSOFT Name: Microsoft Ireland Operations Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105311	PI	03/08/2026	19970	Online Services - Office 365 - 03-Jul to 02-Aug	557.70	557.70
Total:						557.70

A/C: PREMIWAL Name: Premierwall Servicing Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105427	PI	13/08/2026	19992	Annual Service of Partition Wall - 2 of 3 - Y.Centre	414.00	414.00
Total:						414.00

Date: 13/08/2026

Time: 12:08:31

Rustington Parish Council

Page: 4

Supplier Invoices Recommended Payments/Payments Made

A/C: REALWOR Name: Real World Publishing Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
105320	PI	05/08/2026	19972	Newsletter Printing - Summer 2026	872.40	872.40
Total:						<u>872.40</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>
105322	PI	03/08/2026	19973	Machine Scrub & Clean VMH Floor x2 - Jul	140.40	140.40
105323	PI	03/08/2026	19974	Contract Cleaning - 26-Jun to 31-Jul - W.Centre & Offices	2,250.00	2,250.00
105324	PI	03/08/2026	19975	Contract Cleaning - 28-Jun to 02-Aug - Y.Centre	2,100.00	2,100.00
105325	PI	03/08/2026	19976	Contract Cleaning - 26-Jun to 31-Jul - SWC	405.00	405.00
105407	PI	18/08/2026	19976	Contract Cleaning - 26-Jun to 31-Jul - SWC	405.00	405.00
Total:						<u>5,300.40</u>

A/C: SOUTHCO Name: Southern Counties Jan.Supp.Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
105326	PI	28/07/2026	19977	Cleaning Materials - All sites inc W.Centre	373.33	373.33
105329	PI	30/07/2026	19978	Tork Dispensing Hand Towels (2 Pks of 6) - Office	234.82	234.82
Total:						<u>608.15</u>

A/C: SSEENER Name: SSE Energy Solutions

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
105332	PI	08/07/2026	19980	SSE - Electric - W.Centre to 30-Jun - SM	416.58	416.58
Total:						<u>416.58</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>
105319	PI	22/07/2026	19971	Shreaded Coach Bolts and Drill Bits - Benches - Village	79.95	79.95
Total:						<u>79.95</u>

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>
105430	PI	11/08/2026	19994	Open C.Park Barrier/Play Area/Litter Pick - Sun x3	90.00	90.00
Total:						<u>90.00</u>

A/C: WIZARDWI Name: Wizard Windows

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
105336	PI	04/08/2026	19979	Call out - Repair Door Lock - SWC	47.50	47.50
105419	PI	04/08/2026	19979	Call out - Repair Door Lock - SWC	47.50	47.50
Total:						<u>95.00</u>

A/C: WOODHOU Name: BardHVAC UK Ltd t/aWoodhouse

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
105428	PI	11/08/2026	19993	Maintenance of Air Conditioning Unit - SWC	686.14	686.14
Total:						<u>686.14</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>
105337	PI	14/08/2026	19981	Subscription Fee - Aug-26	11.94	11.94
Total:						<u>11.94</u>

Date: 13/08/2026
Time: 12:08:31

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 5

A/C:		WSCC		Name:		West Sussex County Council	
No	Type	Date	Ref	Details		Amount	Outstanding
105432	PI	13/08/2026	19995	Rent - WPSF - 29-Sep to 24-Dec		312.50	312.50
						Total:	312.50
						Grand Total	14,790.03

Date: 30/07/2026
Time: 10:43:01

Rustington Parish Council
Current Account - Recommended Payments/Payments Made

Page: 6

Date From: 01/07/2026
Date To: 31/07/2026

Bank From: 1200
Bank To: 1200

Transaction From: 105,117
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
105117	BP	2103	28/07/2026	19929 - WorldPay	D. Anchev - Deposit Refund - W.Centre	200.00	0.00	200.00
105118	BP	2103	28/07/2026	19930 - Bank Pay	G Carruthers - Deposit Refund - W.Centre	50.00	0.00	50.00
105119	BP	2103	28/07/2026	19931 - Bank Pay	T Hodder - Deposit Refund - W.Centre	100.00	0.00	100.00
105120	BP	2103	28/07/2026	19932 - WorldPay	P Mewse - Deposit Refund - W.Centre	200.00	0.00	200.00
105121	BP	2103	28/07/2026	19933 - Bank Pay	H Pettitt - Deposit Refund - W.Centre	50.00	0.00	50.00
105122	BP	2103	28/07/2026	19934 - WorldPay	D Petreski - Deposit Refund - W.Centre	100.00	0.00	100.00
105123	BP	2103	28/07/2026	19935 - Bank Pay	S Walker-Reilly - Deposit Refund - W.Centre	50.00	0.00	50.00
105124	BP	6011	28/07/2026	19936 - Bank Pay	Dolphin Ct. (R'ton) Ltd - Annual Rent - Broadstrand Seats	425.25	0.00	425.25
105125	BP	6105	28/07/2026	19938 - Bank Pay	The Friendship Singers - Grant Aid	280.00	0.00	280.00
105126	BP	6105	28/07/2026	19939 - Bank Pay	Outlaw Allstar Cheerleaders - Grant Aid	360.00	0.00	360.00
105127	BP	6105	28/07/2026	19940 - Bank Pay	Rustington Community Primary School PTA - Grant Aid	450.00	0.00	450.00
105128	BP	6111	28/07/2026	19940 - Bank Pay	L Frank - Museum Talk - Divinations, Predictions & the	75.00	0.00	75.00
105129	BP	7203	28/07/2026	DD - 19942	SSE Electric - Churchill Toilets to 30-Jun - SM	157.11	7.86	164.97
105176	BP	7203	27/07/2026	DD - 19943	SSE - Electric - SWC to 30-Jun - SM	175.22	35.05	210.27
105177	BP	7203	27/07/2026	DD - 19943	SSE - Electric - Museum to 30-Jun - SM	175.21	35.04	210.25
105178	BP	6004	30/07/2026	19937 - Bank Pay	SSE - Christmas Lighting Supply 2025-2026	537.12	26.86	563.98
Totals						£ 3,384.91	104.81	3,489.72

Date: 30/07/2026
Time: 10:00:05

Rustington Parish Council
Current Account - Recommended Payments/Payments Made

Date From: 01/07/2026
Date To: 31/07/2026

Bank From: 1200
Bank To: 1200

Transaction From: 104,848
Transaction To: 104,914

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
104904	BP	6017	14/07/2026	DD - 19923 - NW1	BP Rustington - Plant Fuel	36.79	7.36	44.15
104905	BP	7207	14/07/2026	DD - 19923 - NW1	Halfords - Brush and Silicone - Barriers	10.82	2.17	12.99
104906	BP	5007	14/07/2026	DD - 19923 - NW1	BP Rustington - Diesel - Council Vehicle	65.36	13.07	78.43
104907	BP	7206	14/07/2026	DD - 19923 - NW1	All Seasons - Ant Killer - Y.Centre	17.46	3.51	20.97
104908	BP	7207	14/07/2026	DD - 19923 - NW1	Wickes - Tarmac Cold Lay Macadam - Car Park - Rec.	30.00	6.00	36.00
104909	BP	6017	14/07/2026	DD - 19923 - NW1	BP Rustington - Plant Fuel	35.60	7.12	42.72
104910	BP	7321	14/07/2026	DD - 19924 - NW1	Amazon - Ink cartridges	62.56	12.52	75.08
104911	BP	7310	14/07/2026	DD - 19924 - NW1	Ancestry.co.uk - Subscription - 6 mths to 12-Dec -	45.82	9.17	54.99
104912	BP	7320	14/07/2026	DD - 19924 - NW1	Amazon - Textured Card - Museum	4.58	0.92	5.50
104913	BP	7206	14/07/2026	DD - 19924 - NW1	Amazon - Ant Killer (TBR) - W.Centre	17.48	3.50	20.98
104914	BP	7206	14/07/2026	DD - 19924 - NW1	Amazon - (One You Ltd) - Teaspoons - W. Centre	18.32	3.66	21.98
Totals						£ 344.79	69.00	413.79

Date: 13/08/2026
Time: 12:25:41

Rustington Parish Council

Page: 7

Current Account - Recommended Payments/Payments Made

Date From: 01/08/2026
Date To: 31/08/2026

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
105350	BP	2103	10/08/2026	19983 - WorldPay	K Venus - Deposit Refund - W.Centre	50.00	0.00	50.00
105351	BP	2103	10/08/2026	19984 - WorldPay	H Skippen - Deposit Refund - Y.Centre	200.00	0.00	200.00
105352	BP	2103	10/08/2026	19985 - BankPay	Ethos Consultants - Deposit Refund - SWC	50.00	0.00	50.00
105353	BP	7300	10/08/2026	DD - 19986	BT - Office Mobile (Emergency Phone)	14.07	2.81	16.88
105354	BP	7204	10/08/2026	DD - 19987 (...)	Crown Gas & Power - Gas - W.Centre - R2 to 31-Jul - SM	31.09	1.55	32.64
105355	BP	7204	10/08/2026	DD - 19988 (...)	Crown Gas & Power - Gas - Y.Centre to 31-Jul - SM	44.95	2.25	47.20
105356	BP	7204	10/08/2026	DD - 19989 (...)	Crown Gas & Power - Gas - W.Centre - R1 to 31-Jul - SM	134.63	6.73	141.36
105357	BP	7321	01/08/2026	DD - 19990	Sage - Finance Support Package - Aug	549.50	109.90	659.40
105358	BP	7130	19/08/2026	DD - 19991	WorldPay - Monthly Transactions Fee for Jul (40%)	16.62	0.00	16.62
105359	BP	7130	19/08/2026	DD - 19991	WorldPay - Monthly Transactions Fee for Jul (25%)	10.38	0.00	10.38
105360	BP	7130	19/08/2026	DD - 19991	WorldPay - Monthly Transactions Fee for Jul (25%)	10.38	0.00	10.38
105361	BP	7130	19/08/2026	DD - 19991	WorldPay - Monthly Transactions Fee for Jul (10%)	4.15	0.00	4.15
105362	BP	7130	19/08/2026	DD - 19991	WorldPay - Monthly Payment Approvals	0.41	0.08	0.49
105363	BP	7130	19/08/2026	DD - 19991	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80
105433	BP	2103	13/08/2026	19996 - BACS	L.Ali - Deposit Refund - W.Centre	200.00	0.00	200.00
105434	BP	7310	03/08/2026	DD - TVL	TV Licence - Youth Centre	15.03	0.00	15.03
105435	BP	7201	24/08/2026	DD - ADC	ADC - Rates - The Woodlands Centre	598.00	0.00	598.00
105436	BP	7405	25/08/2026	SO - WP	W.Phillips - Garage	87.58	0.00	87.58
105437	BP	7201	25/08/2026	DD - ADC	ADC - Rates - R'ton Youth Centre	446.00	0.00	446.00
105438	BP	7201	26/08/2026	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	148.00	0.00	148.00
105439	BP	7201	26/08/2026	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	148.00	0.00	148.00
Totals						£ 2,762.79	124.12	2,886.91

Rustington Parish Council

Bank Payment Summary - 25 July 2026

Salaries (Gross) - Employees	£ 29,581.36
Includes Mileage Claim (N/Code: 7101)	£ -
Employers - N.I.	£ 3,686.58
Employers - Superann.	£ 1,676.79
Legal & General - III Health Liability Insurance	£ -
Total Employers Liabilities	£ 34,944.73

Rustington Parish Council

Bank Payment Summary - 25 August 2026

Salaries (Gross) - Employees	£ 28,537.09
Includes Mileage Claim (N/Code: 7101)	£ -
Employers - N.I.	£ 3,529.95
Employers - Superann.	£ 1,670.22
Legal & General - III Health Liability Insurance	£ -
Total Employers Liabilities	£ 33,737.26

Date: 14/08/2026
Time: 11:30:26

Rustington Parish Council
Imprest Account - Payments Made

Page: 8

Date From: 31/03/2026
Date To: 14/08/2026

Bank From: 1201
Bank To: 1201
N/C From:
N/C To: 99999999

Transaction From: 103,610
Transaction To: 103,610

Dept From: 0
Dept To: 999

Bank: 1201 Currency: Pound Sterling

No	Type	N/C	Dept	Date	Ref	Details	Net	Tax	Gross
103610	BP	2103	3	02/06/2026	7861	K.Holiday (Pointe Rock) - Deposit Refund - W.Centre	50.00	0.00	50.00
Totals							<u>50.00</u>	<u>0.00</u>	<u>50.00</u>

Imprest Account - Petty Cash Requirements – 14 August 2026

Chq.No.7682	- Petty Cash (Office)	200.00
Chq.No.7683	- Petty Cash (Office)	93.02
Grand Total:		<u>343.02</u>

Rustington Parish Council

Reconciled Balances as at 31 July 2026

NatWest Bank:-		
Current Account	£	41,438.06
Imprest Account	£	469.71
Reserve Accounts:		
General Fund	£	242,858.27
35-Day Notice (276) - Earmarked Reserves	£	83,734.33
35-Day Notice (284)	£	243,692.15
35-Day Notice (670) - Section 106 Funds	£	22,214.90
Museum Reserve	£	2,863.96
Plant Equipment Renewal	£	8,004.26
Capital Accounts:		
Opportunity and Special Purchases	£	1,535.43
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	£	133,408.73
Total on Bank Statements		£ 880,219.80
Un-Reconciled Payments		£ 350.00
		£ 880,569.80
Petty Cash		
	£	269.57
Grand Total		£ 880,839.37

Date: 14/08/2026
Time: 12:13:46

Rustington Parish Council
Current Account - Bank Receipts

Page: 9

Date From: 21/07/2026
Date To: 14/08/2026

Transaction From: 1
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
105233	BR	2102	29/07/2026	Bank Receipt	The Blueberry Muffins - Deposit - SWC -	50.00	0.00	50.00
105234	BR	4025	24/07/2026	Card Receipt	S.Wright - Seat Donation - Merton Ave/Junct	1,500.00	0.00	1,500.00
105235	BR	7104	24/07/2026	Card Receipt	Staff Reimbursement (EL)	8.05	1.61	9.66
105236	BR	7104	24/07/2026	Card Receipt	Staff Reimbursement (CW)	11.67	2.33	14.00
105237	BR	2102	24/07/2026	Card Receipt	P.Dalton - Deposit - SWC - 08-May	50.00	0.00	50.00
105280	BR	4040	05/08/2026	102168	Museum - (Talk) - Apr - Jul	80.87	0.00	80.87
105281	BR	4040	05/08/2026	102168	Museum - Postcards	5.54	1.11	6.65
105282	BR	4040	05/08/2026	102168	Museum - West Preston Manor	4.00	0.00	4.00
105283	BR	4040	05/08/2026	102168	Museum - Book Sales	1.50	0.00	1.50
105284	BR	4040	05/08/2026	102168	Museum - Donation - Greystoke Manor	30.00	0.00	30.00
105292	BR	4011	06/08/2026	Bank Receipt	PWLB - Loan for W.Centre Refurbishment	549,807.50	0.00	549,807.50
105495	BR	2202	12/08/2026	Bank Receipt	HMRC - VAT Refund - 01-Apr-26 to 30-Jun-26	20,556.62	0.00	20,556.62
105496	BR	4040	12/08/2026	Bank Receipt	VAT Liability - Overpayment by HMRC -	4.65	0.00	4.65
Totals £						<u>572,110.40</u>	<u>5.05</u>	<u>572,115.45</u>

Date: 14/08/2026
Time: 12:14:41

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

Page: 10

Date From: 15/07/2026
Date To: 14/08/2026

Bank From: 1200
Bank To: 1200

Transaction From: 104,900
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
104949	SR	THEATREA	17/07/2026	Bank Receipt	Sales Receipt	4.00	0.00	4.00
104950	SR	DANCEBEA	20/07/2026	Bank Receipt	Sales Receipt	410.00	0.00	410.00
105205	SR	WSCC-CHI	22/07/2026	Bank Receipt	Sales Receipt	153.00	0.00	153.00
105206	SR	ALILUNA	24/07/2026	Bank Receipt	Sales Receipt	252.00	0.00	252.00
105207	SR	STOREP	24/07/2026	Bank Receipt	Sales Receipt	184.37	0.00	184.37
105208	SR	RUSTPLSC	27/07/2026	Bank Receipt	Sales Receipt	631.00	0.00	631.00
105209	SR	RUSTPLSC	27/07/2026	Bank Receipt	Sales Receipt	220.00	0.00	220.00
105210	SR	SERFCADE	27/07/2026	Bank Receipt	Sales Receipt	450.00	0.00	450.00
105211	SR	VIRTUOSO	28/07/2026	Bank Receipt	Sales Receipt	330.00	0.00	330.00
105212	SR	ARUNU3A	28/07/2026	Bank Receipt	Sales Receipt	47.00	0.00	47.00
105213	SR	ARUNU3A	28/07/2026	Bank Receipt	Sales Receipt	1,086.00	0.00	1,086.00
105214	SR	CASHYOUR	28/07/2026	Bank Receipt	Sales Receipt	160.32	0.00	160.32
105215	SR	SLIMWORL	28/07/2026	Bank Receipt	Sales Receipt	329.96	0.00	329.96
105216	SR	THEATREA	29/07/2026	Bank Receipt	Sales Receipt	370.00	0.00	370.00
105217	SR	HERITAGE	29/07/2026	Bank Receipt	Sales Receipt	88.00	0.00	88.00
105218	SR	DIAMONDD	29/07/2026	Bank Receipt	Sales Receipt	131.00	0.00	131.00
105219	SR	ADFAS	29/07/2026	Bank Receipt	Sales Receipt	93.00	0.00	93.00
105220	SR	SHORTMAT	29/07/2026	Bank Receipt	Sales Receipt	795.50	0.00	795.50
105221	SR	RUSTWI	29/07/2026	Bank Receipt	Sales Receipt	131.00	0.00	131.00
105222	SR	ADFAS	29/07/2026	Bank Receipt	Sales Receipt	93.00	0.00	93.00
105223	SR	WOODTTC	29/07/2026	Bank Receipt	Sales Receipt	574.00	0.00	574.00
105224	SR	RNID	29/07/2026	Bank Receipt	Sales Receipt	54.83	0.00	54.83
105225	SA	RUSTFC	30/07/2026	Bank Receipt	Payment on Account	309.75	0.00	309.75
105226	SA	RUSTFC	30/07/2026	Bank Receipt	Payment on Account	91.95	0.00	91.95
105227	SR	TATERON	31/07/2026	Bank Receipt	Sales Receipt	378.00	0.00	378.00
105229	SR	CANCERUN	31/07/2026	Bank Receipt	Sales Receipt	187.00	0.00	187.00
105230	SR	WOODTTC	31/07/2026	Bank Receipt	Sales Receipt	71.75	0.00	71.75
105231	SR	ARUNDC	31/07/2026	Bank Receipt	Sales Receipt	41.00	0.00	41.00
105232	SR	VENUSKIM	24/07/2026	Card Receipt	Sales Receipt	98.00	0.00	98.00
105276	SR	ACTIV8NU	31/07/2026	Bank Receipt	Sales Receipt	2,070.00	0.00	2,070.00
105277	SR	SERFCADE	03/08/2026	Bank Receipt	Sales Receipt	250.00	0.00	250.00
105278	SR	QUILLTHE	03/08/2026	Bank Receipt	Sales Receipt	480.00	0.00	480.00
105279	SR	YASYOGA	03/08/2026	Bank Receipt	Sales Receipt	328.00	0.00	328.00
105291	SR	SEAESTAT	05/08/2026	Bank Receipt	Sales Receipt	86.00	0.00	86.00
105491	SR	ALZHEIME	07/08/2026	Bank Receipt	Sales Receipt	98.00	0.00	98.00
105492	SR	RCCGOASI	13/08/2026	Bank Receipt	Sales Receipt	105.00	0.00	105.00
105493	SR	RCCGOASI	13/08/2026	Bank Receipt	Sales Receipt	256.00	0.00	256.00
105497	SR	WSCC-CHI	13/08/2026	Bank Receipt	Sales Receipt	960.00	0.00	960.00
105498	SR	AGEUKWSX	14/08/2026	Bank Receipt	Sales Receipt	660.00	0.00	660.00
105499	SA	ALILUNA	11/08/2026	Card Receipt	Payment on Account	71.98	0.00	71.98
105504	SR	ARUNFAIR	14/08/2026	Bank Receipt	Sales Receipt	321.00	0.00	321.00
Totals						£ 13,451.41	0.00	13,451.41

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

28 September 2026

Date: 01/09/2026
Time: 11:04:36

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: 01/04/2026
Date To: 31/08/2026

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
105605	PI	28/08/2026	20017	Premises Checks & Other Tasks - Aug-26	1,433.42	1,433.42
Total:						1,433.42

A/C: ARUNBUS Name: Arun Business Supplies

No	Type	Date	Ref	Details	Amount	Outstanding
105557	PI	24/08/2026	19999	Stationery - Office	333.77	333.77
Total:						333.77

A/C: BAILEYPA Name: Paul Bailey

No	Type	Date	Ref	Details	Amount	Outstanding
105559	PI	16/08/2026	20000	Repaint Outdoor Furniture incl. Bus Shelter	640.00	640.00
Total:						640.00

A/C: BARCOMB Name: Barcombe Landscapes Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105626	PI	31/07/2026	20021	Various Grounds Maint. to incl. Mowing Rec.Ground - 14 of	2,941.20	2,941.20
Total:						2,941.20

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

No	Type	Date	Ref	Details	Amount	Outstanding
105563	PI	15/08/2026	20001	Replace microwave LED Drum - Ladies Public toilets -	151.00	151.00
105624	PI	27/08/2026	20018	Supply/Fit Emergency Pod - SWC/Museum	163.00	163.00
105639	PI	27/08/2026	20024	Supply/Fit LED Drum - Y.Centre	209.00	209.00
Total:						523.00

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
105564	PI	21/08/2026	20002	Maintenance & Floral Contract - Aug	4,862.78	4,862.78
Total:						4,862.78

A/C: MODESUS Name: Modes Users Association

No	Type	Date	Ref	Details	Amount	Outstanding
105565	PI	21/08/2026	20003	Modes Complete Support & M'ship Fee - 01-Aug-26 to	228.00	228.00
Total:						228.00

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

No	Type	Date	Ref	Details	Amount	Outstanding
105641	PI	26/08/2026	20026	Operational Inspection - Rec.Ground Equipment	198.00	198.00
Total:						198.00

A/C: PRESEQUI Name: Preservation Equipment Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105640	PI	14/08/2026	20025	Collection Care Equipment - Museum	1,039.98	1,039.98
Total:						1,039.98

Date: 01/09/2026
Time: 11:04:36

Page: 2

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

A/C: PRESTIGE Name: Prestige Doors (Southern) Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105566	PI	25/08/2026	20004	Supply/fit Tube Motor - Roller Shutter - (50% Deposit) - Y.C	389.25	389.25
Total:						389.25

A/C: SCOTTAY Name: Scott Taylor Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105567	PI	25/08/2026	20005	Stage 4 - Architect Services	3,608.17	3,608.17
105568	PI	25/08/2026	20006	Stage 4 - Project Management Services Inc, Mileage etc	2,056.98	2,056.98
Total:						5,665.15

A/C: SLCCENTE Name: SLCC Enterprises Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105569	PI	19/08/2026	20007	Agendas & Minutes (2 Part) - Event Fee (RC, NC)	92.40	92.40
Total:						92.40

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

No	Type	Date	Ref	Details	Amount	Outstanding
105642	PI	29/08/2026	20027	Window Cleaning (Extn) - Aug - W.Centre/Y.Centre	132.00	132.00
Total:						132.00

A/C: SSEENER Name: SSE Energy Solutions

No	Type	Date	Ref	Details	Amount	Outstanding
105570	PI	14/08/2026	20008	SSE - Electric - The Street Toilets to 31-Jul - SM	1,043.93	1,043.93
Total:						1,043.93

A/C: THOMASD Name: Thomas Door & Window Controls Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
105574	PI	19/08/2026	20009	Repair & Replace Faulty window winding mechanism -	1,062.60	1,062.60
Total:						1,062.60

A/C: WATTSMRJ Name: Mr J Watt

No	Type	Date	Ref	Details	Amount	Outstanding
105621	PI	27/08/2026	20019	Clean Seafront Shelter	55.00	55.00
Total:						55.00

A/C: WESTONM Name: Mr M Weston

No	Type	Date	Ref	Details	Amount	Outstanding
105575	PI	13/08/2026	20016	Signwriting on Honours Boards	105.00	105.00
Total:						105.00
Grand Total						20,745.48

Date: 01/09/2026

Time: 12:43:00

Rustington Parish Council

Page: 3

Current Account - Recommended Payments/Payments MadeDate From: 01/08/2026
Date To: 30/09/2026Bank From: 1200
Bank To: 1200Transaction From: 105,577
Transaction To: 99,999,999N/C From:
N/C To: 99999999Dept From: 0
Dept To: 999

Bank: 1200			Currency: Pound Sterling					
No	Type	N/C	Date	Ref	Details	Net	Tax	Gross
105577	BP	2103	27/08/2026	20010 - Bank Pay	Mrs G Cole - Deposit Refund - Rec. Ground	200.00	0.00	200.00
105578	BP	7303	27/08/2026	20011 - Bank Pay	B. Gisbey - Waitrose x9 - Milk & Teabags - Museum	10.10	0.00	10.10
105579	BP	6109	27/08/2026	20011 - Bank Pay	B. Gisbey - All Seasons - Windmill Prop for Display -	1.82	0.37	2.19
105580	BP	6111	27/08/2026	20011 - Bank Pay	B. Gisbey - All Seasons - Plastic Mirror Rounds - Crafts -	7.16	1.42	8.58
105581	BP	6111	27/08/2026	20011 - Bank Pay	B. Gisbey - TG Jones - Crayons - Crafts - Museum	4.80	0.00	4.80
105582	BP	6111	27/08/2026	20011 - Bank Pay	B. Gisbey - The Works - Card & Crayons - Crafts -	5.00	1.00	6.00
105588	BP	6111	01/09/2026	20012 - Bank Pay	H. Parsons - Temu - Pins - Crafts - Museum	1.92	0.00	1.92
105589	BP	6109	01/09/2026	20012 - Bank Pay	H. Parsons - Temu x2 - Dino Costume items -	23.60	0.00	23.60
105590	BP	6109	01/09/2026	20012 - Bank Pay	H. Parsons - All Seasons - Twine & Stakes - Craft -	7.97	1.60	9.57
105591	BP	6111	01/09/2026	20012 - Bank Pay	H. Parsons - TG Jones - Crayons - Crafts - Museum	4.00	0.00	4.00
105592	BP	6111	01/09/2026	20012 - Bank Pay	H. Parsons - Temu - Gems, Stickers - Crafts - Museum	8.61	0.00	8.61
105593	BP	6111	01/09/2026	20012 - Bank Pay	H. Parsons - Iceland - Tea & Sweets - Crafts - Museum	12.42	1.58	14.00
105594	BP	7303	01/09/2026	20012 - Bank Pay	H. Parsons - Waitrose - Milk - Museum	0.95	0.00	0.95
105595	BP	7310	27/08/2026	DD - 20013	BT - Broadband - W. Centre	82.44	16.49	98.93
105596	BP	7310	27/08/2026	DD - 20013	BT - Broadband - Office	102.32	20.46	122.78
105597	BP	7310	27/08/2026	DD - 20013	BT - Broadband - Y. Centre	36.95	7.39	44.34
105598	BP	7310	27/08/2026	DD - 20013	BT - Broadband - Museum	73.90	14.78	88.68
105599	BP	7310	27/08/2026	DD - 20013	BT - Broadband - SWC	73.90	14.78	88.68
105600	BP	7203	26/08/2026	DD - 20014	SSE - Electric - SWC to 31-Jul - SM	169.92	33.99	203.91
105601	BP	7203	26/08/2026	DD - 20015	SSE - Electric - Churchill Toilets to 31-Jul - SM	166.95	8.35	175.30
105603	BP	5001	28/08/2026	20020 - Bank Pay	C. Harris - Waitrose - Water filter & Cartridges - Museum	26.25	5.25	31.50
105604	BP	5001	28/08/2026	20020 - Bank Pay	C. Harris - Waitrose - Water filter & Cartridges - SWC	26.25	5.25	31.50
105622	BP	7203	26/08/2026	DD - 20014	SSE - Electric - Museum to 31-Jul - SM	169.91	33.98	203.89
105636	BP	6100	01/09/2026	20022 - Bank Pay	E.Lamb - Sainsbury's - Refreshments - Civic Service	169.86	33.97	203.83
105637	BP	6100	01/09/2026	20022 - Bank Pay	E.Lamb - Sainsbury's - Refreshments - Civic Service	7.35	0.00	7.35
105638	BP	6100	01/09/2026	20023 - Bank Pay	C.Ward - Sainsbury's - Refreshments - Civic Service	37.50	7.50	45.00
105659	BP	7310	01/09/2026	DD - TVL	TV Licence - Youth Centre	14.95	0.00	14.95
105660	BP	7201	24/09/2026	DD - ADC	ADC - Rates - The Woodlands Centre	598.00	0.00	598.00
105661	BP	7201	25/09/2026	DD - ADC	ADC - Rates - R'ton Youth Centre	446.00	0.00	446.00
105662	BP	7405	25/09/2026	SO - WP	W.Phillips - Garage	87.58	0.00	87.58
105663	BP	7201	26/09/2026	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	148.00	0.00	148.00
105664	BP	7201	26/09/2026	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	148.00	0.00	148.00
Totals £						<u>2,874.38</u>	<u>208.16</u>	<u>3,082.54</u>

Date: 02/09/2026
Time: 10:07:55

Rustington Parish Council

Page: 4

Current Account - Recommended Payments/Payments Made

Date From: 14/08/2026
Date To: 14/08/2026

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
105515	BP	5007	14/08/2026	DD - 19997 - NW1	Shell Littlehampton - Car Wash - Council Vehicle	7.50	1.50	9.00
105516	BP	5007	14/08/2026	DD - 19997 - NW1	BP Rustington - Diesel - Council Vehicle	63.12	12.63	75.75
105517	BP	7320	14/08/2026	DD - 19997 - NW1	Amazon (Suzhou Xinsheng) A4 Parchment Paper	6.66	1.33	7.99
105518	BP	7303	14/08/2026	DD - 19997 - NW1	Amazon (Universal Products Solutions Ltd) Biscuits -	29.73	0.00	29.73
105519	BP	7206	14/08/2026	DD - 19997 - NW1	Amazon (Stafford Tiles) - Bona Cleaner x 2 - VMH Floor	69.82	13.96	83.78
105520	BP	7320	14/08/2026	DD - 19997 - NW1	Amazon - Parchment Paper x 100 sheets - A4 - Office	10.57	2.11	12.68
105521	BP	7320	14/08/2026	DD - 19998 - NW1	Amazon - Gold Acrylic Paint Pens x 5 - Office	6.32	1.26	7.58
105522	BP	6102	14/08/2026	DD - 19998 - NW1	Amazon - Picture Frame - Parishioners Award	9.16	1.83	10.99
105523	BP	7320	14/08/2026	DD - 19998 - NW1	Amazon - Clean Screen Cleaner Spray	9.91	1.98	11.89
105524	BP	7303	14/08/2026	DD - 19998 - NW1	Tesco - Teabags, Sugar - Office	9.77	0.00	9.77
105525	BP	7303	14/08/2026	DD - 19998 - NW1	Tesco - Air Freshner - Office	7.00	1.40	8.40
105526	BP	7206	14/08/2026	DD - 19998 - NW1	Tesco - Cleaning Materials - All sites	21.36	4.27	25.63
105527	BP	7206	14/08/2026	DD - 19998 - NW1	Tesco - Cleaning Materials - All sites	4.58	0.92	5.50
105528	BP	7206	14/08/2026	DD - 19998 - NW1	Tesco - Cleaning Materials - All sites	4.57	0.92	5.49
105529	BP	7208	14/08/2026	DD - 19998 - NW1	Screwfix Spares - Freezer Drawer - VMH Kitchen	20.00	4.00	24.00
105530	BP	7107	14/08/2026	DD - 19998 - NW1	Amazon - One4all Gift Cards - Long Service Award (EL)	300.00	0.00	300.00
105531	BP	7121	14/08/2026	DD - 19998 - NW1	Land Registry - Title Register & Plan Fee - North Field &	14.00	0.00	14.00
105532	BP	7310	14/08/2026	DD - 19998 - NW1	Survey Monkey - Annual Subscription 25-Jul-26 -	320.00	0.00	320.00
105533	BP	7405	14/08/2026	DD - 19998 - NW1	ADC - Full Plans App. Fee R/106/26/BR	140.21	28.04	168.25
105534	BP	7405	14/08/2026	DD - 19998 - NW1	ADC - Full Plans App. Fee R/106/26/BR	500.00	100.00	600.00
105535	BP	7121	14/08/2026	DD - 19998 - NW1	Land Registry - Title Register & Plan Fee - Blind Vets -	14.00	0.00	14.00
105536	BP	7321	14/08/2026	DD - 19998 - NW1	Blackfish Software - IE Tab Extension - SWC CCTV	30.11	0.00	30.11
105537	BP	5001	14/08/2026	DD - 19998 - NW1	Argos - Cookworks Microwave for Youth Centre	32.50	6.50	39.00
105538	BP	7121	14/08/2026	DD - 19998 - NW1	Land Registry - Title Register & Plan Fee - Blind Vets	14.00	0.00	14.00
Totals £						<u>1,644.89</u>	<u>182.65</u>	<u>1,827.54</u>

Rustington Parish Council
Bank Payment Summary - 25 September 2026

Salaries (Gross) - Employees	£ 28,406.23
<i>Includes Mileage Claim (N/Code: 7101)</i>	£ -
Employers - N.I.	£ 3,525.29
Employers - Superann.	£ 1,670.22
Legal & General - Ill Health Liability Insurance	£ -
Total Employers Liabilities	<u>£ 33,601.74</u>
Councillor / Chairman Allowances	<u>£ 2,409.40</u>
Total Liabilities	<u>£ 36,011.14</u>

Reconciled Balances as at 31 August 2026

NatWest Bank:-	
Current Account	£ 9,876.84
Imprest Account	£ 869.60
Reserve Accounts:	
General Fund	£ 227,513.02
35-Day Notice (276) - Earmarked Reserves	£ 83,861.51
35-Day Notice (284)	£ 794,525.95
35-Day Notice (670) - Section 106 Funds	£ 22,248.64
Museum Reserve	£ 2,865.83
Plant Equipment Renewal	£ 8,009.48
Capital Accounts:	
Opportunity and Special Purchases	£ 1,536.43
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	£ 133,680.66
	Total on Bank Statements
	£ 1,384,987.96
	Un-Reconciled Payments
	£ (394.67)
	<u>£ 1,384,593.29</u>
Petty Cash	
	£ 359.69
	Grand Total
	<u>£ 1,384,952.98</u>

Date: 22/09/2026
Time: 08:18:29

Rustington Parish Council Current Account - Bank Receipts

Page: 6

Date From: 13/08/2026
Date To: 21/09/2026
Transaction From: 1
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
105552	BR	2102	25/08/2026	Bank Receipt	C.Bancroft - Deposit - Allots - 3 WR	50.00	0.00	50.00
105553	BR	4043	25/08/2026	Bank Receipt	C.Bancroft - Rent - Allots - 3 WR	11.00	0.00	11.00
105554	BR	2102	26/08/2026	Bank Receipt	H.Finnigan - Deposit - SWC - 29-Aug	50.00	0.00	50.00
105864	BR	7321	28/08/2026	Bank Receipt	R'ton Heritage Assn - Contrib - Modes 50% of	95.00	0.00	95.00
105976	BR	7320	14/09/2026	Dd - 20069 -	Amazon- Credit - Petty Cash Coucher Books	7.50	1.50	9.00
106020	BR	4000	04/09/2026	Bank Receipt	ADC - Precept - Second Tranche	412,500.00	0.00	412,500.00
106027	BR	2102	14/09/2026	Bank Receipt	D.Morton - Deposit - Y.Centre - 30-Oct	100.00	0.00	100.00
Totals						£ 412,813.50	1.50	412,815.00

Date: 22/09/2026
Time: 08:16:21

Rustington Parish Council Current Account - Customer Receipts

Date From: 15/08/2026
Date To: 21/09/2026
Transaction From: 1
Transaction To: 99,999,999

Bank From: 1200
Bank To: 1200

Customer From:
Customer To: 77777777

Bank	1200	Currency	Pound Sterling					
No	Type	A/C	Date	Ref	Details	Net	Tax	Gross
105543	SA	BARCLAYS	18/08/2026	Bank Receipt	Payment on Account	5,483.24	0.00	5,483.24
105544	SA	COOKNICO	20/08/2026	Card Receipt	Payment on Account	58.00	0.00	58.00
105549	SR	RUSTPLSC	24/08/2026	Bank Receipt	Sales Receipt	584.00	0.00	584.00
105550	SR	RUSTPLSC	24/08/2026	Bank Receipt	Sales Receipt	176.00	0.00	176.00
105555	SA	FINNIGAN	26/08/2026	Bank Receipt	Payment on Account	95.66	0.00	95.66
105556	SR	RNID	26/08/2026	Bank Receipt	Sales Receipt	54.83	0.00	54.83
105863	SR	TATERON	27/08/2026	Bank Receipt	Sales Receipt	378.00	0.00	378.00
105889	SR	SLIMWORL	01/09/2026	Bank Receipt	Sales Receipt	361.96	0.00	361.96
105890	SR	RUSTGOCE	01/09/2026	Bank Receipt	Sales Receipt	82.00	0.00	82.00
105891	SR	ARUNU3A	01/09/2026	Bank Receipt	Sales Receipt	312.00	0.00	312.00
105892	SR	WOODTTC	01/09/2026	Bank Receipt	Sales Receipt	613.00	0.00	613.00
105893	SA	WOODTTC	01/09/2026	Bank Receipt	Payment on Account	16.00	0.00	16.00
105894	SR	SHORTMAT	02/09/2026	Bank Receipt	Sales Receipt	734.00	0.00	734.00
105895	SR	YASYOGA	02/09/2026	Bank Receipt	Sales Receipt	328.00	0.00	328.00
105896	SR	ACTIV8NU	03/09/2026	Bank Receipt	Sales Receipt	1,800.00	0.00	1,800.00
105897	SR	DIAMONDD	03/09/2026	Bank Receipt	Sales Receipt	131.00	0.00	131.00
105898	SR	THOMASM	03/09/2026	Bank Receipt	Sales Receipt	94.00	0.00	94.00
105899	SR	ARUNFAIR	03/09/2026	Bank Receipt	Sales Receipt	321.00	0.00	321.00
106017	SR	BABYSUPE	03/09/2026	Bank Receipt	Sales Receipt	35.00	0.00	35.00
106018	SA	HERITAGE	04/09/2026	Bank Receipt	Payment on Account	25.00	0.00	25.00
106019	SR	SERFCADE	04/09/2026	Bank Receipt	Sales Receipt	150.00	0.00	150.00
106021	SR	PLAYERS	07/09/2026	Bank Receipt	Sales Receipt	70.00	0.00	70.00
106022	SA	HOBDENS	10/09/2026	Bank Receipt	Payment on Account	63.00	0.00	63.00
106023	SR	RUSTCC	10/09/2026	Bank Receipt	Sales Receipt	1,052.00	0.00	1,052.00
106024	SR	AGEUKWSX	18/09/2026	Bank Receipt	Sales Receipt	528.00	0.00	528.00
106025	SR	RCCGOASI	21/09/2026	Bank Receipt	Sales Receipt	280.00	0.00	280.00
106026	SR	RCCGOASI	21/09/2026	Bank Receipt	Sales Receipt	114.00	0.00	114.00
106030	SA	BENNETTJ	17/09/2026	Card Receipt	Payment on Account	95.00	0.00	95.00
Totals						£ 14,034.69	0.00	14,034.69

Rustington Parish Council

MONTHLY BUDGET REPORT

to 21 September 2026

Monthly Budget Report to 21 September 2026

An overview of the Committees budgeted expenditure for the year ending 31 March 2027 is as follows. The Council's Budgets are in the process of being revised, therefore, at this moment in time, some Votes may be overspent:-

	Budget (Net Expenditure) £	Total (Net Expenditure) £	Difference £	Explanation
External Sports & Leisure Facilities	83,495.00	40,543.09	42,951.91	1. Play Area Improvement Fund - £20,000.00 - Transferred to Earmarked Reserves
Rustington Youth Centre	25,350.00	7,217.02	18,132.98	
The Woodlands Centre	90,180.00	46,918.12	43,261.88	
General Amenities	163,900.00	99,517.41	64,382.59	1. War Memorial - £33,280.00 - Replacement War Memorial
Museum	84,639.00	33,282.66	51,356.34	
Samuel Wickens Centre	48,070.00	9,489.82	38,580.18	
Finance & General Purposes	402,200.00	185,909.73	216,290.27	
Allotments	3,850.00	2,743.95	1,106.05	

- Precept - This is paid biannually, and the second tranche is included in Department 0

For information, the previous month's Overview Reports is attached to the back of this Report

21 September 2026

Finance Manager

Rustington Parish Council

External Sports and Leisure Facilities and Youth Centre to 21 September 2026

	Category Title	Nominal Code and Description	Total to Date	Total Budget	Variance
1 - Sales	001 - Incomings	4003 - Bank Interest - Equipment Renewal Fund	£25	£55	(30)
		4013 - Insurance Recharge	-	-	-
		4031 - Grants / Donations	£1,860	-	1,860
		4040 - Miscellaneous Income / Rents / Charges	-	£3,700	(3,700)
		4042 - Hire of Grounds	£3,700	-	3,700
		4044 - Rent - Cricket Clubs	£2,014	£2,350	(336)
		4045 - Rent - Football Clubs	£92	£3,100	(3,008)
		4046 - Rent - Girl Guides	£275	-	275
		4047 - Rent - Sports & Social Club	£4,125	£16,500	(12,375)
	001 - Incomings Total		£12,091	£25,705	(13,614)
1 - Sales Total			£12,091	£25,705	(13,614)
2 - Purchases	081 - Purchases	5001 - Furniture, Crockery & Equipment	-	-	-
		5002 - Playground - New Equipment / Improvement Fund	-	(£20,000)	20,000
		5004 - Outdoor Fitness Equipment	-	-	-
081 - Purchases Total		-	(£20,000)	20,000	
2 - Purchases Total			-	(£20,000)	20,000
3 - Direct Expenses	161 - Direct Expenses	6006 - Horticultural Supplies	£288	(£1,000)	1,288
		6007 - Fencing	(£2,074)	(£500)	(1,574)
		6010 - Plant Maintenance	-	(£1,000)	1,000
		6011 - Seating	-	-	-
		6013 - Tree & Bulb Planting	-	-	-
		6014 - Tree Works	(£85)	(£2,000)	1,915
		6017 - Plant Fuel	(£200)	-	(200)
		6223 - Playground - Inspections	(£426)	-	(426)
		6224 - Playground - Maintenance	(£243)	(£2,000)	1,757
	6232 - Signs	-	(£500)	500	
161 - Direct Expenses Total		(£2,740)	(£7,000)	4,260	
3 - Direct Expenses Total			(£2,740)	(£7,000)	4,260
4 - Overheads	241 - Salaries	7001 - Salaries	(£12,632)	(£28,200)	15,568
		7004 - Employers - National Insurance	(£1,519)	-	(1,519)
	241 - Salaries Total		(£14,151)	(£28,200)	14,049
	242 - Expenditure	7100 - Personnel - Training / Courses	-	(£200)	200
		7106 - Staff Uniform	-	-	-
		7121 - Consultants	(£28)	-	(28)
	242 - Expenditure Total		(£28)	(£200)	172
	243 - Premises Costs	7205 - Refuse Collection	(£406)	-	(406)
		7206 - Maintenance - Internal	(£25)	-	(25)
		7207 - Maintenance - External	(£159)	(£25,000)	24,841
		7210 - Travellers / Illegal Encampments	-	-	-
		7212 - Contract / Casual Staff	(£5,364)	-	(5,364)
		7213 - Maintenance of Cricket Square	(£3,650)	(£7,300)	3,650
		243 - Premises Costs Total		(£9,604)	(£32,300)
	244 - Additional Expenditure	7300 - Telephone	-	-	-
		7302 - Insurances	-	-	-
		7303 - Miscellaneous Contingencies	(£1,860)	(£6,000)	4,140
		7307 - Postage - General	-	-	-
		7309 - Security / Out of Hours Caretaking	(£458)	-	(458)
7321 - Office Equipment / ICT / Website		(£101)	-	(101)	
244 - Additional Expenditure Total		(£2,419)	(£6,000)	3,581	
4 - Overheads Total			(£26,202)	(£66,700)	40,498
Net Expenditure			(£16,851)	(£67,995)	51,144

Woodland Park Sportsfield	(2,692)	(14,500)	11,808
Equipment Renewal Fund	(1,000)	(1,000)	0
Play Area Improvement Fund	(20,000)	0	(20,000)
Rustington Youth Centre	(7,217)	(25,350)	18,133
Total Net Expenditure	(47,760)	(108,845)	61,085

Rustington Parish Council

Woodland Park Sportsfield to 21 September 2026

	Category Title	Nominal Code and Description	Total to Date	Total Budget	Variance
1 - Sales	001 - Incomings	4045 - Rent - Football Clubs	-	-	-
	001 - Incomings Total		-	-	-
1 - Sales Total			-	-	-
3 - Direct Expenses	161 - Direct Expenses	6007 - Fencing	(£914)	-	(914)
	161 - Direct Expenses Total		(£914)	-	(914)
3 - Direct Expenses Total			(£914)	-	(914)
4 - Overheads	243 - Premises Costs	7200 - Rent	(£625)	(£4,500)	3,875
		7207 - Maintenance - External	(£48)	(£10,000)	9,952
		7210 - Travellers / Illegal Encampments	-	-	-
		7212 - Contract / Casual Staff	(£980)	-	(980)
	243 - Premises Costs Total		(£1,653)	(£14,500)	12,847
	244 - Additional Expenditure	7309 - Security / Out of Hours Caretaking	(£125)	-	(125)
	244 - Additional Expenditure Total		(£125)	-	(125)
4 - Overheads Total			(£1,778)	(£14,500)	12,722
Net Expenditure			(£2,692)	(£14,500)	11,808

Rustington Parish Council

Rustington Youth Centre to 21 September 2026

	Category Title	Nominal Code and Description	Total to Date	Total Budget	Variance	
1 - Sales	001 - Incomings	4040 - Miscellaneous Income / Rents / Charges	£1,000	-	1,000	
		4048 - Lettings	£14,143	£35,000	(20,857)	
		4061 - Youth Centre - Subscriptions	-	-	-	
		4062 - Youth Centre - Tuck	-	-	-	
	001 - Incomings Total		£15,143	£35,000	(19,857)	
1 - Sales Total			£15,143	£35,000	(19,857)	
2 - Purchases	081 - Purchases	5001 - Furniture, Crockery & Equipment	(£55)	(£1,500)	1,445	
	081 - Purchases Total		(£55)	(£1,500)	1,445	
	082 - Purchase of Supplies	5220 - Youth Centre - Supplies (Tuck)	-	-	-	
	082 - Purchase of Supplies Total		-	-	-	
2 - Purchases Total			(£55)	(£1,500)	1,445	
3 - Direct Expenses	161 - Direct Expenses	6001 - Building Improvements	-	-	-	
	161 - Direct Expenses Total		-	-	-	
3 - Direct Expenses Total			-	-	-	
4 - Overheads	241 - Salaries	7001 - Salaries	-	(£4,700)	4,700	
		7004 - Employers - National Insurance	-	-	-	
	241 - Salaries Total		-	(£4,700)	4,700	
	242 - Expenditure	7106 - Staff Uniform	-	-	-	
		7130 - Bank & Card Charges	(£106)	(£300)	194	
	242 - Expenditure Total		(£106)	(£300)	194	
	243 - Premises Costs	7201 - Rates	(£2,234)	(£5,000)	2,766	
		7202 - Water Rates	(£2,158)	(£1,600)	(558)	
		7203 - Electricity	(£871)	(£4,000)	3,129	
		7204 - Gas	(£327)	(£3,500)	3,173	
		7205 - Refuse Collection	(£406)	(£850)	444	
		7206 - Maintenance - Internal	(£6,330)	(£28,000)	21,671	
		7212 - Contract / Casual Staff	(£7,630)	-	(7,630)	
		243 - Premises Costs Total		(£19,956)	(£42,950)	22,994
		244 - Additional Expenditure	7300 - Telephone	-	-	-
	7302 - Insurances		(£374)	(£3,000)	2,626	
	7303 - Miscellaneous Contingencies		(£20)	(£1,600)	1,580	
	7305 - VAT Adjustment		-	(£1,000)	1,000	
	7307 - Postage - General		-	-	-	
	7309 - Security / Out of Hours Caretaking		(£458)	(£1,300)	842	
	7310 - Subscriptions		(£411)	-	(411)	
	7320 - Stationery		-	-	-	
	7321 - Office Equipment / ICT / Website		-	-	-	
	7325 - Youth Activities		(£980)	(£4,000)	3,020	
	7326 - Senior Y.Club - Youth & Support Workers		-	-	-	
	244 - Additional Expenditure Total		(£2,243)	(£10,900)	8,657	
4 - Overheads Total			(£22,305)	(£58,850)	36,545	
Net Expenditure			(£7,217)	(£25,350)	18,133	

Rustington Parish Council

The Woodlands Centre to 21 September 2026

	Category Title	Nominal Code and Description	Total to Date	Total Budget	Variance
1 - Sales	001 - Incomings	4039 - Setting Up Costs - Hall / Rooms	£542	£1,000	(458)
		4041 - Gas - Girl Guides - Reimbursement	£242	£1,500	(1,258)
		4048 - Lettings	£30,531	£60,000	(29,469)
	001 - Incomings Total		£31,316	£62,500	(31,184)
1 - Sales Total			£31,316	£62,500	(31,184)
2 - Purchases	081 - Purchases	5001 - Furniture, Crockery & Equipment	(£44)	(£2,000)	1,956
	081 - Purchases Total		(£44)	(£2,000)	1,956
2 - Purchases Total			(£44)	(£2,000)	1,956
3 - Direct Expenses	161 - Direct Expenses	6001 - Building Improvements	-	(£10,000)	10,000
	161 - Direct Expenses Total		-	(£10,000)	10,000
3 - Direct Expenses Total			-	(£10,000)	10,000
4 - Overheads	241 - Salaries	7001 - Salaries	-	(£4,700)	4,700
		7004 - Employers - National Insurance	-	-	-
	241 - Salaries Total		-	(£4,700)	4,700
	242 - Expenditure	7121 - Consultants	-	-	-
		7130 - Bank & Card Charges	(£103)	-	(103)
		7131 - Loan Servicing	-	(£54,000)	54,000
		242 - Expenditure Total		(£103)	(£54,000)
	243 - Premises Costs	7201 - Rates	(£3,586)	(£6,800)	3,214
		7202 - Water Rates	(£1,033)	(£2,500)	1,467
		7203 - Electricity	(£2,144)	(£11,000)	8,856
		7204 - Gas	(£1,579)	(£14,000)	12,421
		7205 - Refuse Collection	(£612)	(£2,000)	1,388
		7206 - Maintenance - Internal	(£7,422)	(£35,000)	27,578
		7207 - Maintenance - External	-	-	-
		7208 - Repairs - General	(£20)	-	(20)
		7209 - Repairs - Vandal	-	-	-
		7211 - Setting Up Costs - Hall / Rooms	(£1,231)	(£2,800)	1,569
		7212 - Contract / Casual Staff	(£9,808)	-	(9,808)
		243 - Premises Costs Total		(£27,435)	(£74,100)
	244 - Additional Expenditure	7302 - Insurances	(£374)	-	(374)
		7303 - Miscellaneous Contingencies	(£12)	(£2,380)	2,368
		7307 - Postage - General	(£19)	-	(19)
		7309 - Security / Out of Hours Caretaking	(£2,206)	(£5,500)	3,294
		7310 - Subscriptions	(£739)	-	(739)
		7321 - Office Equipment / ICT / Website	-	-	-
		7405 - Rolling Programme of Works (Capital/Reserves)	(£47,302)	-	(47,302)
	244 - Additional Expenditure Total		(£50,653)	(£7,880)	(42,773)
4 - Overheads Total			(£78,190)	(£140,680)	62,490
Net Expenditure			(£46,918)	(£90,180)	43,262

Excess Building Improvement Fund to Earmarked Reserves (End of Financial Year)

0

0

Total Net Expenditure

(£46,918)

(£90,180)

£43,262

Net Expenditure not including Nominal Code 7405 - Rolling Programme of Works

£384

(£90,180)

£90,564

Rustington Parish Council

General Amenities, Museum and Samuel Wickens Centre to 21 September 2026

	Category Title	Nominal Code and Description	Total to Date	Total Budget	Variance
1 - Sales	001 - Incomings	4023 - Contribution - ADC - Toilet Maintenance	-	£6,700	(6,700)
		4025 - Contribution - Seats	£1,500	-	1,500
		4031 - Grants / Donations	-	-	-
		4040 - Miscellaneous Income / Rents / Charges	-	£800	(800)
		4049 - Sponsorship of Planters / Flower Beds	£2,450	£8,000	(5,550)
	001 - Incomings Total		£3,950	£15,500	(11,550)
1 - Sales Total			£3,950	£15,500	(11,550)
3 - Direct Expenses	161 - Direct Expenses	6002 - Bus & Beach Shelters	(£924)	(£3,000)	2,076
		6004 - Christmas Lighting	(£16,536)	(£10,000)	(6,536)
		6009 - Street Lighting Maintenance	(£3,564)	(£3,900)	336
		6011 - Seating	(£1,999)	(£3,000)	1,002
		6012 - Street Maps / Notice Boards	(£120)	(£1,000)	880
		6013 - Tree & Bulb Planting	-	-	-
		6014 - Tree Works	-	(£1,500)	1,500
		6015 - War Memorial	(£33,380)	(£34,000)	620
		6107 - Gardens Competition	(£229)	(£1,000)	771
		6230 - Planting & Maintenance of Amenity Areas	(£21,377)	(£57,000)	35,623
		6231 - Public Toilet Cleansing & Maintenance	(£15,669)	(£63,000)	47,331
		6234 - Defibrillators & Associated Equipment	(£1,398)	(£1,000)	(398)
	161 - Direct Expenses Total		(£95,197)	(£178,400)	83,203
3 - Direct Expenses Total			(£95,197)	(£178,400)	83,203
4 - Overheads	242 - Expenditure	7121 - Consultants	-	-	-
	242 - Expenditure Total		-	-	-
	244 - Additional Expenditure	7303 - Miscellaneous Contingencies	(£120)	(£1,000)	880
		7406 - Changing Places Toilet	-	-	-
244 - Additional Expenditure Total		(£120)	(£1,000)	880	
4 - Overheads Total			(£120)	(£1,000)	880
Net Expenditure			(£91,367)	(£163,900)	72,534

Public Toilets - Maintenance (under Public Toilet Cleansing & Maintenance (6231) above)	(8,151)	0	(8,151)
Rustington Museum	(33,283)	(84,639)	51,356
Samuel Wickens Centre	(9,475)	(48,070)	38,595
Total Net Expenditure	(142,275)	(296,609)	154,334

Rustington Parish Council

Public Toilets to 21 September 2026

BROADMARK	Category Title	Nominal Code and Description	Total to Date	Total Budget	Variance
3 - Direct Expenses	161 - Direct Expenses	6231 - Public Toilet Cleansing & Maintenance	(£717)	-	(717)
		6232 - Signs	-	-	-
	161 - Direct Expenses Total		(£717)	-	(717)
3 - Direct Expenses Total			(£717)	-	(717)
4 - Overheads	243 - Premises Costs	7202 - Water Rates	(£1,048)	-	(1,048)
		7203 - Electricity	(£237)	-	(237)
		7206 - Maintenance - Internal	(£149)	-	(149)
		7209 - Repairs - Vandal	-	-	-
	243 - Premises Costs Total		(£1,434)	-	(1,434)
	244 - Additional Expenditure	7303 - Miscellaneous Contingencies	(£6)	-	(6)
		7309 - Security / Out of Hours Caretaking	(£42)	-	(42)
	244 - Additional Expenditure Total		(£47)	-	(47)
4 - Overheads Total			(£1,481)	-	(1,481)
Net Expenditure			(£2,199)	-	(2,199)

CHURCHILL	Category Title	Nominal Code and Description	Total to Date		Total to Date
3 - Direct Expenses	161 - Direct Expenses	6231 - Public Toilet Cleansing & Maintenance	(£1,083)	-	(1,083)
	161 - Direct Expenses Total		(£1,083)	-	(1,083)
3 - Direct Expenses Total			(£1,083)	-	(1,083)
4 - Overheads	243 - Premises Costs	7202 - Water Rates	(£1,160)	-	(1,160)
		7203 - Electricity	(£671)	-	(671)
		7206 - Maintenance - Internal	(£99)	-	(99)
		7207 - Maintenance - External	(£440)	-	(440)
	243 - Premises Costs Total		(£2,369)	-	(2,369)
	244 - Additional Expenditure	7309 - Security / Out of Hours Caretaking	(£42)	-	(42)
	244 - Additional Expenditure Total		(£42)	-	(42)
4 - Overheads Total			(£2,411)	-	(2,411)
Net Expenditure			(£3,494)	-	(3,494)

THE STREET	Category Title	Nominal Code and Description	Total to Date		Total to Date
3 - Direct Expenses	161 - Direct Expenses	6231 - Public Toilet Cleansing & Maintenance	(£207)	-	(207)
	161 - Direct Expenses Total		(£207)	-	(207)
3 - Direct Expenses Total			(£207)	-	(207)
4 - Overheads	243 - Premises Costs	7202 - Water Rates	(£179)	-	(179)
		7203 - Electricity	(£234)	-	(234)
		7206 - Maintenance - Internal	(£323)	-	(323)
	243 - Premises Costs Total		(£736)	-	(736)
	244 - Additional Expenditure	7302 - Insurances	(£374)	-	(374)
		7309 - Security / Out of Hours Caretaking	(£42)	-	(42)
	244 - Additional Expenditure Total		(£416)	-	(416)
4 - Overheads Total			(£1,152)	-	(1,152)
Net Expenditure			(£1,359)	-	(1,359)

W.CENTRE EXTN	Category Title	Nominal Code and Description	Total to Date		Total to Date
2 - Purchases	081 - Purchases	5001 - Furniture, Crockery & Equipment	-	-	-
	081 - Purchases Total		-	-	-
2 - Purchases Total			-	-	-
3 - Direct Expenses	161 - Direct Expenses	6231 - Public Toilet Cleansing & Maintenance	(£823)	-	(823)
	161 - Direct Expenses Total		(£823)	-	(823)
3 - Direct Expenses Total			(£823)	-	(823)
4 - Overheads	243 - Premises Costs	7206 - Maintenance - Internal	(£235)	-	(235)
	243 - Premises Costs Total		(£235)	-	(235)
	244 - Additional Expenditure	7309 - Security / Out of Hours Caretaking	(£42)	-	(42)
	244 - Additional Expenditure Total		(£42)	-	(42)
4 - Overheads Total			(£276)	-	(276)
Net Expenditure			(£1,099)	-	(1,099)

Total Net Expenditure - All Public Toilets

(8,151)

0

(8,151)

Rustington Parish Council

Rustington Museum to 21 September 2026

	Category Title	Nominal Code and Description	Total to Date	Total Budget	Variance
1 - Sales	001 - Incomings	4002 - Bank Interest	£10	£31	(21)
		4040 - Miscellaneous Income / Rents / Charges	£122	£1,000	(878)
	001 - Incomings Total		£132	£1,031	(899)
1 - Sales Total			£132	£1,031	(899)
2 - Purchases	081 - Purchases	5001 - Furniture, Crockery & Equipment	(£168)	(£3,100)	2,932
	081 - Purchases Total		(£168)	(£3,100)	2,932
2 - Purchases Total			(£168)	(£3,100)	2,932
3 - Direct Expenses	161 - Direct Expenses	6109 - Exhibitions & Displays	£21	(£3,500)	3,521
		6110 - Advertising	-	(£100)	100
		6111 - Events / Activities	(£278)	(£600)	322
		6210 - Collection Care / Insurance	(£1,041)	(£1,200)	159
	161 - Direct Expenses Total		(£1,298)	(£5,400)	4,102
3 - Direct Expenses Total			(£1,298)	(£5,400)	4,102
4 - Overheads	241 - Salaries	7001 - Salaries	(£19,752)	(£61,000)	41,248
		7004 - Employers - National Insurance	(£2,729)	-	(2,729)
		7006 - Employers - Superannuation	(£405)	-	(405)
	241 - Salaries Total		(£22,887)	(£61,000)	38,113
	242 - Expenditure	7100 - Personnel - Training / Courses	-	(£300)	300
		7101 - Personnel - Travel Expenses	(£90)	(£100)	10
		7106 - Staff Uniform	-	-	-
		7121 - Consultants	(£900)	-	(900)
		7130 - Bank & Card Charges	(£57)	(£200)	143
	242 - Expenditure Total		(£1,047)	(£600)	(447)
	243 - Premises Costs	7201 - Rates	(£741)	(£1,500)	759
		7202 - Water Rates	-	(£300)	300
		7203 - Electricity	(£745)	(£4,000)	3,255
		7205 - Refuse Collection	(£273)	-	(273)
		7206 - Maintenance - Internal	(£2,400)	(£6,000)	3,600
		7207 - Maintenance - External	-	-	-
		7209 - Repairs - Vandal	-	-	-
		7212 - Contract / Casual Staff	(£1,755)	-	(1,755)
	243 - Premises Costs Total		(£5,913)	(£11,800)	5,887
	244 - Additional Expenditure	7300 - Telephone	-	-	-
		7302 - Insurances	(£595)	(£1,270)	676
		7303 - Miscellaneous Contingencies	£90	(£1,000)	1,090
		7306 - Photocopying / Printing	(£200)	(£400)	200
		7307 - Postage - General	-	-	-
		7309 - Security / Out of Hours Caretaking	(£250)	(£700)	450
		7310 - Subscriptions	(£196)	-	(196)
		7320 - Stationery	(£22)	(£400)	378
		7321 - Office Equipment / ICT / Website	(£929)	-	(929)
	244 - Additional Expenditure Total		(£2,101)	(£3,770)	1,669
4 - Overheads Total			(£31,949)	(£77,170)	45,221
Net Expenditure			(£33,283)	(£84,639)	51,356

Rustington Parish Council

Samuel Wickens Centre to 21 September 2026

	Category Title	Nominal Code and Description	Total to Date	Total Budget	Variance
1 - Sales	001 - Incomings	4040 - Miscellaneous Income / Rents / Charges	£17,000	£22,000	(5,000)
		4048 - Lettings	£7,577	£15,500	(7,923)
	001 - Incomings Total		£24,577	£37,500	(12,923)
1 - Sales Total			£24,577	£37,500	(12,923)
2 - Purchases	081 - Purchases	5001 - Furniture, Crockery & Equipment	(£514)	(£1,000)	486
	081 - Purchases Total		(£514)	(£1,000)	486
2 - Purchases Total			(£514)	(£1,000)	486
3 - Direct Expenses	161 - Direct Expenses	6014 - Tree Works	-	-	-
	161 - Direct Expenses Total		-	-	-
3 - Direct Expenses Total			-	-	-
4 - Overheads	241 - Salaries	7001 - Salaries	(£21,827)	(£65,000)	43,173
		7004 - Employers - National Insurance	(£1,649)	-	(1,649)
		7006 - Employers - Superannuation	(£2,085)	-	(2,085)
	241 - Salaries Total		(£25,561)	(£65,000)	39,439
	242 - Expenditure	7100 - Personnel - Training / Courses	-	(£300)	300
		7101 - Personnel - Travel Expenses	-	-	-
		7106 - Staff Uniform	(£40)	-	(40)
		7130 - Bank & Card Charges	(£68)	(£250)	182
	242 - Expenditure Total		(£108)	(£550)	442
	243 - Premises Costs	7201 - Rates	(£741)	(£1,500)	759
		7202 - Water Rates	-	(£450)	450
		7203 - Electricity	(£745)	(£4,000)	3,255
		7205 - Refuse Collection	(£273)	(£700)	427
		7206 - Maintenance - Internal	(£2,983)	(£6,000)	3,017
		7207 - Maintenance - External	-	-	-
		7209 - Repairs - Vandal	-	-	-
		7212 - Contract / Casual Staff	(£675)	-	(675)
	243 - Premises Costs Total		(£5,417)	(£12,650)	7,233
	244 - Additional Expenditure	7300 - Telephone	-	-	-
		7302 - Insurances	(£594)	(£1,270)	676
		7303 - Miscellaneous Contingencies	(£2)	(£500)	498
		7305 - VAT Adjustment	-	(£400)	400
		7306 - Photocopying / Printing	(£119)	(£300)	181
		7307 - Postage - General	-	-	-
		7309 - Security / Out of Hours Caretaking	(£250)	(£700)	450
		7310 - Subscriptions	(£972)	(£1,200)	228
		7320 - Stationery	-	(£100)	100
		7321 - Office Equipment / ICT / Website	(£516)	(£1,900)	1,384
	244 - Additional Expenditure Total		(£2,453)	(£6,370)	3,917
4 - Overheads Total			(£33,538)	(£84,570)	51,032
Net Expenditure			(£9,475)	(£48,070)	38,595

Rustington Parish Council

Finance & General Purposes to 21 September 2026

	Category Title	Nominal Code and Description	Total to Date	Total Budget	Variance
1 - Sales	001 - Incomings	4002 - Bank Interest	£1,443	£3,500	(2,057)
	001 - Incomings Total		£1,443	£3,500	(2,057)
1 - Sales Total			£1,443	£3,500	(2,057)
2 - Purchases	081 - Purchases	5001 - Furniture, Crockery & Equipment	(£86)	-	(86)
		5007 - Council Vehicle	(£457)	(£4,000)	3,543
	081 - Purchases Total		(£544)	(£4,000)	3,456
2 - Purchases Total			(£544)	(£4,000)	3,456
3 - Direct Expenses	161 - Direct Expenses	6100 - Civic Service / Reception	(£215)	(£1,400)	1,185
		6101 - Carol Concert	-	(£1,200)	1,200
		6102 - Parishioners Award	(£70)	(£550)	480
		6103 - Grant - CAB	(£1,500)	(£1,500)	-
		6105 - Grants - Section 137	(£4,980)	(£5,000)	20
		6112 - Remembrance Day Parade	(£730)	(£2,500)	1,770
	161 - Direct Expenses Total		(£7,494)	(£12,150)	4,656
3 - Direct Expenses Total			(£7,494)	(£12,150)	4,656
4 - Overheads	241 - Salaries	7001 - Salaries	(£117,114)	(£310,000)	192,886
		7004 - Employers - National Insurance	(£15,315)	-	(15,315)
		7006 - Employers - Superannuation	(£9,879)	-	(9,879)
	241 - Salaries Total		(£142,309)	(£310,000)	167,691
	242 - Expenditure	7100 - Personnel - Training / Courses	(£154)	(£1,000)	846
		7101 - Personnel - Travel Expenses	-	-	-
		7102 - Chairman's Allowance	(£500)	(£500)	-
		7103 - Councillor Allowances	(£4,619)	(£12,000)	7,381
		7104 - Members - Courses / Expenses	(£359)	-	(359)
		7106 - Staff Uniform	(£40)	-	(40)
		7107 - Long Service Award	(£300)	-	(300)
		7120 - Audit Fees	(£1,680)	(£2,100)	420
		7121 - Consultants	(£1,667)	(£3,000)	1,333
		7130 - Bank & Card Charges	(£258)	(£1,000)	742
	242 - Expenditure Total		(£9,578)	(£19,600)	10,022
	243 - Premises Costs	7203 - Electricity	-	-	-
		7205 - Refuse Collection	(£612)	-	(612)
		7206 - Maintenance - Internal	(£3,879)	-	(3,879)
		7211 - Setting Up Costs - Hall / Rooms	(£210)	-	(210)
		7212 - Contract / Casual Staff	-	-	-
	243 - Premises Costs Total		(£4,701)	-	(4,701)
	244 - Additional Expenditure	7300 - Telephone	(£74)	(£250)	176
		7302 - Insurances	£154	(£10,900)	11,054
		7303 - Miscellaneous Contingencies	(£1,004)	(£7,000)	5,997
		7304 - Newsletter	(£3,527)	(£8,000)	4,473
		7306 - Photocopying / Printing	(£372)	(£2,400)	2,028
		7307 - Postage - General	(£1,803)	(£1,000)	(803)
		7308 - Post Delivery / Courier Services	-	-	-
		7309 - Security / Out of Hours Caretaking	(£250)	(£1,000)	750
		7310 - Subscriptions	(£4,635)	(£6,000)	1,365
		7320 - Stationery	(£928)	(£2,400)	1,472
		7321 - Office Equipment / ICT / Website	(£9,748)	(£20,000)	10,252
		7348 - Commemorative Events / Concerts	(£530)	(£1,000)	470
		7352 - External Organised Events	-	-	-
	244 - Additional Expenditure Total		(£22,717)	(£59,950)	37,233
4 - Overheads Total			(£179,305)	(£389,550)	210,245
Net Expenditure			(£185,900)	(£402,200)	216,300

Rustington Parish Council

Allotments to 21 September 2026

CONBAR	Category Title	Nominal Code and Description	Total to Date	Total Budget	Variance
1 - Sales	001 - Incomings	4043 - Rent - Allotments	(£3)	£2,550	(2,553)
	001 - Incomings Total		(£3)	£2,550	(2,553)
1 - Sales Total			(£3)	£2,550	(2,553)
3 - Direct Expenses	161 - Direct Expenses	6008 - Improvements	-	(£200)	200
	161 - Direct Expenses Total		-	(£200)	200
3 - Direct Expenses Total			-	(£200)	200
4 - Overheads	243 - Premises Costs	7202 - Water Rates	(£274)	(£1,750)	1,476
		7207 - Maintenance - External	(£351)	-	(351)
	243 - Premises Costs Total		(£625)	(£1,750)	1,125
	244 - Additional Expenditure	7303 - Miscellaneous Contingencies	-	(£1,875)	1,875
		7307 - Postage - General	-	-	-
		7310 - Subscriptions	(£182)	-	(182)
		7321 - Office Equipment / ICT / Website	(£34)	-	(34)
	244 - Additional Expenditure Total		(£215)	(£1,875)	1,660
4 - Overheads Total			(£841)	(£3,625)	2,784
Net Expenditure			(£844)	(£1,275)	431

PENFOLD	Category Title	Nominal Code and Description	Total to Date	Total Budget	Variance
1 - Sales	001 - Incomings	4043 - Rent - Allotments	£63	£3,350	(3,287)
	001 - Incomings Total		£63	£3,350	(3,287)
1 - Sales Total			£63	£3,350	(3,287)
3 - Direct Expenses	161 - Direct Expenses	6008 - Improvements	-	(£200)	200
		6014 - Tree Works	-	(£750)	750
	161 - Direct Expenses Total		-	(£950)	950
3 - Direct Expenses Total			-	(£950)	950
4 - Overheads	243 - Premises Costs	7202 - Water Rates	(£864)	(£1,750)	886
		7207 - Maintenance - External	(£351)	-	(351)
		7212 - Contract / Casual Staff	(£40)	-	(40)
	243 - Premises Costs Total		(£1,255)	(£1,750)	495
	244 - Additional Expenditure	7303 - Miscellaneous Contingencies	-	(£1,875)	1,875
		7307 - Postage - General	(£15)	-	(15)
		7310 - Subscriptions	(£182)	-	(182)
		7321 - Office Equipment / ICT / Website	(£34)	-	(34)
	244 - Additional Expenditure Total		(£230)	(£1,875)	1,645
4 - Overheads Total			(£1,485)	(£3,625)	2,140
Net Expenditure			(£1,423)	(£1,225)	(198)

WORTHING RD	Category Title	Nominal Code and Description	Total to Date	Total Budget	Variance
1 - Sales	001 - Incomings	4043 - Rent - Allotments	£11	£500	(489)
	001 - Incomings Total		£11	£500	(489)
1 - Sales Total			£11	£500	(489)
3 - Direct Expenses	161 - Direct Expenses	6008 - Improvements	-	(£100)	100
		6014 - Tree Works	-	-	-
	161 - Direct Expenses Total		-	(£100)	100
3 - Direct Expenses Total			-	(£100)	100
4 - Overheads	243 - Premises Costs	7202 - Water Rates	(£161)	(£1,000)	839
		7207 - Maintenance - External	(£108)	-	(108)
	243 - Premises Costs Total		(£269)	(£1,000)	731
	244 - Additional Expenditure	7303 - Miscellaneous Contingencies	-	(£750)	750
		7307 - Postage - General	(£4)	-	(4)
		7310 - Subscriptions	(£182)	-	(182)
		7321 - Office Equipment / ICT / Website	(£34)	-	(34)
	244 - Additional Expenditure Total		(£219)	(£750)	531
4 - Overheads Total			(£488)	(£1,750)	1,262
Net Expenditure			(£477)	(£1,350)	873

Total Net Expenditure - All Allotment Sites

(2,744) (3,850) 1,106

Rustington Parish Council

Income and Expenditure not included in Budgets to 21 September 2026 (ie: Precept, CTB Grant, Collections, Payments from Reserves etc.)

Category Title		Nominal Code and Description	Total to Date
1 - Sales	001 - Incomings	4000 - Precept	£825,000
		4004 - Bank Interest - Investment Accounts	£5,888
		4005 - Bank Interest - Investment Account - S106 Funding	£180
		4011 - Public Works Loan Board Loan	£549,808
		4040 - Miscellaneous Income / Rents / Charges	£5,587
	001 - Incomings Total		£1,386,463
1 - Sales Total		£1,386,463	
2 - Purchases	081 - Purchases	5003 - Equipment Renewal Fund - Plant Provision	-
	081 - Purchases Total		-
2 - Purchases Total			-
3 - Direct Expenses	161 - Direct Expenses	6101 - Carol Concert	-
	161 - Direct Expenses Total		-
3 - Direct Expenses Total			-
4 - Overheads	241 - Salaries	7001 - Salaries	(£117)
	241 - Salaries Total		(£117)
	243 - Premises Costs	7203 - Electricity	-
	243 - Premises Costs Total		-
	244 - Additional Expenditure	7303 - Miscellaneous Contingencies	(£0)
		7401 - Section 106	-
244 - Additional Expenditure Total		(£0)	
4 - Overheads Total			(£117)
not in coa - not in coa	not in coa	5100 - Movement in Reserves	-
not in coa Total			-
not in coa - not in coa Total			-
Net Expenditure			£1,386,346

Monthly Budget Report to 14 August 2026

An overview of the Committees budgeted expenditure for the year ending 31 March 2027 is as follows:-

	Budget (Net Expenditure) £	Total (Net Expenditure) £	Difference £	Explanation
External Sports & Leisure Facilities	83,495.00	14,044.17	69,450.83	
Rustington Youth Centre	25,350.00	4,256.57	21,093.43	1. Youth Activities - £980.03 - Autumn Term Junior/Senior Table Tennis Clubs (£700.00) and Purchase of Table Tennis Table (£150.00)
The Woodlands Centre	90,180.00	43,369.31	46,810.69	1. RPoW/Reserves - £40,445.60 not included in budget
General Amenities	163,900.00	45,316.75	118,583.25	
Museum	84,639.00	27,245.04	57,393.96	
Samuel Wickens Centre	48,070.00	5,795.42	42,274.58	
Finance & General Purposes	402,200.00	154,987.19	247,212.81	
Allotments	3,850.00	2,080.45	1,769.55	

Public Works Loan Board Loan - The Woodlands Centre Refurbishment

This was credited to the Council's Account on 6 August 2026 and is included in Department 0.
It was immediately transferred into the Council's 35-Day Saver Account.
(£550,000.00 less £192.50 administrative charge = £549,807.50)

For information, the previous months Overview Reports are attached to the back of this Report

14 August 2026

Finance Manager

Monthly Budget Report to 17 July 2026

An overview of the Committees budgeted expenditure for the year ending 31 March 2027 is as follows:-

	Budget (Net Expenditure) £	Total (Net Expenditure) £	Difference £	Explanation
External Sports & Leisure Facilities	83,495.00	4,127.71	79,367.29	
Rustington Youth Centre	25,350.00	2,923.20	22,426.80	
The Woodlands Centre	90,180.00	39,707.68	50,472.32	1. RPoW/Reserves - £37,283.06 not included in budget
General Amenities	163,900.00	39,709.08	124,190.92	
Museum	84,639.00	17,985.59	66,653.41	
Samuel Wickens Centre	48,070.00	(4,015.68)	52,085.68	
Finance & General Purposes	402,200.00	103,581.10	298,618.90	1. Grant Aid - Section 137 - £3,890.00 2. Councillor & Chairman's Allowance - £2,810.00
Allotments	3,850.00	1,607.74	2,242.26	

For information, the previous months Overview Reports are attached to the back of this Report

17 July 2026

Finance Manager

Monthly Budget Report to 13 June 2026

An overview of the Committees budgeted expenditure for the year ending 31 March 2027 is as follows:-

	Budget (Net Expenditure) £	Total (Net Expenditure) £	Difference £	Explanation
External Sports & Leisure Facilities	83,495.00	4,973.61	78,521.39	
Rustington Youth Centre	25,350.00	2,225.37	23,124.63	
The Woodlands Centre	90,180.00	22,727.25	67,452.75	1. RPoW/Reserves - £20,602.83 not included in budget
General Amenities	163,900.00	23,465.56	140,434.44	1. Defibrillators & Associated Equipment - £1,398.24 - To be taken from Earmarked Reserves
Museum	84,639.00	11,896.43	72,742.57	
Samuel Wickens Centre	48,070.00	(8,091.09)	56,161.09	
Finance & General Purposes	402,200.00	62,514.53	339,685.47	1. Postage - Stamps purchased in previous financial years transferred into 2026/27
Allotments	3,850.00	542.36	3,307.64	

For information, the previous months Overview Reports are attached to the back of this Report

16 June 2026

Finance Manager

Monthly Budget Report to 6 May 2026

An overview of the Committees budgeted expenditure for the year ending 31 March 2027 is as follows:-

	Budget (Net Expenditure) £	Total (Net Expenditure) £	Difference £	Explanation
External Sports & Leisure Facilities	83,495.00	5,475.70	78,019.30	
Rustington Youth Centre	25,350.00	6,558.77	18,791.23	
The Woodlands Centre	90,180.00	18,432.46	71,747.54	
General Amenities	163,900.00	15,868.18	148,031.82	1. Defibrillators & Associated Equipment - £1,398.24 - Overbudget due to purchase of x6 replacement batteries x6 - Budget to be revised in October
Museum	84,639.00	10,137.81	74,501.19	
Samuel Wickens Centre	48,070.00	9,609.47	38,460.53	
Finance & General Purposes	402,200.00	57,773.40	344,426.60	
Allotments	3,850.00	595.20	3,254.80	

- Lettings Income for April to be added to Accounts System and included in next Budget Report for all hiring facilities
- Rustington Twinning Association - £5,532.32 - This is included in Department 0 and will be transferred to Earmarked Reserves for future Twinning activities
- There are journals to be made for payments made in April for expenditure which belong in the previous financial year March, these include utility bills and some items purchased on the Council's credit cards

For information, the previous month's Overview Reports is attached to the back of this Report

7 May 2026

Finance Manager

Monthly Budget Report to 15 April 2026

An overview of the Committees budgeted expenditure for the year ending 31 March 2027 is as follows:-

	Budget (Net Expenditure) £	Total (Net Expenditure) £	Difference £	Explanation
External Sports & Leisure Facilities	83,495.00	2,249.27	81,245.73	
Rustington Youth Centre	25,350.00	4,693.56	20,656.44	
The Woodlands Centre	90,180.00	7,392.44	82,787.56	
General Amenities	163,900.00	10,074.29	153,825.71	
Museum	84,639.00	6,082.49	78,556.51	
Samuel Wickens Centre	48,070.00	5,590.71	42,479.29	
Finance & General Purposes	402,200.00	31,026.50	371,173.50	
Allotments	3,850.00	595.20	3,254.80	

- Precept - This is paid biannually, and the first tranche is included in Department 0
- Included in April's expenditure is approximately £17,600.00 is annual service charges
- There are journals to be made for payments made in April for expenditure which belong in the previous financial year March, these include utility bills and some items purchased on the Council's credit cards

Managed IT Support
Agreement

between

Rustington Parish Council

and

Paul Collins

Costings

An annual fee of £795.00 is payable in advance, and guarantees response times and conditions listed below. Included in this charge will be visits where during this time maintenance and housekeeping duties will be carried out and will also be used to make suggestions for network enhancement. The annual fee also covers any call-outs, remote support and out of hours working.

Support

I offer support on most hardware products and all software products.

I will always try to resolve any problems over the phone in the first instance. The telephone support does not negate the need for training users who are unfamiliar with the software packages, and it cannot be used to avoid an onsite visit if one is deemed to be necessary.

In addition, we cannot guarantee time scales if additional information is required from either the software manufacturer or the customer.

Emergency Contact Number

In the event of an out of hours emergency, we can be contacted on .

Out of hours response time scales cannot be guaranteed, although we will endeavour to respond within a short a time as possible.

On-Site Charges

Costs are included in the annual fee.

Remote Support

Costs are included in the annual fee.

Overtime/Weekend Working/Out of Hours

Costs are included in the annual fee. Any out of hours work must be agreed before hand by myself and the customer.

Hardware

Any replacement hardware that is out of warranty or is needed will be quoted separately and the price agreed with the customer before replacement parts are ordered.

Timescales for replacement items cannot be guaranteed, although we will always endeavour to obtain these as quickly as possible. If repair or configuration cannot be offered within a reasonable timescale, loan equipment may be available.

Condition of Use

This contract is between myself and Rustington Parish Council based at their offices in Woodlands Avenue and the Samuel Wickens Centre in Broadmark Lane Car Park.

Duration

The contract will be ongoing and will be billed annually in advance. The annual fee will be reviewed at the end of each 12 month period, but all charges will be agreed with the customer beforehand. Two months notice would be required for the cancellation of the agreement.

Commence Date: 4th October 2026
Expiry: 3rd October 2027

Signed: _____
For and on behalf of Rustington
Parish Council

Signed: _____
For and on behalf of P Collins

Dated: _____

Dated: _____

RUSTINGTON PARISH COUNCIL

28 September 2026

Assertion 10 - Additional IT Security Requirements

1. In order to demonstrate proper governance frameworks are in place for its digital presence, data protection, and IT management, the Council's Data Protection Officer has advised that the following issues now need to be addressed:-

- **Multi-Factor Authentication & Conditional Access**

Multi-factor authentication (MFA) and Conditional Access are essential safeguards that prevent unauthorised access to council systems, even if a password is compromised. At present, these controls are not enabled for all users, which means accounts rely solely on passwords — a known weakness in public-sector cyber incidents. Enabling MFA for all staff and councillors, combined with Conditional Access policies that enforce MFA and block legacy authentication, is required to meet modern security expectations and the baseline for Cyber Essentials.

- **Continuous Monitoring & Alerting**

Although Microsoft Defender generates security alerts, there is currently no structured process for reviewing, responding to, or documenting these alerts. Continuous monitoring is a key requirement because it ensures that suspicious activity, compromised accounts, or malware events are identified and acted upon promptly. Without an active monitoring process, risks may go unnoticed, and the council cannot demonstrate proactive cyber-risk management - something auditors and DPOs increasingly expect.

- **Independent Microsoft 365 Backup**

Microsoft 365 provides resilience but does not include a true independent backup with long-term retention. An external backup solution is required to protect against accidental deletion, malicious deletion, ransomware, or data corruption. Without an independent backup, the council cannot guarantee full recovery of critical data, nor can it demonstrate compliance with good practice for business continuity and information governance. This is also a requirement for Cyber Essentials Plus and a strong recommendation for public bodies.

- **Documented IT & Cyber Security Controls**

The council currently lacks a formal, written set of IT and cyber-security controls. This documentation is important because it defines how systems are secured, how data is handled, and how risks are managed. It also provides clarity for staff, councillors, auditors, and the DPO. A concise IT & Cyber Policy covering access control, device management, backup, incident response, and acceptable use is required to demonstrate that the council manages digital risks in a structured and accountable way.

- **Audit Trail of Digital & Data Risk Management**

There is currently no formal audit trail showing how digital risks are monitored, reviewed, and addressed. An audit trail typically includes monthly security reports, backup status logs, incident records, and reviews of access or device compliance. This evidence is important because it demonstrates ongoing oversight rather than one-off configuration. Without it, the council cannot show that it actively manages cyber risk, which is a key expectation under Assertion 10 and good practice for GDPR accountability.

- **Cyber Essentials Certification**

Cyber Essentials provides independent assurance that the council meets the UK Government's baseline cyber-security standards. The reference to "independent certification" relates directly to this scheme. While not legally mandatory, Cyber Essentials is increasingly expected for public bodies and provides strong evidence of compliance with Assertion 10. Achieving certification would validate the council's technical controls, highlight any remaining gaps, and provide external assurance to auditors and residents.

- **Data Loss Prevention (DLP)**

Some of these policies will have been created by MS 365 preventing financial and other sensitive data from being shared externally.

Data Loss Prevention policies are not currently in place, meaning there are no automated safeguards to prevent accidental sharing of sensitive information. DLP helps reduce human error by warning users before sending sensitive data externally, blocking automatic forwarding to personal accounts, and detecting potential data leaks. Implementing basic DLP rules is a straightforward step that significantly strengthens data protection and supports GDPR compliance, especially for councils handling personal and confidential information.

2. The Council's IT Administrator has provided costs, and/or comments on the above requirements as follows:-

- **Multi-Factor Authentication & Conditional Access**

- £750.00

- **Continuous Monitoring & Alerting**

- £4,850.00 per year

- **Independent Microsoft 365 Backup**

- Not Applicable as the Council's data is saved on its Server and only emails are saved in the Cloud

- **Documented IT & Cyber Security Controls**

- Included in 'Continuous Monitoring & Alerting'

- **Audit Trail of Digital & Data Risk Management**

- Included in 'Continuous Monitoring & Alerting'

- **Cyber Essentials Certification**

- Not applicable as this enables the Council to bid for Government contracts where handling of financial and personal data is involved

- **Data Loss Prevention (DLP)**

- £850.00

3. The total budget required for the current financial year in order to comply with the above is £6,450.00.

4. Going forward, from 1 April 2027, a minimum of £4,850.00 would be required, subject to no increased costs or further requirements.

The Committee's views are requested.

4 June 2026

Finance Manager (Inc. RFO)

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

28 September 2026

Inefficient Broadband Speed

1. In March 2024, the Council set up a five-year Contract with BT for Superfast Broadband, which in May 2026 cost £379.83 excluding VAT, per quarter (£126.61 per month). This charge is subject to an annual increase.
2. The Broadband speed agreed within the Contract is no longer fast enough for the Council's administrative requirements, and to support the hirers at all of its facilities.

Also, the Server is located within the Parish Council Offices and the Museum Personnel find it very slow when working within the MODES system, which catalogues the artefacts.

3. The Council's IT Administrator has recommended upgrading the Broadband to Full-Fibre.
4. BT do not yet provide Full-Fibre but have quoted for a further package to enhance the speed of the Broadband with a BTNet leased line, at a cost of £266.50 per month, per site, which would include a new router.
5. BT have advised that the charges to terminate the Contract would be £2,767.11.
6. Taking account of the above, the Council's IT Administrator has suggested that the Council take out a Contract with Trooli.com for Full-Fibre, at a cost of £54.16 per month, per site, to run alongside the BT Contract.
7. By March 2029, when the BT Contract ends, it is hoped that BT will be able to provide a better, faster, Full-Fibre service, to be able to quote for a new Contract. Although, the Council's Key Account Manager has advised that he will let me know as soon as Full-Fibre becomes publicly available, in the hope that the Council can transfer its Contract to this service.
8. I would like to ask the Council to consider the IT Administrator's recommendation to set-up a Full-Fibre Contract Trooli.com to run alongside the BT Broadband already in situ.

Trooli.com have various contract lengths ranging from 12 to 24 months. It may be advisable to set up annual contracts, rather than for a longer period of time.

The Committee's views are requested.



Re: Samuel Wickens Centre, Rustington - Water Feature

From <info@sussexponddoctor.com>
Date Thu 03/09/2026 13:39
To Jenny Millard <jennymillard@rustington-pc.gov.uk>
Cc Nicky Rowbotham <NickyCook@rustington-pc.gov.uk>; Caroline Harris <Carolineharris@rustington-pc.gov.uk>

Hi Jenny

Please follow the link below for your invoice which is now due, ref last weeks visit:

<https://link.waveapps.com/624pkw-48629d>

We are recommending that the pump be replaced. We also found that you have a inline UV installed, however this has been installed so its sitting in the water reservoir. These items are not submersible and therefore it poses a huge safety risk. I recommend this also be removed.

If you want a UV it would have to be mounted externally to the water feature. With that in mind I am providing two quotes:

1. to remove the old pump and UV and supply and install a new pump - £440+vat
2. to remove the old pump and UV and supply and install a new pump and external UV - £540+vat

Any questions please do let me know.

Best wishes,

Sussex Pond Doctor Ltd

Email: info@sussexponddoctor.com

Web: www.sussexponddoctor.com

Tel: [01903 910362](tel:01903910362)

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