RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 3 August 2026

PRESENT: Councillors Mrs A Cooper (Chairman), J Ceiriog-Hughes, A Cooper, G Lee, Mrs S Partridge, D Rogers and J Street

In attendance: Ms R Costan (Deputy Clerk), Mrs C Ward (Clerk of the Council) and Mr J Burch (Leisure and Amenities Officer)

38/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Work Commitment), Mrs Gregory (Personal) and Mrs Stevens (Personal). These apologies were accepted by the Committee.

39/26 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

40/26 MINUTES

The Minutes of the Meeting held on 1 June 2026 were signed by the Chairman as a correct record.

41/26 WOODLANDS RECREATION GROUND

(a) Service Road - Rear of Jubilee Avenue

The Deputy Clerk referred to correspondence, previously circulated, from a resident of Jubilee Avenue. She explained that the resident had raised concerns regarding the access to the Service Road adjacent to the North Field. She reminded Members that the Service Road was not private land and formed part of the Freehold Land held by the Parish Council since 1937.

She confirmed that the residential properties which abutted the Service Road had a right of access over the land, to their houses, but that the Road was not for exclusive use by the residents. She added that individual Licences were held between the owners of eleven properties in Jubilee Avenue and the Parish Council, in relation to various items encroaching onto the Service Road e.g. hard standing for parking at the end of gardens.

She then confirmed that these Legal Agreements were issued in 2000 and stated that "The Licence is granted subject to any existing rights of way which affect the land and the Licensee shall not impede the owner (RPC), other residents of Jubilee Avenue or the public in the exercise of any such rights". She added that the resident who had made the representation held one of the aforementioned Licences.

Following a detailed discussion and noting that the area concerned is classed as Public Land, the Committee RECOMMENDED that no further action should be taken regarding the restriction of public access to the Service Road.

(b) South Coast Skate Club

The Deputy Clerk referred to Minute 20/26(d) and confirmed that the free weekly skateboard sessions began on Friday 24 July 2026 and had, to date, proven very popular. She reminded Members that the sessions had been funded via a successful funding application to the Safer Arun Partnership and delivered by the South Coast Skate Club.

The Committee was pleased to NOTE this information.

(c) Circus Wonderland - Family Circus Visit

The Deputy Clerk referred to Minute 36/26 and confirmed that the Circus Wonderland visit had taken place between 5 July and 12 July 2026. She said that the visit had been a success, in logistical terms at the Recreation Ground, but that audience attendance had been low due to the exceptional high temperatures during the week. She explained that unfortunately the multiple heatwaves were proving to be detrimental for the Circus across the Summer season.

The Committee NOTED this information.

(d) Sage House Dementia Advisory Bus

The Deputy Clerk reminded the Committee that the Sage House Outreach Dementia Advisory Bus had first delivered its services from the Woodlands Recreation Ground in September 2025. She explained that the services offered by the Advisory Bus included:-

- One to one emotional support
- Accurate, accessible information
- Support to access the right services at the right time
- Support to live well with dementia and maximise your quality of life
- Care planning for the future
- Information about peer support groups

She stated that the Service would continue to visit the Recreation Ground on a monthly basis and that the Sage House Team valued the warm welcome and support provided by the Parish Council.

The Committee was pleased to NOTE this information.

42/26 THE WOODLANDS CENTRE - CURRENT LETTINGS

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2026 to 31 July 2026 was currently above the 2026/2027 Estimate of £60,000.00 at 0.76%.

She said that the total income to the aforementioned date was £22,167.84 which represented 36.95% of the Budget.

The Committee was pleased to NOTE this information.

43/26 SAMUEL WICKENS CENTRE - CURRENT LETTINGS

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2026 to 31 July 2026 was currently above the 2026/27 Estimate of £15,500.00 by approximately 18.46%.

She said that the total income to the aforementioned date was £6,120.65 which represented 39.49% of the Budget.

The Committee NOTED this information.

44/26 RUSTINGTON YOUTH CENTRE

(a) Current Lettings

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2026 to 31 July 2026 was currently above the 2026/2027 Estimate of £35,000.00 by 1.52%.

She said that the total income to the aforementioned date was £11,843.00 which represented 33.84% of the Budget.

The Committee NOTED this information.

(b) Worthing Table Tennis Club (WTTC)

The Deputy Clerk referred to Minute 29/26(b) and confirmed that the Senior Youth Table Tennis Club would begin at the start of the new school year in September. She explained that an advertisement detailing both the existing Junior and new Senior Youth sessions had been included within the most recent edition of the Parish Newsletter.

She confirmed that following agreement by Councillor Cooper, Chairman of the Council and Councillor Bennett, Chairman of the Finance and General Purposes Committee, an additional Table Tennis table, sourced by WTTC, had been purchased for £150.00. She added that the new table would be easily stored within the Youth Centre.

The Committee was pleased to NOTE this information.

(c) Replacement of 18 LED Batten Lights

The Clerk explained that there were 18 Batten Lights located within the Kilhams Hall, at height, within the Youth Centre building. She confirmed that some of the lights were in need of replacement, but these types of fittings were now obsolete. She advised that following a survey of the condition of the remaining units by the Council's Electrical Contractors, Barkers Electrical, it had been established that all of the lighting units would need replacing in the imminent future. She said that a Quotation had been received and accepted totalling £1,858.33 plus VAT. She added that due to the height of the ceiling a scaffold tower would be required to enable the works to be safely completed, and that they would have to be undertaken at a weekend when hirings were limited.

The Committee NOTED this information.

45/26 RUSTINGTON MUSEUM

The Deputy Clerk referred to a Report, previously circulated, from the Museum Manager. She explained that the Museum had delivered several successful outreach events which had attracted further enquiries from a variety of community-based settings and added that the Museum Team were developing new "Talks" content in order to extend the Museum's offer. She added that the Assistant Museum Manager, would be delivering the August Public Talk, at the Museum, on the theme of Seaside Tourism in the Victorian and Edwardian Period.

The Deputy Clerk then referred to a request from local Author Chris Hare to stock two of his recent publications within the Museum "shop". She explained that the Museum did not currently sell books on the behalf of anyone without an established long-term link to the Museum, but that Members may wish to consider stocking five copies of "Sussex History - Folklore and People". She confirmed that this would be at no cost to the Museum. She added that the second Title, proposed to be stocked, was very niche, and could be considered as a sometimes-controversial subject and, therefore, not appropriate to be sold by the Museum.

Following a brief discussion the Committee RECOMMENDED that five copies of "Sussex History-Folklore and People" should be available for sale within the Museum for a trial period of 6 months.

Councillor Rogers raised a concern regarding the security of the handling of cash at the Samuel Wickens Centre. The Deputy Clerk confirmed that any income generated via the Museum "shop" was passed onto the Finance Manager/RFO, on a regular basis, for banking, etc. and that the sums of money concerned were very minimal.

The Committee then discussed the benefits of introducing a Contactless Payment option at the Samuel Wickens Centre, especially in terms of Public Talk donations and "shop" purchases.

Following a detailed discussion the Committee RECOMMENDED that the Finance Manager/RFO be asked to explore the potential costs and benefits of the introduction of a Contactless Payment system for use at the Samuel Wickens Centre.

Councillor Cooper then requested that the Museum Team consider allocating additional time to the development of Digital Outreach side of the Service. The Deputy Clerk confirmed that this area of work had been highlighted as a key action within the Team's targets which had been set as part of the ongoing line management supervision process.

The Committee NOTED the remainder of the Report.

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

46/26 WOODLAND PARK SPORTSFIELD - EXTENSION OF LEASE

The Clerk referred to Minute 31/26(b) and reported that the new Lease and Underlease had still not been completed. She said that the Council's Solicitors were continuing to chase the County Council's Property and Legal Teams on a regular basis, but that frustratingly there was nothing further to report at this time.

The Committee continued to be concerned to NOTE this information.

47/26 PUBLIC SEATS - PROGRESS REPORT

The Deputy Clerk reported that general maintenance, including repairs and repainting, of the Council's seat stock had continued over the summer months. She confirmed that 23 seats had been painted by the Council's external contractor, and the Leisure and Amenities Officer had also undertaken repairs to several seats in the centre of the Village and the Greensward.

The Committee NOTED this information.

48/26 REPLACEMENT OF THE WAR MEMORIAL

The Deputy Clerk referred to Minute 50/25 and confirmed that the replacement Memorial would be installed during the week beginning 7 September 2026. She reminded Members that the replacement would be an exact matching replica of the existing Memorial.

The Deputy Clerk then explained that the Reverend Natalie Bawcutt had contacted the Council with a kind offer to host a short blessing ceremony for the replacement Memorial. She confirmed that she, the Clerk and the Personal Assistant to the Clerk had met with the Reverend Bawcutt and had discussed a proposed date of 20 September 2026 for the blessing ceremony, subject to the Council's approval. She explained that a short ceremony would take place, on site, prior to the planned Civic Service and that the Reverend Rosemarie Clarke from the Methodist Church would be approached to lead the rededication/blessing jointly with the Reverend Natalie Bawcutt.

Following a brief discussion the Committee RECOMMENDED that the offer by the Reverend Natalie Bawcutt to deliver a blessing ceremony, in conjunction with the Reverend Rosemarie Clarke from the Methodist Church be accepted, with the date to be set as Sunday 20 September 2026.

The Committee then AGREED that Councillor Street should make contact with the Royal British Legion, East Preston, to invite a Standard Bearer to attend the blessing ceremony.

Councillor Street then asked if consideration could be given to adding names of Armed Forces Personnel who had been lost in conflict since the conclusion of the Second World War.

The Committee AGREED that Councillor Street should undertake research regarding the names of any additional Rustington residents, who may have lost their lives in active Service, and to then liaise with the Deputy Clerk with any findings.

49/26 GARDENS COMPEITION 2026

The Deputy Clerk reported that a Press Release containing details of the declared winners and runners-up in the Gardens Competition had been previously sent to all Members as follows:-

Class 1 - Window Boxes, Balconies and Patio Tubs etc. (Residential)

Winner 6 Donnington Place, Woodlands Avenue

Runner-Up 26 Ash Lane

Class 2 - Window Boxes, Balconies and Patio Tubs etc. (Commercial)

Winner Sweetpeas & Honeybees Boutique Florist, North Lane

Runner-Up The Lamb Public House, The Street

Class 3 - Front Gardens of Any Size inc. Paved Gardens with Patio Tubs (Residential)

Winner 2 Windmill Drive

Runner-Up 2 Tithe Green

Class 4 - Front Gardens of Any Size (Commercial)

Winner Rustington House, Worthing Road

Class 6 - Community Gardens

Winner The Laurels Day Centre, Sheep Fold Avenue

Runner-Up The Hidden Twitten (Rear of Herne Gardens/Orchard Gardens Garage Compound)

She reminded the Committee that the short-listed entries in the Competition had been judged by Councillors Andy Cooper (Chairman of the Council), Gary Lee (Vice-Chairman of the Council) together with Mrs Joanne Crockford (Ferring Nurseries).

The Committee were pleased to NOTE this information.

Following a further detailed discussion regarding the delivery and format of the Competition, the Committee RECOMMENDED that a small Working Party comprising of Councillors Mrs Cooper, Cooper, Lee and Street be established to review and possibly redesign the format, in advance of the 2027 Competition.

It was further RECOMMENDED that any recommendations by the Working Party, should be presented to the October Meeting of the Leisure and Amenities Committee.

50/26 DATES OF FUTURE MEETINGS

The Chairman reminded the Committee that the next Meeting was scheduled for 19 October 2026 commencing at 6.00 pm.

There being no further business the Meeting concluded at 6.52 pm.

Chairman: ……..…….... Date: ……

Museum Report – Leisure & Amenities Committee – July 2026

Documentation

I have continued to work on Modes records, tiding errors and adding photographs of the objects to the records as this helps with identification when looking for the items and considering them for display. The number of records stands at 4,706.

Collection Care and Storage

We have continued to prepare for the collection move from the Woodlands Store. There is currently a filing cabinet in that store, which holds accessioned paper documents. This is not the ideal storage, and so we are taking the store move as an opportunity to remove the items from the filing cabinet for more suitable storage in boxes at the museum store. This is a time-consuming process as I have been going through the Modes records for the items, scanning them and attaching the scans to the records before relocating them into new places. As part of this process, I plan to purchase some new archival boxes.

Acquisitions

Rustington Otters Youth Football Club dropped off two shirts and a scarf just in time for World Otter Day in May and the scarf was placed in the foyer case for a short period.

Recently a gentleman came into the museum with two keys which are marked on the top with R & I Stacey LTD, Ironmongers Rustington, we took these into the collection as an example of a local business.

Social Media

The website changes have been working well and allows us to have past exhibitions and multiple upcoming events displayed.

The Museum Facebook page continues to grow, from 840 (last Report) to 848 followers.

Beth has been posting things which are related to national days and events from the collection while I posted an image of an Order of Service booklet because I happened to be looking at it on the same day as was printed on the front. Posts like these help build a following as we are not just posting events but also information people may be interested in.

Events

Talks have been going well. We have booked The Magic of Pantomime for the December talk. This will be early in December to avoid the Christmas rush.

DATE	No of attendees	Talk Title
21st January	10	Duncan Jay- The Musings of a Misunderstood Man
25th February	37	Dr Janet Pennington- English Inn Signs

18th March	31	Holly Parsons- Suffrage in Surrey and beyond
15th April	24	David Slade- The Raid on Zeebrugge, St George's Day 1918
20th May	60	Dominic Grier and Richard Amey- Rustington's Sir Hubert Parry — His Music, Life and Times
17th June	24	Sussex Wildlife Trust- This year's photograph competition
15th July	17	Lisa Frank- St Swithin's Day (Folklore)
19th August		Beth Gisbey- Seaside tourism in the Victorian and Edwardian period
16th September		Guy Blythman- Windmills
21st October		Sarah Nathaniel- Commonwealth War Graves Commission
17th November		Gary Baines- Shoreham Fort
2nd December		The Magic of Pantomime

Managers Update

Beth and I visited Greystoke Manor Nursing Home to give a historic confectionary reminiscence session. We have had requests for this session since, but it is designed for small groups, so we are having to be offer alternative talks when we get enquiries. Beth is developing a History of Rustington talk which we will both learn and be able to give to groups.

Beth, Rosie and I met with Shelia from Rustington Heritage Association to discuss the collection move and work to progress and promote the reference library. The move is on track. The Rustington Heritage Association (RHA) Historyfest has understandably taken priority for the moment in terms of RHA volunteer availability and so the reference library has temporarily taken a back seat. Future plans are to make the space more accessible by using a library catalogue system to list the books and make this available physically in the Museum but also on our website so researchers can see what we have available.

Visitor figures

January 2026	124	January 2025	93
February 2026	246	February 2025	177
March 2026	93	March 2025	77
April 2026	202	April 2025	172
May 2026	194	May 2025	220
June 2026	100	June 2025	152
July 2026 (current)	103	July 2025	284

Families

For May half-term crafts, we ran sessions to come and make port holes and underwater monsters. These were quiet, which was attributed to the lovely weather we were having. Those who came really enjoyed it and we received positive feedback.

Over summer holidays we are running crafts every Wednesday morning 10am-12pm. These will be more relaxed than the half terms, some with no set theme allowing the attendees to use the craft materials to make what they would like.

Children's resources in the gallery have been coming along nicely. The dressing up is forever popular with visitors using it regularly. For the baskets, I bought some play food to fill the basket which already had some play food in it. This was played with the same day. I was lucky enough to get some Duplo for free via a Facebook page which has filled one of the empty baskets. In the temporary exhibition gallery, we purchased some children's art books to go in the book rack when we have art exhibitions on. We will continue to look for suitable toys, books and dressing up for the galleries.

Exhibitions

Sussex Wildlife Trust exhibition was successful and came down without a problem. Unfortunately, they are not running the Underwater Photography competition next year so there will not be an accompanying exhibition, but there is plans to run it in future years so we hope to have them back again.

Northbrook End of Year Exhibition went up and so far, has led to some visitors coming in to see the student's work, although this is a low number. We are looking into hiring a Dinosaurs are Birds exhibition for next May-September which should be very popular with families and will hopefully be available for the May half-term and summer holidays.

The next exhibition is a display of work by local artist Richard Marshall who has been in contact a few times and is working on plans for his display.

Exhibition Programme

Monday 25th January – End of April	From Rustington to Neverland. Curated by Museum.
May – June	Sussex Wildlife Trust - Underwater Photography Competition
July – September	Northbrook College
October	Richard Marshall, (local artist)
November- January 2027	Shoreham Fort

Shop

We have been approached by author and speaker Chris Hare about selling two of his books: "Sussex History, Folklore and People" and "Hilaire Belloc - The Politics of Living". Currently we have a small number of books available for sale but these are all either on behalf of the Museum, Rustington Heritage Association or Graeme Taylor, both of whom are associated closely with the Museum. So, although Chris has done talks for us, this would be the first time we have sold for someone who is as external to the museum.

We would get a percentage of the sales for both the books, as below. If we did take them, we would only be taking between 5-10 copies of each due to our storage limitations.

Title	Sale Price	To Chris	To the museum
Sussex History	£15	£10	£5
Hilaire Belloc	£10	£6.99	£3.01

"Sussex History" accounts some local folklore and traditions including Bonfire, dialect, and witches, as well as West Sussex Fascists and local people including Lucy Broadwood the English Folklore Song Collector. This publication could prove to be popular as we have had Folklore talks in the past and Sussex history is often sought as an enquiry. We do not currently stock any publications which reference general Sussex history.

Hilaire Belloc, this is an academic evaluation of the work and life of Hilaire Belloc, a French/English writer and policial activist who grew up in Sussex. To my knowledge, Belloc is also not well known, so may be a slow seller. We have a book about the Garrets and currently nothing on Belloc.

The shop is currently very small, so we do need to limit what we offer. We can also only take cash payments, but at some point we would welcome that consideration be given to a card machine. But these two books would fit within what the current Museum offer if Members would be happy to approve their inclusion in the Museum "shop".

Work by Volunteers

Janet has continued to work on photographing the Collection so we can get more images on Modes which helps with object identification and planning.

Janet, Shirley-Anne and Graham are all booked to help with family crafts over the summer.

We had Ella start as a new volunteer a few weeks ago, she is volunteering on Thursday mornings and has been working on cataloguing some of the collection.

Holly Parsons
Museum Manager
24th July 2026

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

16 November 2026

Charges for Sports Facilities

1. The current charges, which have been effective since 1 April 2026, for Sports Clubs using the Council's Sports Facilities at the Woodlands Centre Ground and the Woodland Park Sportsfield are as follows:-

(i)	Cricket Clubs	-	£85.50 per game played
		-	£46.00 per game played (Colts)
		-	£46.00 per friendly game played
		-	£46.00 per game cancelled by Club
(ii)	Football Clubs	-	£57.95 per game
		-	£34.00 per friendly game played
		-	£34.00 per game cancelled by Club
(iii)	Youth/Children's Football Clubs	-	£17.50 per week for each pitch "marked-up"
		-	£26.60 per game played

2. The income for the year ended 31 March 2026 was as follows:-

		2025/26 Revised Est	2025/26 Actual
(i)	Cricket Clubs	£2,252.20	£2,252.20
(ii)	Football Clubs (including Youth/Children's)	£3,000.00	£3,037.10
	Totals	£5,252.20	£5,289.30

3. Members of the Committee should note that the Council now have held a three-year Funding Agreement with the Cricket Club, Minute 18/24 refers, in respect of the 2024, 2025 and 2026 Season's maintenance and wicket preparation costs to a value of £7,300.00 per annum. The proposed renewal of the aforementioned Agreement is dealt with under a separate Agenda Item.

4. Members are reminded that Youth and Children's Football games are now charged equally, in respect of a 11v11 pitch, at both the Woodlands Recreation Ground and the Woodland Park Sportsfield - Minute 60/24(b) refers.

5. Pitch Mark-ups no longer apply at the Woodland Park Sportsfield as the Otters Youth Football Club are now managing this independently. Mark-ups for Youth and Children's Football games at the Woodlands Recreation Ground are only charged when there are no adult games scheduled for the same weekend.

6. To, once again, assist the Committee in its deliberations regarding any changes to the charges for 2027/2028, details of current charges for other similar sports facilities in the area (Appendix A) is attached for Members' information.

7. The current charges could be left as they are, or as in previous years, an inflationary increase of approximately 3% be added. Alternatively, Members may wish to consider a 5% rise in prices to mirror the increase in the Grounds Maintenance Contract. A revised payment schedule would be implemented with effect from 1 April 2027.

This would affect the charges as follows:-

			3%	**5%**
(i)	Cricket Clubs	-	£88.00	£90.00 per game
		-	£47.50	£48.00 per game (Colts)
		-	£47.50	£48.00 per game (Friendly)
		-	£47.50	£48.00 per game cancelled by Club
(ii)	Football Clubs	-	£60.00	£61.00 per game
		-	£35.00	£35.70 per game (Friendly)
		-	£35.00	£35.70 per game cancelled by Club
(iii)	Youth/Children's Football Clubs	-	£27.40	£28.00 per game
		-	£18.00	£18.40 per week for the pitch to be "marked-up" at Woodlands Recreation Ground when no adult game is scheduled.

8. The Committee's views are requested.

9 November 2026 **Deputy Clerk of the Council**

Appendix A

Local Council Charges for Recreation Ground Football and Cricket Pitch Hire 2026/2027

Recreation Ground	Managed by	Fees - Football Ground Hire	Facilities e.g. Changing Rooms	Fees - Cricket Ground Hire	Facilities e.g. Changing Rooms
Adur & Worthing Councils (Includes: Palatine Park, Highdown Field, Fernhurst Rec Ground, Broadwater Green & various other sites)	Adur & Worthing 2026/2027 Charges taken from their website as of 17 September 2026 Subject to increase from 1 April 2027	**Adults:** Pitch - £98.50 £100.96 *(£2.46 increase) 2.5%* **Juniors:** Pitch - £60.84 £62.36 *(£1.52 increase) 2.5%* **Mini Soccer:** Pitch - £35.67 £36.56 (0.89p increase) 2.5%	Changing room and showers included unless otherwise stated	**Adults:** All day - £144.76 £148.38 *(£3.62 increase) 2.5%* Half day/evening - £109.10 £111.83 *(£2.73 increase) 2.5%* **Juniors:** Half Day/Eve – £72.38 £74.19 *(£1.81 increase) 2.5%*	Changing room and showers included unless otherwise stated
Tivoli for Arun District Council (Includes: Southfields Rec Ground in Littlehampton King George V in Felpham Glebelands Rec Ground in Ferring)	Tivoli Lifestyle (for ADC) 01903 737966 *Prices as advised by email on 22 September 2026*	**Adults/Seniors:** Pitch - £83.50 £90.00 *(£6.50 increase) 8%* **Senior** - £53.00 £56.00 *(£3.00 increase) 6%* **Juniors** - £50.00 £53.00 *(£3.00 increase) 6%* 7v7 £37.00 £40.00 *(£3.00 increase) 8%* 5v5 £37.00 £40.00 *(£3.00 increase) 8%* Training if don't use pitches for matches for 2hrs £15.00 £20.00 *(£5.00 increase) 33%*	Inc. Pavilion No Pavilion per match per match	**Tivoli no longer do Cricket as advised by email on 20 September 2023**	

Chichester District Council Includes: Oaklands Park Florence Park Sherbourne Road (for football only, no cricket) Cricket: Priory Park New Park Road (Junior & Mini Soccer Only)	Chichester District Council Fees from 1 Apr 2026 to 31 Mar 2027 *Prices as advised on their website 17 September 2026*	**Adults:** **Eves & w/ends & B/Hols:** £76.00 £79.00 *(£3.00 increase) 4%* Pitch Only - £63.00 £65.00 *(£2.00 increase) 3%* **Off Peak: All other times:** £55.00 £57.00 *(£2.00 increase) 4%* Pitch Only - £42.00 £44.00 *(£2.00 increase) 5%* **Juniors:** **Eves & w/ends & B/Hols:** £48.00 £50.00 *(£2.00 increase) 4%* **Pitch Only** - £35.00 £36.00 *(£1.00 increase) 3%* **Off Peak: All other times:** £40.00 £42.00 *(£2.00 increase) 5%* **Pitch Only** - £27.00 £28.00 *(£1.00 increase) 4%* **Adult & Junior Training:** £15.50 per session £16.00 *(£0.50 increase) 3%* **Mini Soccer:** **Peak:** £20.00 £21.00 (£1.00 increase) 5% **Off Peak:** £15.00 £16.00 (£1.00 increase) 7%	Pitch and pavilion unless otherwise stated Pitch Only	**Adults:** Per session (1 wicket): AM, PM or Eve - £102.00 £106.00 *(£4.00 increase) 4%* Pitch only - £77.00 £80.00 *(£3.00 increase) 4%* **Two consecutive sessions (1 wicket):** £119.00 £124.00 *(£5.00 increase) 4%* **Pitch only** - £94.00 £98.00 *(£4.00 increase) 4%* **All day (1 wicket):** £137.00 £142.00 *(£5.00 increase) 4%* **Pitch only** - £110.00 £116.00 *(£6.00 increase) 5%* ***Training Sessions:*** *£15.50 per session £16.00* *(£0.50p increase) 3%*	Pitch and pavilion unless otherwise stated All 1 Wicket

Healthy Communities Active Play Summer Report

Agenda Item: 5(d)

July/August 2026

Active Play Team 2026











Despite the extreme hot weather our team kept smiling!

A Summer of Fun across the Arun District!







Extra Activities and Crafts to keep children engaged!

'Out and About' Active Play 2026

Our Community Active Play 'Out & About' programme recorded an impressive **3,818 attendances** throughout the year, including **1,909 individual children** alongside their parents, carers and wider family members.

The Healthy Communities Team delivered free play provision across eight green spaces throughout Arun, with valued support from local parish and town councils including **Littlehampton Town Council, Angmering Parish Council, Ferring Parish Council, Rustington Parish Council, Bersted Parish Council and Yapton Parish Council**.

Reducing social isolation and providing accessible, free activities for families facing financial pressures remain key priorities for the Healthy Communities Team. The programme offers a wide range of activities including sports, games, arts and crafts, and inflatable play equipment. Delivered free of charge, the two-hour sessions are primarily aimed at children aged 3-12 years but are designed to be inclusive and welcoming for all ages. For many local families, the sessions continue to be a vital source of support, connection and affordable holiday activity.



This year's programme was delivered against a backdrop of several operational challenges, including periods of extreme heat, a 'Red Fire' warning, a temporary traveller encampment at one of the sites and the unexpected repair of a bouncy castle.

Despite these challenges, the team demonstrated exceptional flexibility and commitment, quickly adapting sessions to ensure activities could continue safely and effectively. Additional craft activities were introduced, extra shaded areas were created, and staff proactively sourced additional gazebos to provide much-needed shelter for families during particularly hot weather.

During the temporary loss of the main inflatable, the team successfully utilised the 'Box and Bounce' inflatable to maintain a high-quality play offer.

The resilience, creativity and dedication shown by the team ensured the programme remained well attended throughout the summer, attracting both new participants and many families who have supported and attended the sessions year after year. Their ability to respond positively to changing circumstances helped maintain a safe, welcoming and enjoyable environment for all.

HIGHLIGHTS

We welcomed three new 'Out and About' Team Members **-Harrison, Martin and Tommy** who quickly learned the ropes and were a much-appreciated addition to our experienced team.

We also thanked and said a sad goodbye to our much loved 'Out and About' superstar **'Abi Braim'** after an incredible 5 years at Littlehampton Wave to relocate and begin a new chapter. She will be missed by staff and families who had the pleasure of seeing Abi in action over the years.

In addition to providing free play opportunities, the programme continued to support families experiencing financial hardship. Through our valued partnership with **Littlehampton Community Fridge**, free food provision was made available at selected sessions, helping to further reduce pressures on household budgets while enhancing the support available to families attending.

Overall, the Out & About programme continues to play an important role in strengthening community connections, encouraging active lifestyles and providing inclusive, accessible activities for families across Arun.

TESTIMONIALS

ACTIVE PLAY FEEDBACK FORM 2026

Thank you for coming along to our Active Play session today! Your feedback is very important to us as it means we can share it with the local district and parish councils to help ensure the continuation of the sessions in years to come. If you could spare a moment to share with us what you enjoy about out Active Play sessions we would be very grateful.

Name: Jackie Braun.
Contact Email: Jbraun@rake.w-sussex.sch.uk.
Session Attended: Friday 21st August Jubilee Fields Bognor

These sessions are amazing for the children especially because every child has the opportunity to take part, no matter their backgrounds. It's also amazing to have the hall open and being able to get affordable refreshments. Lovely to have community groups here too offering food and support. Well Done everyone.

freedomleisure where you matter

ACTIVE PLAY FEEDBACK FORM 2026

Thank you for coming along to our Active Play session today! Your feedback is very important to us as it means we can share it with the local district and parish councils to help ensure the continuation of the sessions in years to come. If you could spare a moment to share with us what you enjoy about out Active Play sessions we would be very grateful.

Name: Elina Vitola
Contact Email: elinavitola@aol.co.uk
Session Attended: most

My kids are all different ages (5, 12, 9) and my 9 y.o. finds football the most interesting for him; my 5 y.o. loves every bit, while my 12 y.o. would love some more activities for her age (she mentioned maybe pogo sticks, arts, crafts etc.) Overall we loved it! Staff is very friendly and protective

Thank You!

freedomleisure where you matter

ACTIVE PLAY FEEDBACK FORM 2026

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Name: Gabriella Spicer
Contact Email: gabriella-petgrave@hotmail.co.uk
Session Attended: Thursday & Friday Bognor Regis

All Staff fantastic, really mindful with Children on bouncy castle with numbers, being safe etc.
Love the variety of activities.

ACTIVE PLAY FEEDBACK FORM 2026

Thank you for coming along to our Active Play session today! Your feedback is very important to us as it means we can share it with the local district and parish councils to help ensure the continuation of the sessions in years to come. If you could spare a moment to share with us what you enjoy about out Active Play sessions we would be very grateful.

Name: Vicky Lowne
Contact Email: VLowne@hotmail.com
Session Attended: WICK

My ~~daughter~~ daughter enjoy's all the provided activities especially the bouncy castle. It's a great way for her to make new friends. All staff are amazing + welcoming

ACTIVE PLAY FEEDBACK FORM 2026

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Name: Emily Booth
Contact Email: emilywhite8293@1cloud.com
Session Attended: 3

My children love these activitys. they are run smoothly and they are consistant. Also low cost which is very helpful in the Summer holidays.

ACTIVE PLAY FEEDBACK FORM 2026

Thank you for coming along to our Active Play session today! Your feedback is very important to us as it means we can share it with the local district and parish councils to help ensure the continuation of the sessions in years to come. If you could spare a moment to share with us what you enjoy about out Active Play sessions we would be very grateful.

Name: Lina Katine
Contact Email: dcinee@gmail.com
Session Attended: Friday afternoon

It's great fun for kids free of charge. My son loves to come to these sessions to meet his friends from the school and ~~[illegible]~~ around loads of different activities for the kids. Please continue doing it!

ACTIVE PLAY FEEDBACK FORM 2026

Thank you for coming along to our Active Play session today! Your feedback is very important to us as it means we can share it with the local district and parish councils to help ensure the continuation of the sessions in years to come. If you could spare a moment to share with us what you enjoy about out Active Play sessions we would be very grateful.

Name: Britney Zehn
Contact Email: Britney.zehn@hotmail.co.uk
Session Attended: most!

Loved it and the people who worked there its been a wonderful thing

ACTIVE PLAY FEEDBACK FORM 2026

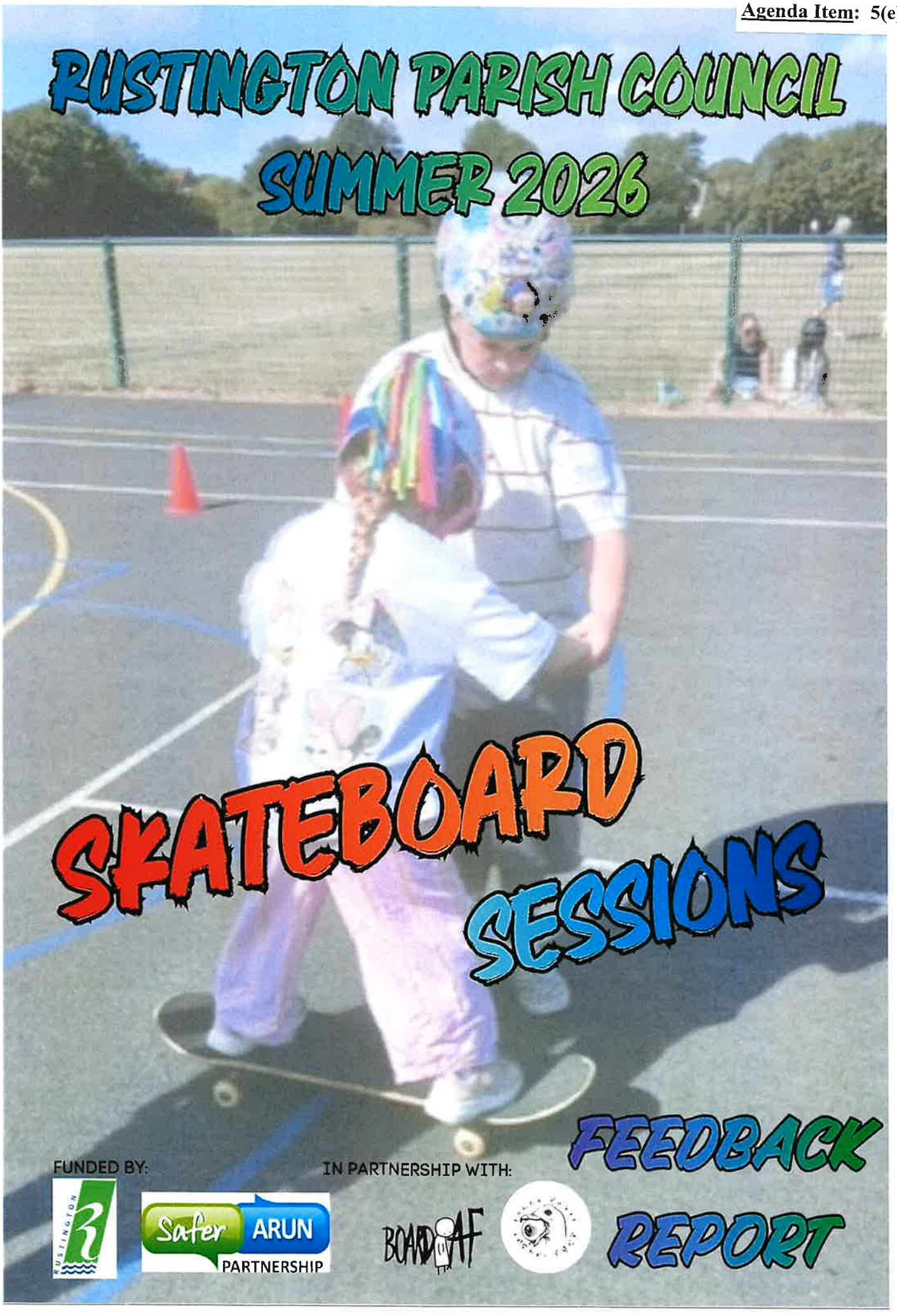
Thank you for coming along to our Active Play session today! Your feedback is very important to us as it means we can share it with the local district and parish councils to help ensure the continuation of the sessions in years to come. If you could spare a moment to share with us what you enjoy about out Active Play sessions we would be very grateful.

Name: Tomās/11
Contact Email:
Session Attended: 2.P.M - 4.P.M

I have been coming here for 3 years.
I like the football and tenis.
I like it a bit.
It is fun and can meet new friends.
The staff is helpfull and kind.

RUSTINGTON PARISH COUNCIL

SUMMER 2026



SKATEBOARD SESSIONS

FEEDBACK REPORT

FUNDED BY:

IN PARTNERSHIP WITH:

"Woodlands Drop and Roll" with the South Coast Skate Club

Background

This was a new activity for Rustington, working with an established skate company, South Coast Skate Club, to deliver 6 x weekly "Come & Try" Skateboard sessions from the Woodlands Recreation Ground. Each weekly session ran for 3 hours on a drop-in basis on a Friday, outside within the MUGA space. The sessions were also supported by volunteers from Board AF as well as teenage volunteers who had previously attended the South Coast Skate Club as young children.

Funding

Funding of £1,860.00 was provided by the Safer Arun Partnership.

Rustington Parish Council (RPC) provided the venue free of charge and the Deputy Clerk was on site and in attendance at each session to facilitate access and set up. RPC also oversaw the advertising and promotion of the sessions prior to and during the school summer holidays.

The Parish Council contributed an estimated In-Kind value of circa £1,000.00.

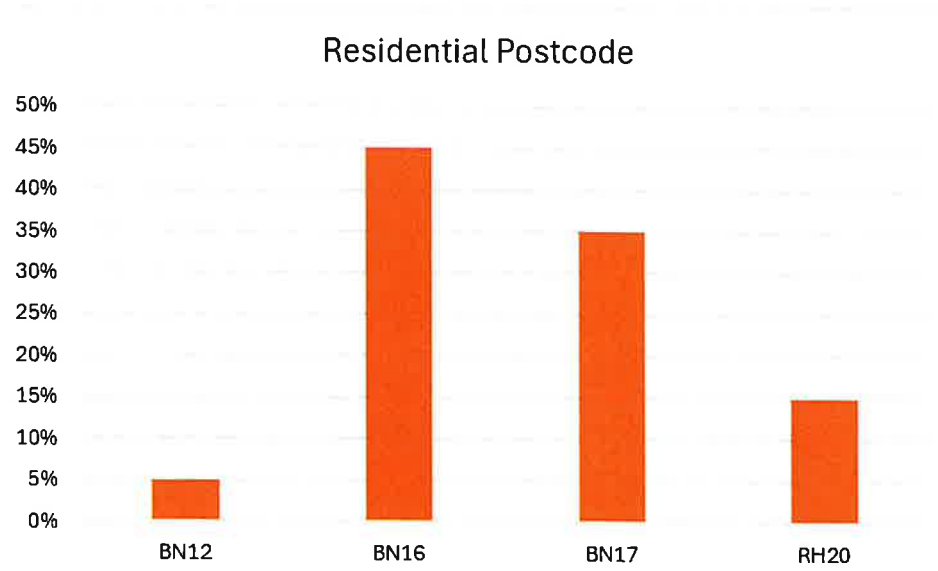
Feedback

A short "face to face" feedback survey was conducted, by the Deputy Clerk at two separate sessions, incorporating twenty families. Adults and children both joined in with the responses.

130 children registered for the sessions with approximately 360 tuition engagements across the 6-week period. 90% of participants surveyed had attended more than one session.

The average age of participants was 8 years.

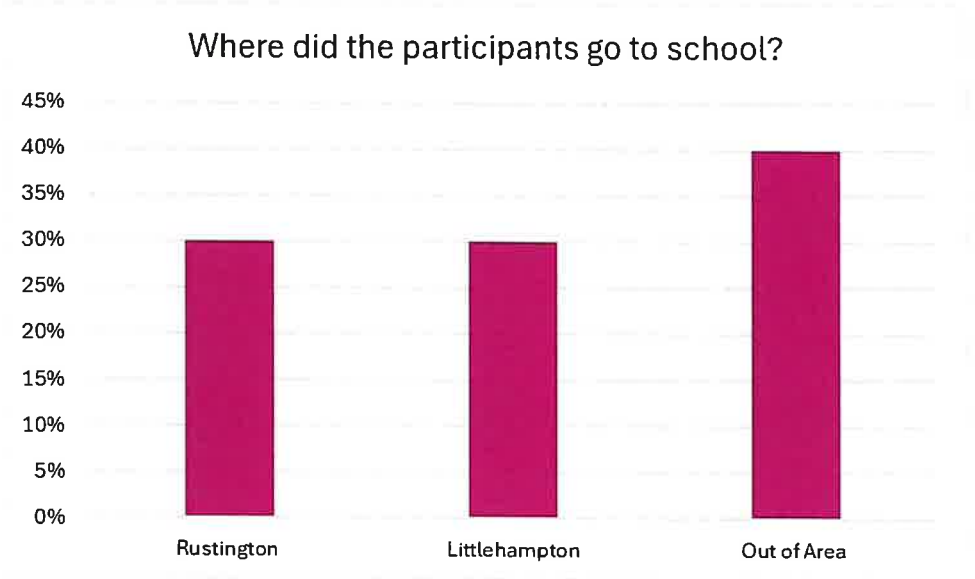
Q1. Postcode of Participating Families



Q2. School Location

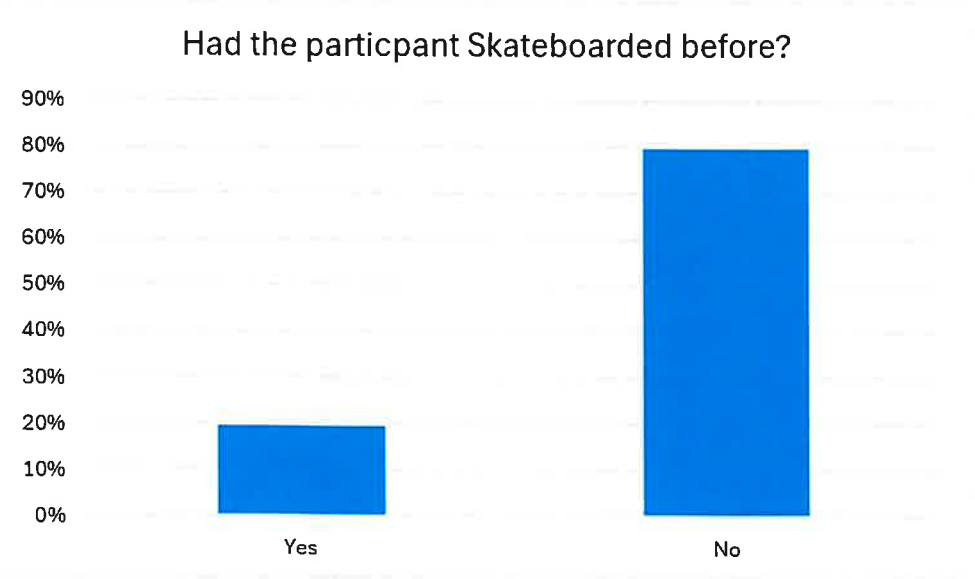
Attendees included pupils from Georgian Gardens and Rustington Community Primary Schools.

Out of area schools included ones in Goring and Fittleworth.



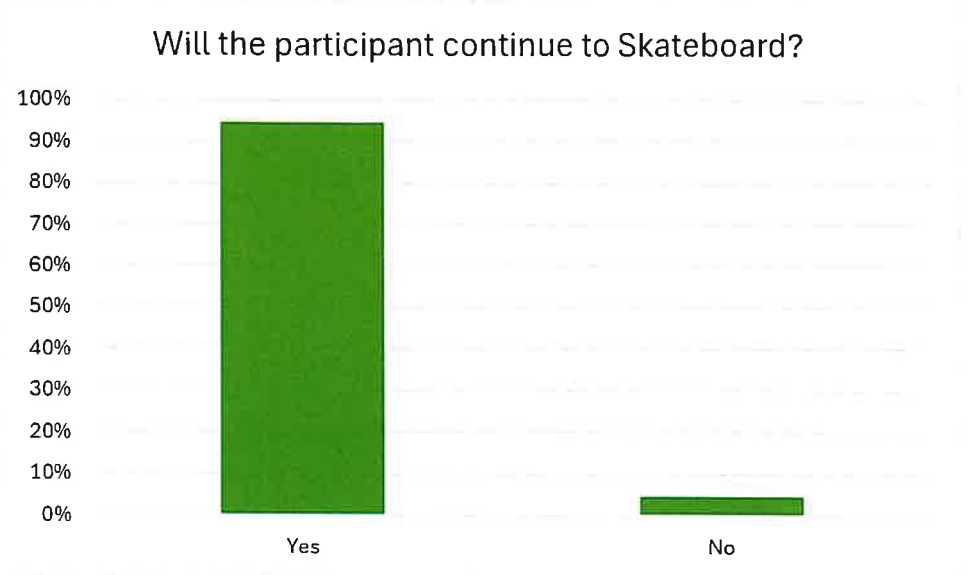
Q3. Had the child ever skateboarded before?

The majority of attendees had never skateboarded and welcomed the opportunity to try something out of the ordinary in terms of sport and fitness.

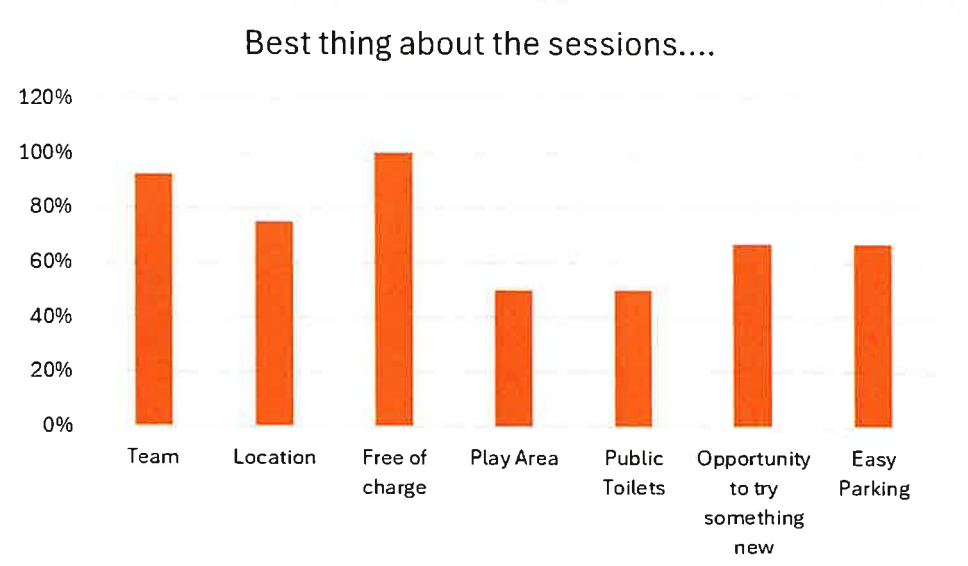


Q4. Will they carry on with skateboarding as an activity?

A hugely positive response and a real keenness from families to encourage the Parish Council to run similar sessions in the future.



Q5. What was the best thing about the skateboard sessions?



Additional positive feedback about the "best thing" about the session included:

- That the sessions had been very relaxed
- That the activity had unisex appeal
- That because no previous experience or skill level was required, it had helped children to feel confident to participate
- Not having to pre-book a place, any administration was done on the day and swiftly

Q6. Do you usually come to the Woodlands Recreation Ground for any other activities? E.g. play area, after school clubs etc

- Yes 67%
- No 33%

Q7. How would you rate the facilities at the Recreation Ground?

83% of respondents gave the Recreation Ground 10/10 in terms of tidiness, appearance and facilities. One family gave it 11/10!

Q8. What other activities could the Parish Council consider providing for children and young people?

- Junior aged activities
- Sports Taster Days
- Free activities
- Singing/Dancing
- Martial Arts
- Slip & Slide
- Lego/Construction
- Basketball
- Day Camps
- Nature Detectives
- Art
- Circus Skills
- Scooter tricks

Q9. Other comments:

"The coaches took the time with my son to understand his needs and to help him learn new skills. He has now become obsessed with skateboarding and has found a new hobby that he loves!"

"My daughter tried skateboarding for the first time and fell in love with it"

"Great sessions, my son has massively grown in confidence"

"Great to be around other children who are starting out at the same level"

"Lovely staff"

"Very inclusive"

"Wonderful – thank you"

"Please do it again!"

"Rustington Village is lovely"

"Clean and tidy park"

Rosie Costan, Deputy Clerk

September 2026

Agenda Item: 6(b)

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

16 November 2026

The Woodlands Centre - Review of Rents

1. A structured charging system was introduced for the Centre from 1 April 2024 covering the following categories:-

   a) Voluntary, Local Groups, Local Charities, Non-Commercial
   b) Public Sector, Local Commercial Arts and Sports Groups
   c) Commercial, Parties and Celebratory Events

   It was also implemented for the Rustington Youth Centre and the Samuel Wickens Centre

2. The rents were increased by 3% with effect from 1 April 2026, for Schedule A - Voluntary, Local Groups, Local Charities, Non-Commercial. Schedules B and C were introduced at this time and a copy of the Pricing Schedules are attached for your information (Appendix A).

3. The Council is in competition with other facilities in the area, although it is acknowledged that the Village Memorial Hall at The Woodlands Centre is still one of the best Halls available locally.

4. The Woodlands Centre charges are per session and not per hour which, from the Council's point of view, considerably simplifies the administration. Taking the daily sessions on an hourly rate basis, the Council's charges have always been broadly in line with other venues and, in fact, in some cases the Council has been less expensive, with better facilities.

5. The Committee will recall that the Council's past Policy was to try to balance the income from lettings and other miscellaneous income against routine expenditure, i.e. salaries, maintenance, gas, electricity, rates etc. Unfortunately, with the rising costs of maintenance, gas, electricity, water, refuse collection and rates, this has not been possible for many years now.

6. At the present time, the estimated 2026/2027 routine expenditure, which excludes the Improvement Fund Vote, Loan Servicing and the Refurbishment/Reconfiguration Project, as shown in the Draft Income and Expenditure Schedules enclosed with the Agenda is approximately £95,300.00, with an estimated lettings income and set-up costs for Hall/Room Hire of £40,700.00, plus other minor miscellaneous income, totalling some £1,200.00, this will result in a deficit of £31,000.00.

7. A Schedule showing the current hourly and sessional charges of other Halls and similar facilities in the area is attached for Members' information (Appendix B).

8. Taking the aforementioned information into account, the current charges could be left as they are, or a nominal increase to take account of inflationary pressures could be implemented with effect from 1 April 2027 in the region of approximately 3%, as shown on the attached draft Schedules (Appendix C). Similar increases are shown for the kitchen and bar hire charges and the All Inclusive Function rates.

9. Alternatively, due to the ever increasing costs, the Committee may wish to implement an increase of approximately 4% or 5%, with effect from 1 April 2027, as shown on the attached draft Schedules (Appendix D and E accordingly).

10. As a further alternative, in order to streamline the management of the hiring facilities, the Committee may wish to consider incorporating the Kitchen facilities in The Woodlands Centre and Rustington Youth Centre into the room hiring charge and increasing the current charges, with effect from 1 April 2027 in the region of either 4% or 5%, as shown on the attached respective draft Schedules (Appendix F and G). In the previous financial year, the Kitchen facilities equated to approximately 5% of the lettings income. The Kitchen facility at the Samuel Wickens Centre is already incorporated in the hiring charges.

    The Committee are reminded that The Woodlands Centre is in the throes of being refurbished. Both kitchens have locks on a number of cupboard doors in order that hirers can only access the items they have paid for. Putting locks onto the new doors would, obviously, spoil the aesthetics of the new kitchens.

    As far as the charges for Stage Lights and Mobile Staging are concerned, these have been increased accordingly. This also applies to the Christmas/New Year period Bookings in both the Village Memorial Hall and the John de Bohun Room.

11. The Committee's views are requested.

9 November 2026 **Finance Manager/RFO**

Rustington Parish Council
Council Offices, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB
Tel: 01903 786420 Fax: 01903 788736
E-mail: enquiry@rustingtonpc.org Website: www.rustingtonpc.org

Schedule A

THE WOODLANDS CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2026

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall	**£ 52**	**£ 60**	**£ 58**	**£ 72**	**£ 82**	**£ 141**
Kitchen (Including Cutlery)	£ 25	£ 25	£ 25	£ 25	£ 25	£ 25
Kitchen (Teas only)	£ 11	£ 11	£ 11	£ 11	£ 11	£ 11
Bar (Including Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
John de Bohun Room	**£ 38**	**£ 55**	**£ 41**	**£ 62**	**£ 62**	**£ 95**
Kitchen (Including Cutlery & Glasses)	£ 20	£ 20	£ 20	£ 20	£ 20	£ 20
Kitchen (Teas only)	£ 8	£ 8	£ 8	£ 8	£ 8	£ 8
Roger Montgomeri Room	**£ 32**	**£ 32**	**£ 34**	**£ 34**	**£ 39**	**£ 39**
Roger Barwick Room	**£ 29**	**£ 29**	**£ 31**	**£ 31**	**£ 35**	**£ 35**

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

Stage Lights - 6 preset colour schemes (VMH)	£	22	per booking
Mobile Staging (for Fashion Shows etc)	£	56	per booking

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Oct-25

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Schedule B

THE WOODLANDS CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2026

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall	**£ 62**	**£ 72**	**£ 69**	**£ 87**	**£ 99**	**£ 169**
Kitchen (Including Cutlery)	£ 25	£ 25	£ 25	£ 25	£ 25	£ 25
Kitchen (Teas only)	£ 11	£ 11	£ 11	£ 11	£ 11	£ 11
Bar (Including Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
John de Bohun Room	**£ 46**	**£ 66**	**£ 49**	**£ 74**	**£ 74**	**£ 114**
Kitchen (Including Cutlery & Glasses)	£ 20	£ 20	£ 20	£ 20	£ 20	£ 20
Kitchen (Teas only)	£ 8	£ 8	£ 8	£ 8	£ 8	£ 8
Roger Montgomeri Room	**£ 38**	**£ 38**	**£ 41**	**£ 41**	**£ 47**	**£ 47**
Roger Barwick Room	**£ 35**	**£ 35**	**£ 37**	**£ 37**	**£ 42**	**£ 42**

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

Stage Lights - 6 preset colour schemes (VMH)	£	22	per booking
Mobile Staging (for Fashion Shows etc)	£	56	per booking

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

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Oct-25

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Schedule C

THE WOODLANDS CENTRE

Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2026

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall	**£ 74**	**£ 86**	**£ 83**	**£ 104**	**£ 119**	**£ 203**
Kitchen (Including Cutlery)	£ 25	£ 25	£ 25	£ 25	£ 25	£ 25
Kitchen (Teas only)	£ 11	£ 11	£ 11	£ 11	£ 11	£ 11
Bar (Including Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
John de Bohun Room	**£ 55**	**£ 79**	**£ 59**	**£ 89**	**£ 89**	**£ 136**
Kitchen (Including Cutlery & Glasses)	£ 20	£ 20	£ 20	£ 20	£ 20	£ 20
Kitchen (Teas only)	£ 8	£ 8	£ 8	£ 8	£ 8	£ 8
Roger Montgomeri Room	**£ 46**	**£ 46**	**£ 49**	**£ 49**	**£ 56**	**£ 56**
Roger Barwick Room	**£ 42**	**£ 42**	**£ 44**	**£ 44**	**£ 50**	**£ 50**

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

Stage Lights - 6 preset colour schemes (VMH)	£	22	per booking
Mobile Staging (for Fashion Shows etc)	£	56	per booking

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATES

Village Memorial Hall	£	455	all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room	£	290	all inclusive (Kitchen, Crockery, Cutlery, Glasses)

CHRISTMAS DAY AND NEW YEAR'S DAY - ALL DAY RATES

Village Memorial Hall	£	910	all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room	£	870	all inclusive (Kitchen, Crockery, Cutlery, Glasses)

NEW YEAR'S EVE (EVENING SESSION ONLY)

Village Memorial Hall	£	469
John de Bohun Room	£	312

QUALITY PARISH COUNCIL

Working for the local Community

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VAT Registered: 946 2052 29

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Oct-25

Appendix B

Other Hall Hire Charges for 2026/2027

Location	Charges 2026/2027	Including Kitchen Facilities	Notes	With Effect From
Angmering Village Hall No Changes	**Main Hall** - £25.00 per hour **King Suite** - £20.00 per hour	Yes Additional £5.00 per hour for all rooms	Separate hiring rates available for Angmering Parish Residents, Whole Day Hire & Registered Charities	1 Jan 23 Taken from the website 5 Oct 26
Dove Lodge	**Amberley Room:** 8.00am to 6.00pm £17.00 per hour £18.00 per hour (£1.00 increase) 5% Or 6.00pm to 9.00pm - £38.00 per session or Sunday's 9.00am – 1.00pm or 1.30pm - 5.30pm - £75 00 per session **Jubilee Room:** £12.00 per hour £13.00 per hour (£1.00 increase) 8% **Rooms 3,6,7,8,12,16 & 21:** £12.00 per hour or £60.00 day rate over 5 hrs	All bookings include Tea, Coffee & use of the WIFI	Minimum 2 hour hire period Bookings changed at an hourly rate other than the evening session or Sunday session Minimum 2-hour hire period Minimum 1 hour hire period	2024

Angmering Community Centre	**Main Hall:** £36.50 - Casual/one-off (Standard) £40.00 - Casual/one-off (Business) **Room 1 & Room 2:** £21.00 - Casual/one-off (Standard) £22.00 - Casual/one-off (Business)	Yes	Charged per hour Please contact the Office for discounted rates for regular hirings and charities	
Booker Hall **New Entry**	**Booker Hall:** £30 per hour – one off hires £15.00 per hour pre-booked **Training Room:** £15 per hour **Single Person Office Space:** £25 per AM or PM £40 per day	Yes on request	Periodical hire – minimum of 3 hours or 3 bookings over a 3-month period 08:30am – 4:30pm 08:30am-12:30pm or 12:30pm – 4:30pm. 08:30am – 4:30pm	Taken from their website 5 Oct 26
East Preston & Kingston Village Hall	**Miller Barn** - £25.00 per hour **Warren Room** - £22.00 per hour **Miller Barn** - £30.00 per hour	Yes Yes Yes	One off hiring One off hiring Business Hirer	Taken from their website 5 Oct 26

	Warren Room - £26.40 per hour **Miller Barn** - £15.00 per hour (8.30am - 6.00pm) **Miller Barn** - £19.00 per hour (6.00pm - 11.30pm) **Warren Room** - £14.00 per hour (8.30am - 6.00pm) **Warren Room** - £18.00 per hour (6.00pm - 11.30pm)	Yes Yes Yes	Business Hirer Regular hirer - continuously for a period of 3 months plus – payable in advance	
K2 Youth and Community Centre **New Entry**	**Community Room** (per hour): Weekdays - £17.16 Weekends - £21.24 **Main Hall** (per hour): Weekdays - £24.36 Weekends - £28.44 Children's Party - £87.96	No. Additional £7.08 per session **without** crockery & cutlery for all hirers Additional £14.16 per session **including** crockery & cutlery for all hirers 13 years & under	Minimum 1 Hour Rental Prices shown are based on the rates for public sector, local commercial, arts & sports groups, children's parties (11 & under) including VAT Separate rates for local groups, charities, voluntary, non-commercial & commercial	Current charges from 1 Apr 26 - 31 Mar 27.

Rustington Methodist Church Hall	**Main Hall: (Per Hour)** £21.50 - One off hiring £15.00 - Regular hirer £16.50 – Regular hirer (£1.50 increase) 10% **Coffee Lounge:** £18.00 - One off hiring £12.00 - Regular hirer £13.00 – Regular hirer (£1.00 increase) 8% **Small Meeting Room:** £11.50 - One off hiring £6.00 - Regular hirer £6.50 - Regular hirer (£0.50 increase) 8%	Yes Yes	Rates charged by the hour One off bookings are charged an additional £5.00 per session to cover administrative costs	Charges due to rise in January 2027. These are the new rates.
Southfields Jubilee Centre	**Small Hall** (per hour): Weekdays - £15.24 £17.16 *(£1.92p increase) 12%* Weekends - £18.84 £21.24 *(£2.40 increase) 12%* **Large Hall** (per hour): Weekdays - £21.60 £24.36 *(£2.76 increase) 12%* Weekends - £25.20 £28.44 *(£3.24 increase) 12%* Children's Party - £78.00 £87.96	No Additional £7.08 per session **without** crockery & cutlery for all hirers Additional £14.16 per session **including** crockery & cutlery for all hirers 13 years & under	Prices shown are based on the rates for public sector, local commercial, arts & sports groups, children's parties (11 & under) including VAT Separate rates for local groups, charities, voluntary, non-commercial & commercial Extra charges apply for PRS music license (per session) or storage use (payable per quarter)	Current charges from 1 Apr 26 - 31 Mar 27.

	(£9.96 increase) 12%			
St Peter and St Paul Church Hall	**Hall** (Monday to Friday) - £15.50 per hour **Hall** (Saturday and Sunday) - £17.50 per hour **South Room** - £9.50 per hour	Charge for Kitchen only for Food Preparation only. No charge for making drinks or serving food prepared off site.	There is a £15.00 charge if food is prepared in the Kitchen. Not drinks.	Rates confirmed by email 5 October 2026.

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Schedule A

3% Increase

THE WOODLANDS CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall	**£ 53**	**£ 62**	**£ 59**	**£ 74**	**£ 85**	**£ 145**
Kitchen (Including Cutlery)	£ 26	£ 26	£ 26	£ 26	£ 26	£ 26
Kitchen (Teas only)	£ 12	£ 12	£ 12	£ 12	£ 12	£ 12
Bar (Including Glasses)	£ 22	£ 22	£ 22	£ 22	£ 22	£ 22
John de Bohun Room	**£ 39**	**£ 56**	**£ 42**	**£ 64**	**£ 64**	**£ 98**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Roger Montgomeri Room	**£ 33**	**£ 33**	**£ 35**	**£ 35**	**£ 40**	**£ 40**
Roger Barwick Room	**£ 30**	**£ 30**	**£ 32**	**£ 32**	**£ 36**	**£ 36**

DRAFT

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

Stage Lights - 6 preset colour schemes (VMH)	£	23	per booking
Mobile Staging (for Fashion Shows etc)	£	58	per booking

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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VAT Registered: 946 2052 29

Rustington Parish Council
Council Offices, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB
Tel: 01903 786420 Fax: 01903 788736
E-mail: enquiry@rustingtonpc.org Website: www.rustingtonpc.org

Schedule B

3% Increase

THE WOODLANDS CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall	**£ 64**	**£ 74**	**£ 71**	**£ 89**	**£ 102**	**£ 174**
Kitchen (Including Cutlery)	£ 26	£ 26	£ 26	£ 26	£ 26	£ 26
Kitchen (Teas only)	£ 12	£ 12	£ 12	£ 12	£ 12	£ 12
Bar (Including Glasses)	£ 22	£ 22	£ 22	£ 22	£ 22	£ 22
John de Bohun Room	**£ 47**	**£ 67**	**£ 51**	**£ 76**	**£ 76**	**£ 117**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Roger Montgomeri Room	**£ 39**	**£ 39**	**£ 42**	**£ 42**	**£ 48**	**£ 48**
Roger Barwick Room	**£ 36**	**£ 36**	**£ 38**	**£ 38**	**£ 43**	**£ 43**

DRAFT

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

Stage Lights - 6 preset colour schemes (VMH)	£	23	per booking
Mobile Staging (for Fashion Shows etc)	£	58	per booking

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule C

3% Increase

THE WOODLANDS CENTRE

Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall	**£ 76**	**£ 89**	**£ 86**	**£ 107**	**£ 122**	**£ 209**
Kitchen (Including Cutlery)	£ 26	£ 26	£ 26	£ 26	£ 26	£ 26
Kitchen (Teas only)	£ 12	£ 12	£ 12	£ 12	£ 12	£ 12
Bar (Including Glasses)	£ 22	£ 22	£ 22	£ 22	£ 22	£ 22
John de Bohun Room	**£ 57**	**£ 81**	**£ 61**	**£ 92**	**£ 92**	**£ 141**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Roger Montgomeri Room	**£ 47**	**£ 47**	**£ 50**	**£ 50**	**£ 58**	**£ 58**
Roger Barwick Room	**£ 43**	**£ 43**	**£ 46**	**£ 46**	**£ 52**	**£ 52**

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

Stage Lights - 6 preset colour schemes (VMH)	£	23	per booking
Mobile Staging (for Fashion Shows etc)	£	58	per booking

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATES

Village Memorial Hall	£	472	all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room	£	300	all inclusive (Kitchen, Crockery, Cutlery, Glasses)

CHRISTMAS DAY AND NEW YEAR'S DAY - ALL DAY RATES

Village Memorial Hall	£	944	all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room	£	899	all inclusive (Kitchen, Crockery, Cutlery, Glasses)

NEW YEAR'S EVE (EVENING SESSION ONLY)

Village Memorial Hall	£	485
John de Bohun Room	£	322

QUALITY PARISH COUNCIL

Working for the local Community

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VAT Registered: 946 2052 29

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

DRAFT

Rustington Parish Council
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Schedule A

4% Increase

THE WOODLANDS CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall	**£ 54**	**£ 63**	**£ 60**	**£ 75**	**£ 86**	**£ 147**
Kitchen (Including Cutlery)	£ 26	£ 26	£ 26	£ 26	£ 26	£ 26
Kitchen (Teas only)	£ 12	£ 12	£ 12	£ 12	£ 12	£ 12
Bar (Including Glasses)	£ 22	£ 22	£ 22	£ 22	£ 22	£ 22
John de Bohun Room	**£ 40**	**£ 57**	**£ 43**	**£ 65**	**£ 65**	**£ 99**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Roger Montgomeri Room	**£ 34**	**£ 34**	**£ 36**	**£ 36**	**£ 41**	**£ 41**
Roger Barwick Room	**£ 31**	**£ 31**	**£ 33**	**£ 33**	**£ 37**	**£ 37**

DRAFT

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

Stage Lights - 6 preset colour schemes (VMH)	£	23	per booking
Mobile Staging (for Fashion Shows etc)	£	58	per booking

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule B

4% Increase

THE WOODLANDS CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall	**£ 65**	**£ 75**	**£ 72**	**£ 90**	**£ 103**	**£ 177**
Kitchen (Including Cutlery)	£ 26	£ 26	£ 26	£ 26	£ 26	£ 26
Kitchen (Teas only)	£ 12	£ 12	£ 12	£ 12	£ 12	£ 12
Bar (Including Glasses)	£ 22	£ 22	£ 22	£ 22	£ 22	£ 22
John de Bohun Room	**£ 48**	**£ 68**	**£ 51**	**£ 77**	**£ 77**	**£ 118**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Roger Montgomeri Room	**£ 40**	**£ 40**	**£ 43**	**£ 43**	**£ 49**	**£ 49**
Roger Barwick Room	**£ 37**	**£ 37**	**£ 39**	**£ 39**	**£ 44**	**£ 44**

DRAFT

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

Stage Lights - 6 preset colour schemes (VMH)	£	23	per booking
Mobile Staging (for Fashion Shows etc)	£	58	per booking

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule C

4% Increase

THE WOODLANDS CENTRE

Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall	**£ 77**	**£ 90**	**£ 87**	**£ 108**	**£ 123**	**£ 212**
Kitchen (Including Cutlery)	£ 26	£ 26	£ 26	£ 26	£ 26	£ 26
Kitchen (Teas only)	£ 12	£ 12	£ 12	£ 12	£ 12	£ 12
Bar (Including Glasses)	£ 22	£ 22	£ 22	£ 22	£ 22	£ 22
John de Bohun Room	**£ 58**	**£ 82**	**£ 62**	**£ 93**	**£ 93**	**£ 142**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Roger Montgomeri Room	**£ 48**	**£ 48**	**£ 51**	**£ 51**	**£ 59**	**£ 59**
Roger Barwick Room	**£ 44**	**£ 44**	**£ 47**	**£ 47**	**£ 53**	**£ 53**

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

Stage Lights - 6 preset colour schemes (VMH)	£	23	per booking
Mobile Staging (for Fashion Shows etc)	£	58	per booking

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATES

Village Memorial Hall	£	476	all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room	£	303	all inclusive (Kitchen, Crockery, Cutlery, Glasses)

CHRISTMAS DAY AND NEW YEAR'S DAY - ALL DAY RATES

Village Memorial Hall	£	952	all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room	£	909	all inclusive (Kitchen, Crockery, Cutlery, Glasses)

NEW YEAR'S EVE (EVENING SESSION ONLY)

Village Memorial Hall	£	490
John de Bohun Room	£	325

QUALITY PARISH COUNCIL

Working for the local Community

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VAT Registered: 946 2052 29

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

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Schedule A

5% Increase

THE WOODLANDS CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall	**£ 55**	**£ 64**	**£ 61**	**£ 76**	**£ 87**	**£ 148**
Kitchen (Including Cutlery)	£ 26	£ 26	£ 26	£ 26	£ 26	£ 26
Kitchen (Teas only)	£ 12	£ 12	£ 12	£ 12	£ 12	£ 12
Bar (Including Glasses)	£ 22	£ 22	£ 22	£ 22	£ 22	£ 22
John de Bohun Room	**£ 41**	**£ 58**	**£ 44**	**£ 66**	**£ 66**	**£ 100**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Roger Montgomeri Room	**£ 35**	**£ 35**	**£ 37**	**£ 37**	**£ 42**	**£ 42**
Roger Barwick Room	**£ 32**	**£ 32**	**£ 34**	**£ 34**	**£ 38**	**£ 38**

DRAFT

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

Stage Lights - 6 preset colour schemes (VMH)	£	23	per booking
Mobile Staging (for Fashion Shows etc)	£	59	per booking

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule B

5% Increase

THE WOODLANDS CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall	**£ 65**	**£ 76**	**£ 73**	**£ 91**	**£ 104**	**£ 178**
Kitchen (Including Cutlery)	£ 26	£ 26	£ 26	£ 26	£ 26	£ 26
Kitchen (Teas only)	£ 12	£ 12	£ 12	£ 12	£ 12	£ 12
Bar (Including Glasses)	£ 22	£ 22	£ 22	£ 22	£ 22	£ 22
John de Bohun Room	**£ 49**	**£ 69**	**£ 52**	**£ 79**	**£ 79**	**£ 119**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Roger Montgomeri Room	**£ 41**	**£ 41**	**£ 44**	**£ 44**	**£ 50**	**£ 50**
Roger Barwick Room	**£ 38**	**£ 38**	**£ 40**	**£ 40**	**£ 45**	**£ 45**

DRAFT

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

Stage Lights - 6 preset colour schemes (VMH)	£	23	per booking
Mobile Staging (for Fashion Shows etc)	£	59	per booking

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule C

5% Increase

THE WOODLANDS CENTRE

Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall	**£ 78**	**£ 91**	**£ 87**	**£ 109**	**£ 125**	**£ 213**
Kitchen (Including Cutlery)	£ 26	£ 26	£ 26	£ 26	£ 26	£ 26
Kitchen (Teas only)	£ 12	£ 12	£ 12	£ 12	£ 12	£ 12
Bar (Including Glasses)	£ 22	£ 22	£ 22	£ 22	£ 22	£ 22
John de Bohun Room	**£ 58**	**£ 83**	**£ 63**	**£ 94**	**£ 94**	**£ 143**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Roger Montgomeri Room	**£ 50**	**£ 50**	**£ 53**	**£ 53**	**£ 60**	**£ 60**
Roger Barwick Room	**£ 45**	**£ 45**	**£ 48**	**£ 48**	**£ 54**	**£ 54**

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

Stage Lights - 6 preset colour schemes (VMH)	£	23	per booking
Mobile Staging (for Fashion Shows etc)	£	59	per booking

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATES

Village Memorial Hall	£	481	all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room	£	307	all inclusive (Kitchen, Crockery, Cutlery, Glasses)

CHRISTMAS DAY AND NEW YEAR'S DAY - ALL DAY RATES

Village Memorial Hall	£	961	all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room	£	920	all inclusive (Kitchen, Crockery, Cutlery, Glasses)

NEW YEAR'S EVE (EVENING SESSION ONLY)

Village Memorial Hall	£	494
John de Bohun Room	£	329

QUALITY PARISH COUNCIL

Working for the local Community

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VAT Registered: 946 2052 29

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

DRAFT

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Schedule A

4% Increase

THE WOODLANDS CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall (including Kitchen)	**£ 54**	**£ 63**	**£ 60**	**£ 75**	**£ 86**	**£ 147**
Bar (Including Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
John de Bohun Room (including Kitchen)	**£ 40**	**£ 57**	**£ 43**	**£ 65**	**£ 65**	**£ 99**
Roger Montgomeri Room	**£ 34**	**£ 34**	**£ 36**	**£ 36**	**£ 41**	**£ 41**
Roger Barwick Room	**£ 31**	**£ 31**	**£ 33**	**£ 33**	**£ 37**	**£ 37**

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

Stage Lights - 6 preset colour schemes (VMH)	£ 23	per booking
Mobile Staging (for Fashion Shows etc)	£ 58	per booking

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule B

4% Increase

THE WOODLANDS CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall (including Kitchen)	**£ 65**	**£ 75**	**£ 72**	**£ 90**	**£ 103**	**£ 176**
Bar (Including Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
John de Bohun Room (including Kitchen)	**£ 48**	**£ 68**	**£ 51**	**£ 77**	**£ 77**	**£ 118**
Roger Montgomeri Room	**£ 40**	**£ 40**	**£ 43**	**£ 43**	**£ 49**	**£ 49**
Roger Barwick Room	**£ 37**	**£ 37**	**£ 39**	**£ 39**	**£ 44**	**£ 44**

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

Stage Lights - 6 preset colour schemes (VMH) £ 23 per booking
Mobile Staging (for Fashion Shows etc) £ 58 per booking

A returnable deposit is payable when booking is made:-

£ 50 General bookings
£ 100 Teenage/Young Adult Functions
£ 200 Special/Celebratory Events
£ 300 Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule C

4% Increase

THE WOODLANDS CENTRE

Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall (including Kitchen)	**£ 77**	**£ 90**	**£ 87**	**£ 108**	**£ 123**	**£ 211**
Bar (Including Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
John de Bohun Room (including Kitchen)	**£ 58**	**£ 82**	**£ 62**	**£ 93**	**£ 93**	**£ 142**
Roger Montgomeri Room	**£ 48**	**£ 48**	**£ 51**	**£ 51**	**£ 59**	**£ 59**
Roger Barwick Room	**£ 44**	**£ 44**	**£ 47**	**£ 47**	**£ 53**	**£ 53**

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

Stage Lights - 6 preset colour schemes (VMH) £ 23 per booking
Mobile Staging (for Fashion Shows etc) £ 58 per booking

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATES

Village Memorial Hall £ 405 all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room £ 253 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

CHRISTMAS DAY AND NEW YEAR'S DAY - ALL DAY RATES

Village Memorial Hall £ 810 all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room £ 760 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

NEW YEAR'S EVE (EVENING SESSION ONLY)

Village Memorial Hall £ 423
John de Bohun Room £ 284

QUALITY PARISH COUNCIL

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A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule A

5% Increase

THE WOODLANDS CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall (including Kitchen)	**£ 55**	**£ 64**	**£ 61**	**£ 76**	**£ 87**	**£ 148**
Bar (Including Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
John de Bohun Room (including Kitchen)	**£ 41**	**£ 58**	**£ 44**	**£ 66**	**£ 66**	**£ 100**
Roger Montgomeri Room	**£ 35**	**£ 35**	**£ 37**	**£ 37**	**£ 42**	**£ 42**
Roger Barwick Room	**£ 32**	**£ 32**	**£ 33**	**£ 33**	**£ 38**	**£ 38**

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

Stage Lights - 6 preset colour schemes (VMH) £ 23 per booking
Mobile Staging (for Fashion Shows etc) £ 58 per booking

A returnable deposit is payable when booking is made:-

£ 50 General bookings
£ 100 Teenage/Young Adult Functions
£ 200 Special/Celebratory Events
£ 300 Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

Rustington Parish Council operates an open file policy. Any correspondence with the Council may become public.
For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.
VAT Registered: 946 2052 29

Rustington Parish Council
Council Offices, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB
Tel: 01903 786420 Fax: 01903 788736
E-mail: enquiry@rustingtonpc.org Website: www.rustingtonpc.org

Schedule B

5% Increase

THE WOODLANDS CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall (including Kitchen)	**£ 66**	**£ 76**	**£ 73**	**£ 91**	**£ 104**	**£ 178**
Bar (Including Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
John de Bohun Room (including Kitchen)	**£ 49**	**£ 69**	**£ 52**	**£ 79**	**£ 79**	**£ 119**
Roger Montgomeri Room	**£ 41**	**£ 41**	**£ 44**	**£ 44**	**£ 50**	**£ 50**
Roger Barwick Room	**£ 38**	**£ 38**	**£ 40**	**£ 40**	**£ 45**	**£ 45**

DRAFT

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

Stage Lights - 6 preset colour schemes (VMH)	£	23	per booking
Mobile Staging (for Fashion Shows etc)	£	58	per booking

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule C

5% Increase

THE WOODLANDS CENTRE

Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall (including Kitchen)	**£ 79**	**£ 91**	**£ 88**	**£ 109**	**£ 125**	**£ 213**
Bar (Including Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
John de Bohun Room (including Kitchen)	**£ 59**	**£ 83**	**£ 63**	**£ 94**	**£ 94**	**£ 143**
Roger Montgomeri Room	**£ 50**	**£ 50**	**£ 53**	**£ 53**	**£ 60**	**£ 60**
Roger Barwick Room	**£ 45**	**£ 45**	**£ 48**	**£ 48**	**£ 54**	**£ 54**

All prices are inclusive of VAT

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

Stage Lights - 6 preset colour schemes (VMH) £ 23 per booking
Mobile Staging (for Fashion Shows etc) £ 58 per booking

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATES

Village Memorial Hall £ 409 all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room £ 256 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

CHRISTMAS DAY AND NEW YEAR'S DAY - ALL DAY RATES

Village Memorial Hall £ 818 all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room £ 769 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

NEW YEAR'S EVE (EVENING SESSION ONLY)

Village Memorial Hall £ 427
John de Bohun Room £ 287

QUALITY PARISH COUNCIL

Working for the local Community

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For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.

VAT Registered: 946 2052 29

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

DRAFT

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Tel: 01903 786420 Fax: 01903 788736
E-mail: enquiry@rustingtonpc.org Website: www.rustingtonpc.org

Schedule A

SAMUEL WICKENS CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2026

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Community Hall (including Kitchen)	**£ 44**	**£ 61**	**£ 47**	**£ 68**	**£ 68**	**£ 101**

*** PREMISES TO BE VACATED BY 11.30 PM**

This Facility also offers the use of the garden area

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Oct-25

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Schedule B

SAMUEL WICKENS CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2026

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Community Hall (including Kitchen)	**£ 53**	**£ 73**	**£ 57**	**£ 82**	**£ 82**	**£ 121**

*** PREMISES TO BE VACATED BY 11.30 PM**

This Facility also offers the use of the garden area

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Oct-25

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Schedule C

SAMUEL WICKENS CENTRE

Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2026

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Community Hall (including Kitchen)	**£ 64**	**£ 88**	**£ 68**	**£ 98**	**£ 98**	**£ 145**

*** PREMISES TO BE VACATED BY 11.30 PM**

This Facility also offers the use of the garden area

SPECIAL ALL DAY RATE (SUNDAY TO FRIDAY)

Community Hall (including Kitchen) £ 184 all inclusive

SPECIAL ALL DAY RATE (SATURDAY)

Community Hall (including Kitchen) £ 265 all inclusive

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Oct-25

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Schedule A

3% Increase

SAMUEL WICKENS CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Community Hall (including Kitchen)	**£ 46**	**£ 63**	**£ 49**	**£ 70**	**£ 70**	**£ 104**

*** PREMISES TO BE VACATED BY 11.30 PM**

This Facility also offers the use of the garden area

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule B

3% Increase

SAMUEL WICKENS CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Community Hall (including Kitchen)	**£ 55**	**£ 75**	**£ 59**	**£ 84**	**£ 84**	**£ 125**

*** PREMISES TO BE VACATED BY 11.30 PM**

This Facility also offers the use of the garden area

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule C

3% Increase

SAMUEL WICKENS CENTRE

Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Community Hall (including Kitchen)	**£ 66**	**£ 90**	**£ 70**	**£ 101**	**£ 101**	**£ 150**

*** PREMISES TO BE VACATED BY 11.30 PM**

This Facility also offers the use of the garden area

SPECIAL ALL DAY RATE (SUNDAY TO FRIDAY)

Community Hall (including Kitchen) £ 189 all inclusive

SPECIAL ALL DAY RATE (SATURDAY)

Community Hall (including Kitchen) £ 273 all inclusive

DRAFT

A returnable deposit is payable when booking is made:-

£ 50 General bookings
£ 100 Teenage/Young Adult Functions
£ 200 Special/Celebratory Events
£ 300 Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule A

4% Increase

SAMUEL WICKENS CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Community Hall (including Kitchen)	**£ 47**	**£ 64**	**£ 50**	**£ 71**	**£ 71**	**£ 105**

*** PREMISES TO BE VACATED BY 11.30 PM**

This Facility also offers the use of the garden area

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule B

4% Increase

SAMUEL WICKENS CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Community Hall (including Kitchen)	**£ 56**	**£ 76**	**£ 60**	**£ 85**	**£ 85**	**£ 126**

*** PREMISES TO BE VACATED BY 11.30 PM**

This Facility also offers the use of the garden area

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule C

4% Increase

SAMUEL WICKENS CENTRE

Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Community Hall (including Kitchen)	**£ 67**	**£ 91**	**£ 71**	**£ 102**	**£ 102**	**£ 151**

*** PREMISES TO BE VACATED BY 11.30 PM**

This Facility also offers the use of the garden area

SPECIAL ALL DAY RATE (SUNDAY TO FRIDAY)

Community Hall (including Kitchen) £ 192 all inclusive

SPECIAL ALL DAY RATE (SATURDAY)

Community Hall (including Kitchen) £ 276 all inclusive

DRAFT

A returnable deposit is payable when booking is made:-

£ 50 General bookings
£ 100 Teenage/Young Adult Functions
£ 200 Special/Celebratory Events
£ 300 Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule A

RUSTINGTON YOUTH CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2026

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall	**£ 38**	**£ 55**	**£ 41**	**£ 62**	**£ 62**	**£ 95**
Kitchen (Including Cutlery & Glasses)	£ 20	£ 20	£ 20	£ 20	£ 20	£ 20
Kitchen (Teas only)	£ 8	£ 8	£ 8	£ 8	£ 8	£ 8
Norfolk Lounge	**£ 32**	**£ 32**	**£ 34**	**£ 34**	**£ 39**	**£ 39**

*** PREMISES TO BE VACATED BY 11.30 PM**

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Oct-25

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Schedule B

RUSTINGTON YOUTH CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2026

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall	**£ 46**	**£ 66**	**£ 49**	**£ 74**	**£ 74**	**£ 114**
Kitchen (Including Cutlery & Glasses)	£ 20	**£ 20**	£ 20	**£ 20**	£ 20	**£ 20**
Kitchen (Teas only)	£ 8	**£ 8**	£ 8	**£ 8**	£ 8	**£ 8**
Norfolk Lounge	**£ 38**	**£ 38**	**£ 41**	**£ 41**	**£ 47**	**£ 47**

*** PREMISES TO BE VACATED BY 11.30 PM**

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Oct-25

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Schedule C

RUSTINGTON YOUTH CENTRE

Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2026

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall	**£ 55**	**£ 79**	**£ 59**	**£ 89**	**£ 89**	**£ 136**
Kitchen (Including Cutlery & Glasses)	£ 20	£ 20	£ 20	£ 20	£ 20	£ 20
Kitchen (Teas only)	£ 8	£ 8	£ 8	£ 8	£ 8	£ 8
Norfolk Lounge	**£ 46**	**£ 46**	**£ 50**	**£ 50**	**£ 57**	**£ 57**

*** PREMISES TO BE VACATED BY 11.30 PM**

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATE

Kilhams Hall £ 255 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

CHRISTMAS DAY AND NEW YEAR'S DAY - ALL DAY RATES

Kilhams Hall £ 764 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

NEW YEAR'S EVE (EVENING SESSION ONLY)

Kilhams Hall £ 313

A returnable deposit is payable when booking is made:-

£ 50 General bookings
£ 100 Teenage/Young Adult Functions
£ 200 Special/Celebratory Events
£ 300 Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

QUALITY PARISH COUNCIL
Working for the local Community
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Schedule A

3% Increase

RUSTINGTON YOUTH CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall	**£ 39**	**£ 56**	**£ 42**	**£ 64**	**£ 64**	**£ 98**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Norfolk Lounge	**£ 33**	**£ 33**	**£ 35**	**£ 35**	**£ 40**	**£ 40**

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule B

3% Increase

RUSTINGTON YOUTH CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall	**£ 47**	**£ 68**	**£ 51**	**£ 76**	**£ 76**	**£ 117**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Norfolk Lounge	**£ 39**	**£ 39**	**£ 42**	**£ 42**	**£ 48**	**£ 48**

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule C

3% Increase

RUSTINGTON YOUTH CENTRE

Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall	**£ 57**	**£ 81**	**£ 61**	**£ 92**	**£ 92**	**£ 141**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Norfolk Lounge	**£ 47**	**£ 47**	**£ 50**	**£ 50**	**£ 58**	**£ 58**

*** PREMISES TO BE VACATED BY 11.30 PM**

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATE

Kilhams Hall £ 300 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

CHRISTMAS DAY AND NEW YEAR'S DAY - ALL DAY RATES

Kilhams Hall £ 899 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

NEW YEAR'S EVE (EVENING SESSION ONLY)

Kilhams Hall £ 322

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

DRAFT

QUALITY PARISH COUNCIL

Working for the local Community

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For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.

VAT Registered: 946 2052 29

Rustington Parish Council
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Tel: 01903 786420 Fax: 01903 788736
E-mail: enquiry@rustingtonpc.org Website: www.rustingtonpc.org

Schedule A

4% Increase

RUSTINGTON YOUTH CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall	**£ 40**	**£ 57**	**£ 43**	**£ 65**	**£ 65**	**£ 99**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Norfolk Lounge	**£ 34**	**£ 34**	**£ 36**	**£ 36**	**£ 41**	**£ 41**

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule B

4% Increase

RUSTINGTON YOUTH CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall	**£ 48**	**£ 69**	**£ 51**	**£ 77**	**£ 77**	**£ 118**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Norfolk Lounge	**£ 40**	**£ 40**	**£ 43**	**£ 43**	**£ 49**	**£ 49**

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
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Schedule C

4% Increase

RUSTINGTON YOUTH CENTRE

Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall	**£ 58**	**£ 82**	**£ 62**	**£ 93**	**£ 93**	**£ 142**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Norfolk Lounge	**£ 48**	**£ 48**	**£ 52**	**£ 52**	**£ 59**	**£ 59**

*** PREMISES TO BE VACATED BY 11.30 PM**

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATE

Kilhams Hall £ 303 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

CHRISTMAS DAY AND NEW YEAR'S DAY - ALL DAY RATES

Kilhams Hall £ 910 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

NEW YEAR'S EVE (EVENING SESSION ONLY)

Kilhams Hall £ 325

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

DRAFT

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Schedule A

5% Increase

RUSTINGTON YOUTH CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall	**£ 41**	**£ 58**	**£ 44**	**£ 66**	**£ 66**	**£ 100**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Norfolk Lounge	**£ 35**	**£ 35**	**£ 37**	**£ 37**	**£ 42**	**£ 42**

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

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Schedule B

5% Increase

RUSTINGTON YOUTH CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall	**£ 49**	**£ 69**	**£ 52**	**£ 79**	**£ 79**	**£ 119**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Norfolk Lounge	**£ 41**	**£ 41**	**£ 44**	**£ 44**	**£ 50**	**£ 50**

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

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Schedule C

5% Increase

RUSTINGTON YOUTH CENTRE

Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall	**£ 58**	**£ 83**	**£ 63**	**£ 94**	**£ 94**	**£ 143**
Kitchen (Including Cutlery & Glasses)	£ 21	£ 21	£ 21	£ 21	£ 21	£ 21
Kitchen (Teas only)	£ 9	£ 9	£ 9	£ 9	£ 9	£ 9
Norfolk Lounge	**£ 50**	**£ 50**	**£ 53**	**£ 53**	**£ 60**	**£ 60**

*** PREMISES TO BE VACATED BY 11.30 PM**

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATE

Kilhams Hall £ 307 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

CHRISTMAS DAY AND NEW YEAR'S DAY - ALL DAY RATES

Kilhams Hall £ 920 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

NEW YEAR'S EVE (EVENING SESSION ONLY)

Kilhams Hall £ 329

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

DRAFT

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Schedule A

4% Increase

RUSTINGTON YOUTH CENTRE

Voluntary, Local Groups, Local Charities, Non Commercial Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall (Including Kitchen)	£ 40	£ 57	£ 43	£ 65	£ 65	£ 99
Norfolk Lounge	£ 34	£ 34	£ 36	£ 36	£ 41	£ 41

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule B

4% Increase

RUSTINGTON YOUTH CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2024

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall (Including Kitchen)	£ 48	£ 68	£ 52	£ 77	£ 77	£ 118
Norfolk Lounge	£ 40	£ 40	£ 43	£ 43	£ 49	£ 49

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

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4% Increase

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	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall (Including Kitchen)	£ 58	£ 82	£ 62	£ 93	£ 93	£ 142
Norfolk Lounge	£ 48	£ 48	£ 52	£ 52	£ 59	£ 59

*** PREMISES TO BE VACATED BY 11.30 PM**

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATE

Kilhams Hall £ 253 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

CHRISTMAS DAY AND NEW YEAR'S DAY - ALL DAY RATES

Kilhams Hall £ 760 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

NEW YEAR'S EVE (EVENING SESSION ONLY)

Kilhams Hall £ 284

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

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Schedule A

5% Increase

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	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall (Including Kitchen)	£ 41	£ 58	£ 44	£ 66	£ 66	£ 100
Norfolk Lounge	£ 35	£ 35	£ 37	£ 37	£ 42	£ 42

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

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Schedule B

5% Increase

RUSTINGTON YOUTH CENTRE

Public Sector, Local Commercial Arts, Sports Groups Charges and Children's Parties (Under 13s) with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall (Including Kitchen)	£ 49	£ 69	£ 53	£ 79	£ 79	£ 119
Norfolk Lounge	£ 41	£ 41	£ 44	£ 44	£ 50	£ 50

*** PREMISES TO BE VACATED BY 11.30 PM**

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

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Schedule C

5% Increase

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Commercial, All Parties and Celebratory Events (Over 12's) Charges with effect from 1 April 2027

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall (Including Kitchen)	**£ 59**	**£ 83**	**£ 63**	**£ 94**	**£ 94**	**£ 143**
Norfolk Lounge	**£ 50**	**£ 50**	**£ 53**	**£ 53**	**£ 60**	**£ 60**

*** PREMISES TO BE VACATED BY 11.30 PM**

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATE

Kilhams Hall (including Kitchen) £ 256

CHRISTMAS DAY AND NEW YEAR'S DAY - ALL DAY RATES

Kilhams Hall (including Kitchen) £ 769

NEW YEAR'S EVE (EVENING SESSION ONLY)

Kilhams Hall £ 287

DRAFT

A returnable deposit is payable when booking is made:-

£	50	General bookings
£	100	Teenage/Young Adult Functions
£	200	Special/Celebratory Events
£	300	Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

Nov-26

Museum Report – Leisure & Amenities Committee – October 2026

Documentation

I have continued to work on Modes records, tiding errors and adding photographs of the objects to the records as this helps with identification when looking for the items and considering them for display. Recently this has been largely items from the filing cabinet which was in the Woodlands Museum Store which is not being kept as part of the store move. This filing cabinet has been emptied, the accessioned items gone through, scanned, records tidied and items stored appropriately.

The number of records stands at 4,884. This has increased by about 100 from the last report as some records had multiple items included, these items have now been individually recorded.

Collection Care and Storage

We have completed the main Collection move from the Woodlands Centre.

The Collection will temporarily be housed at an external local storage facility for the duration of the Woodlands Centre refurbishment.

With the help of Rosie and Jim, we were able to complete the actual physical move in two days.

Acquisitions

No new items have been received since the last report.

Social Media

The website and social media continue to be reviewed. We have explored doing some short clips of the family crafts to prompt the events and this has been received well.

The Museum Facebook page continues to grow, from 848 (last Report) to 864 followers.

Events

Talks have been going well.

Date	No of attendees	Talk Title
21st January	10	Duncan Jay- The Musings of a Misunderstood Man
25th February	37	Dr Janet Pennington- English Inn Signs
18th March	31	Holly Parsons- Suffrage in Surrey and beyond
15th April	24	David Slade- The Raid on Zeebrugge, St George's Day 1918
20th May	60	Dominic Grier and Richard Amey- Rustington's Sir Hubert Parry - His Music, Life and Times
17th June	24	Sussex Wildlife Trust- This year's photograph competition
15th July	17	Lisa Frank- St Swithin's Day (Folklore)

19th August	25	Beth Gisbey- Seaside tourism in the Victorian and Edwardian period
16th September	40	Guy Blythman- Sussex Windmills
21st October	26	Commonwealth War Graves Commission- An Introduction to the History & Work of the Commonwealth War Graves Commission
17th November		Gary Baines- Shoreham Fort
2nd December		The Magic of Pantomime

Managers Update

It has been a busy time.

Beth and I have visited Shoreham Fort in advance of the forthcoming exhibition, and I attended the Sussex Museums Group meeting, at Amberley Museum, with the session being focused on volunteer engagement.

Beth arranged a visit from Terry Summers, who last year further donated a large collection of Old Cottage Dolls and co-authored the book "A Collector's Guide to Old Cottage Toys the dolls of Margaret & Susi Fleischmann". Beth conducted an oral history interview with Mr Summers regarding his collection and interest in the Rustington based firm "Old Cottage Toys". It is intended that this interview will be incorporated within the Old Cottage Doll Exhibition which is planned for February next year.

The relocation of items from the current Museum Store into temporary storage has been very time consuming but also a great opportunity for the team to familiarise themselves with the wider Collection.

Visitor figures

January 2026	124	January 2025	93
February 2026	246	February 2025	177
March 2026	93	March 2025	77
April 2026	202	April 2025	172
May 2026	194	May 2025	220
June 2026	100	June 2025	152
July 2026	103	July 2025	284
August 2026	287	August 2025	215
September 2026	154	September 2025	129
October 2026	183	October 2025	145
November 2026		November 2025	137
December 2026		December 2025	116

Families

Summer crafts went well, we ran a session each Wednesday with a variety of three activities, including making windmills, drawing self-portraits and creating pool scenes.

All these were designed to reflect our temporary exhibitions or the time of year. Numbers were consistent with about 10 children coming each week. This was a nice number and enabled us to engage more proactively with the visitors. We recognised several participants who have come to previous family events but also had some new faces, including one mother and two children who had come from Shoreham, so it feels like we are starting to attract families from further afield. The sessions were jointly marketed alongside holiday activities taking place at the Woodlands Recreation Ground which helped to increase reach.

October Half Term Crafts went well, we had 26 children come and visit who did a mixture of Halloween crafts making spooky houses, monsters and wooden decorations. Feedback from parents was positive.

We have also planned a Christmas event for Saturday 12 December to coincide with the Littlehampton Lions grotto in the Samuel Wickens community hall. The theme of the event will be nutcrackers and children will have the opportunity to make themed decorations.

Children's resources in the gallery have been coming along nicely. We have added to the dressing up with a Henry VIII costume, previously seen adorning the Council's scarecrow entry! I have put some of the Peter Pan toys, that were utilised for the exhibition, in the final play basket so they are all full now and there is quite a variety of easily accessed resources for younger children to engage with when visiting the Museum.

I attended a webinar on Neurodivergence in Museums and as a result purchased some kids ear defenders, magnifying glasses and visual overlays. These were recommended as things that can increase engagement for children, and they are located within the gallery for visitors to use.

The session also spoke about the importance of having a pre-visit guide to the museum and a sensory map, so people know what to expect. I intend to start drafting these over the coming weeks.

Exhibitions

The Northbrook College exhibition received a good response from those visitors who saw it, but visitor figures were unfortunately low. The Museum has accommodated Northbrook College for the past two summers and therefore we have decided to rest its inclusion in the Exhibition Programme for at least one year.

As an alternative we are planning to hire in an exhibition from the same company that supplied the "Chocolate Exhibition in 2025. It is hoped that a more family orientated theme e.g. dinosaurs, will attract a wider audience over the school holidays. The inclusion of a "ready to go" exhibition will also enable the team to focus on and allocate

the required time to the anticipated return of the Collection from external storage facility to the new store at the Woodlands Centre in late Spring.

Richard Marshall, a local artist, held a month-long exhibition in October. This exhibition required input from Beth and I in terms of the physical hanging of the paintings.

Shoreham Fort came and installed their exhibition. They are experienced in exhibition set up and their experience was most welcome; they were mindful of exhibition gallery limits and got on with installing with limited input and support from us.

Exhibition Programme

Monday 25th January – End of April	From Rustington to Neverland. Curated by Museum.
May – June	Sussex Wildlife Trust - Underwater Photography Competition
July – September	Northbrook College
October	Richard Marshall, (local artist)
November- January 2027	Shoreham Fort

Shop

Following approval by the Leisure and Amenities Committee in August, I have let Chris Hare know that we will take his book, "Sussex History" for the museum shop but have since had no response. Beth has taken the copy he left with us to read so when it is available she can write a book review for the website and social media as a way of prompting sales.

We have taken copies of both Shoreham Fort and Littlehampton Fort books on sale or return, for the duration of the Shoreham Fort exhibition.

Work by Volunteers

Janet has continued to work on photographing the Collection so we can get more images on Modes which helps with object identification and planning.

Ella has been a great addition to the museum volunteer team, accessioning objects on to a spreadsheet to get put into Modes and has also assisted in wrapping paintings for storage.

Holly Parsons
Museum Manager
5th November 2026

Agenda Item: 16

RUSTINGTON PARISH COUNCIL

Leisure and Amenities Committee - 16 November 2026

Report of the Gardens Competition Working Party Meeting held on 26 October 2026

Present: Councillors Mrs A Cooper, A Cooper and G Lee
Mrs C Ward (Clerk), Ms R Costan (Deputy Clerk) and Mrs E Lamb (PA to Clerk)

Apologies: Councillor J Street

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1. In accordance with the decision made at the Meeting of the Committee held on 3 August 2026 (Minute 49/26 refers), the appointed Working Party met on 26 October 2026 to review the established format of the Gardens Competition in advance of the 2027 Competition.

2. The Working Party considered detailed information on the current administrative process from start to finish, produced by Mrs Lamb, who was responsible for all matters associated with the Gardens Competition. A copy of this information is attached to this Report.

3. Following a detailed discussion, the Working Party is making the following Recommendations in respect of a revised format for the 2027 Gardens Competition:-

   (i) The Competition should consist of three categories only:-

   Category 1 - Window boxes, balconies, patio tubs etc. (residential)*
   Category 2 - Front Gardens of any size (incl. paved Gardens with Patio Tubs (residential)*
   Category 3 - Community Gardens and Features

   (*All entries to be clearly visible from the road)

   (ii) Entries should be invited from members of the public, with nomination forms being available from local shops, the Parish Council Offices, the Samuel Wickens Centre and the Council's Website

   (iii) The Judging Panel to comprise of three individuals namely the Chairman and Vice-Chairman of the Parish Council and a representative from Ferring Nurseries

   (iv) The prizes should be:-

Category 1 Winner	£100.00 plus The Brand Trophy
Category 1 Runner Up	£ 50.00
Category 2 Winner	£100.00 plus The Championship Cup
Category 2 Runner Up	£ 50.00
Category 3 Winner	£100.00 plus The Rustington Resident's Association Trophy
Category 3 Runner Up	£ 50.00

In addition, each prize winner to receive a small memento for retention

(v) All Nominators to be entered into a Prize Draw for a £50.00 Gift Voucher

(vi) The closing date for nominations to be set as 25 June 2027, with the judging taking place during week commencing 5 July 2027 (subject to the availability of judges)

(vii) Trophies to be awarded on an annual basis and returned each year to the Council for the next Competition. The Presentations of all of the Awards to be made at the Reception following the Annual Civic Thanksgiving Service

(viii) Each Member of the Council to nominate an entry for the Competition, to ensure a good response in respect of nominations received

(ix) All nominated entries received to be notified that their gardens have been entered into the Competition, together with details of the Judging Date

4. The Committee's views are requested.

4 November 2026

Clerk of the Council

Gardens Competition

March

L&A Committee consider arrangements for the Competition (2025 Minute attached)

Letter/email sent to 3 Schools advising of the forthcoming Competition, including details of the closing date, judging date and date of the Award Presentations (example letter attached)

April

Contact the usual four participating Village shops to seek agreement from them to display an initial advertising Poster in their shop windows from May, and also a second advertising Poster together with a supply of Nomination Forms in June

May

Design and distribute initial advertising Poster (example Poster attached) to the participating Village shops, Village Noticeboards, Hirers of The Woodlands Centre, Councillors, Residents Associations, and advertise on website/social media

Remind Judges (Chairman and Vice-Chairman) of the Judging date as agreed by L&A Committee

Contact Jo at Ferring Nurseries to determine if she is willing to Judge and advise her of the Judging date

June/July

Design and distribute further advertising Poster, together with Nominations Forms where applicable (example Poster and Nomination Form attached) to the participating Village shops, Village Noticeboards, Hirers of The Woodlands Centre, Councillors, Resident's Associations, and advertise on website/social media

Collate Nomination Forms and advise Nominees that they have been nominated (if applicable)

Prepare and circulate the suggested Judging Route and Marking Sheets to the Judges (example Marking Sheet attached)

Collate the Judge's Marking Sheets to determine the Winners and Runners-Up in each Class

Advisory letters sent to Winners and Runners-Up

Press Release issued (including circulating to all Members and uploading results to website/social media)

Letters sent to previous year's Winners to request the return of Cups/Trophies

August

Engrave Cups/Trophies and choose Mementos

Invitation to the Annual Civic Thanksgiving Service and Presentation Reception sent to all Winners and Runners-Up

Additional Information

Schools' Participation

2009	All 3 Schools participated	2018-2020	GGCPS & Summerlea CPS
2010-2012	GGCPS only	2021	No participation due to Covid
2013-2016	GGCPS & Summerlea CPS	2022-2023	GGCPS & Summerlea CPS
2017	GGCPS only	2024	GGCPS & Rustington CPS

2024 - Schools advised that, based on the content of that year's entries, the 2025 Competition would have a new judging criteria (letter attached).

2025 - All 3 Schools declined to enter the 2025 Competition and the Schools' Class was withdrawn for the foreseeable future.

Nominations 2026, 2025 & 2024

2026 20 Nominations across 5 Classes (17 actual plus 3 previous Winners/Runners Up carried forward):-

Class 1 - 3
Class 2 - 2
Class 3 - 11
Class 4 - 1
Class 6 - 3

2025 21 Nominations across 5 Classes (16 actual plus 5 previous Winners/Runners Up carried forward):-

Class 1 - 4
Class 2 - 1
Class 3 - 13
Class 4 - 1
Class 6 - 2

2024 17 Nominations across 6 Classes (13 actual plus 4 previous Winners/Runners Up carried forward):-

Class 1 - 2
Class 2 - 1
Class 3 - 9
Class 4 - 1
Class 5 - 2
Class 6 - 2

With effect from 2015 the Nomination Form ceased to be included with the Quarterly Newsletter.

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 3 March 2025

10/25 2025 GARDENS COMPETITION

The Committee considered arrangements for the 2025 Gardens' Competition and RECOMMENDED that:-

(i) The Competition should be divided into six Classes:-

Class 1 - Window boxes, balconies, patio tubs etc. (residential)*
Class 2 - Window boxes, balconies, patio tubs etc. (commercial)*
Class 3 - Front Gardens of any size (including paved Gardens with Patio Tubs) (residential)*
Class 4 - Front Gardens of any size (commercial)*
*(All entries to be clearly visible from the road)
Class 5 - Schools' Competition
Class 6 - Community Gardens

(ii) Entries should be invited from members of the public, with nomination forms being available from local shops, the Parish Council Offices, the Samuel Wickens Centre, plus the Council's Website and Facebook Page

(iii) It is anticipated that the Judging Panel would, as in 2024, comprise of three individuals namely the Chairman and Vice-Chairman of the Parish Council and a representative from Ferring Nurseries

(iv) The prizes should be:-

Class 1 Winner	£ 50.00 plus The Brand Trophy
Class 1 Runner Up	£ 25.00
Class 2 Winner	£ 50.00 plus The Taylor Trophy
Class 2 Runner Up	£ 25.00
Class 3 Winner	£100.00 plus The Championship Cup
Class 3 Runner Up	£ 25.00
Class 4 Winner	£ 50.00 plus The Menage Trophy
Class 4 Runner Up	£ 25.00
Class 5 Winner	£ 50.00 plus The Michael Harwood Cup
Class 5 Runner Up	£ 25.00
Class 6 Winner	£ 50.00 plus The Rustington Resident's Association Trophy
Class 6 Runner Up	£ 25.00

In addition, each prize winner to receive a small shield for retention

(v) The closing date for nominations to be set as 27 June 2025, with the judging taking place during week commencing 7 July 2025 (subject to the availability of judges)

(vi) The Cups and Trophies to be awarded on an annual basis and returned each year to the Council for the next Competition. The Presentations of the Awards to be made at the Reception following the Annual Civic Thanksgiving Service, in the Autumn.

The Deputy Clerk confirmed the necessary arrangements for notices to be placed in the participating shops, advertising the fact that a Gardens' Competition would be being held later in the year to encourage participation had been completed in February.

The Committee further RECOMMENDED that each Member of the Council be again asked to nominate an entry for the 2025 Competition, to ensure a good response in respect of nominations received.

Mrs H Morris - Headteacher
Summerlea Community Primary School
Windsor Drive
Rustington
West Sussex
BN16 3SW

Our ref: CW/EL/NR/LAA/19
Date: 1 March 2019

Dear Mrs Morris

RE: ANNUAL GARDENS COMPETITION 2019

As I know you are aware, my Council organises a Gardens Competition every year which includes a "Schools" Category, to give the three local primary Schools an opportunity to enter their Grounds into the Competition. The closing date for entries this year is 12 July 2019 and the judging will take place during week commencing 22 July 2019.

The winner of the Schools Class will receive a cash prize of £50.00 plus The Michael Harwood Cup to hold for one year, together with a small engraved shield to keep as a memento and the Runner-Up will receive £25.00 plus a small engraved shield.

The Presentations of the Awards will be made at the Reception following the Annual Civic Thanksgiving Service on Sunday 8 September 2019.

I have enclosed a copy of a Notice advertising the fact that a Gardens' Competition will be held later in the year to encourage participation, and would advise you that further details will be forwarded to you in May.

Thanking you in anticipation of your positive consideration and I look forward to receiving your entry at the appropriate time.

Yours sincerely

Mrs Carole Ward
Clerk of the Council

Enc.

Rustington Parish Council

GARDENS COMPETITION

JULY 2026

Now is the time to start thinking about this year's GARDENS COMPETITION which is divided into the following classes:

Window Boxes, Balconies, Patio Tubs, etc. (Residential) *

Window Boxes, Balconies, Patio Tubs, etc. (Commercial) *

Front Gardens of any Size - including Paved Gardens with Patio Tubs (Residential) *

Front Gardens of any Size (Commercial) *

Community Gardens

(Entries must be visible from the road)*

The Council would like to encourage you to start thinking about your planting plans now so that you can nominate either yourself, your neighbours, or any members of the local community for the Competition

Further details will be advertised in May, or you can contact the Council Offices or the Samuel Wickens Centre on 01903 786420

Rustington Parish Council

2026 GARDENS COMPETITION

You are invited to nominate entries for this year's Competition which is divided into the following Classes:

Window Boxes, Balconies, Patio Tubs, etc. which can be viewed from the road (Residential)
(Winner £50.00, Runner-Up £25.00)

Window Boxes, Balconies, Patio Tubs, etc. which can be viewed from the road (Commercial)
(Winner £50.00, Runner-Up £25.00)

Front Gardens of any Size, including Paved Gardens with Patio Tubs, which can be viewed from the road (Residential)
(Winner £100.00, Runner-Up £25.00)

Front Gardens of any Size, which can be viewed from the road (Commercial)
(Winner £50.00, Runner-Up £25.00)

Community Gardens
(Winner £50.00, Runner-Up £25.00)

Nomination Forms are available from:
The Council Offices, the Samuel Wickens Centre, Barkers Electrical, Country Life Pet Supplies, Flowers of Rustington and The Butcher & Deli

Download a Form or complete one online:
www.rustingtonpc.org/rustington-parish-council/gardens-competition/

Alternatively, to request a Nomination Form, please telephone the Council Offices (01903 786420) or email: enquiry@rustington-pc.gov.uk

Closing date for Nominations: 26 June 2026
Judging will take place during week commencing 6 July 2026

Rustington Parish Council
GARDENS COMPETITION 2026

Nomination Form

*** NOMINATIONS MUST BE VISIBLE FROM THE ROAD**

Closing Date for Nominations - 26 June 2026

Judging will take place during week commencing 6 July 2026

WINDOW BOXES, BALCONIES, PATIO TUBS, ETC. (RESIDENTIAL) *

Name/Address: .....

..... Post Code: .....

Nominator/Address: .....

..... Post Code: .....

INDOW BOXES, BALCONIES, PATIO TUBS, ETC. (COMMERCIAL) *

Name/Address: .....

..... Post Code: .....

Nominator/Address: .....

..... Post Code: .....

FRONT GARDENS OF ANY SIZE INCLUDING PAVED GARDENS WITH PATIO TUBS (RESIDENTIAL) *

Name/Address: .....

..... Post Code: .....

Nominator/Address: .....

..... Post Code: .....

FRONT GARDENS OF ANY SIZE (COMMERCIAL) *

Name/Address: .....

..... Post Code: .....

Nominator/Address: .....

..... Post Code: .....

COMMUNITY GARDENS

Community Gardens: .....

Nominator/Address: .....

..... Post Code: .....

Please return this form to:-
Rustington Parish Council, Council Offices, 34 Woodlands Avenue, Rustington, BN16 3HB
or (hand delivery only) to the Samuel Wickens Centre, Broadmark Lane Car Park (rear of Waitrose).

GDPR: The Council's Privacy Notice contains full details of how it manages your data. The Council will use the data collected through this form for the purposes of the 2026 Gardens Competition only, it will not be shared unless the law permits, and it will be disposed of within 1 year of your Nomination.

ADDRESS	MARKS AWARDED 1-10				TOTAL MARKS AWARDED	COMMENTS
	VISUAL APPEAL	CONTENT	COLOUR	PLANT QUALITY / VARIETY		
CATEGORY 4 - FRONT GARDENS OF ANY SIZE (COMMERCIAL)						
Rustington House (Hargreaves)						

Rustington Parish Council
Council Offices, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB
Tel: 01903 786420 Fax: 01903 788736
E-mail: enquiry@rustingtonpc.org Website: www.rustingtonpc.org

Miss A Bowers - Headteacher
Georgian Gardens Community Primary School
Guildford Road
Rustington
West Sussex
BN16 3JJ

Our ref: CW/EL/LAA/24
Date: 17 July 2024

Dear Miss Bowers

ANNUAL GARDENS COMPETITION - CLASS 5 (SCHOOLS' COMPETITION)

As I know you are aware, my Council organises an Annual Gardens Competition and I am pleased to tell you that the Georgian Gardens Community Primary School has been awarded the joint first prize this year in the above Class.

As joint winner, the School will receive a cash prize of £50.00 plus the Michael Harwood Cup to hold for six months, together with a small engraved shield to keep as a memento.

The Council does hope that you will feel able to accept this award. The awards will be presented at the Reception following the Annual Civic Thanksgiving Service on Sunday 13 October 2024, and your personal invitation will be forwarded to you in due course.

I would also like to advise you that the Judges have decided that based on the content of this year's Schools' entries, the 2025 Competition will be judged using the following citeria:-

- Child Engagement
- Green/Eco
- Quality
- Fruit/Vegetable/Plant Variety

Whilst writing, I would be grateful if you could now kindly make arrangements for the Michael Harwood Cup to be returned to this Office by no later than Friday 16 August 2024.

Yours sincerely

Mrs Carole Ward
Clerk of the Council

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RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE - 16 NOVEMBER 2026

Income and Expenditure Estimates for 2025/2026, 2026/2027 and 2027/2028

SUPPORTING NOTES

EXTERNAL SPORTS AND LEISURE FACILITIES AND YOUTH CENTRE

EXPENDITURE

1. Salaries, Employer's NI and Pension

The Committee is again reminded that the Council's Policy has, for many years, been to implement the terms of the National Pay Agreement in respect of its own employees.

An Agreement was recently reached on the Pay Scales for 2026/2027 with effect from 1 April 2026, the implementation of which was agreed by the Council at its Meeting on 28 September 2026. An increase of 3.3% on all pay Spinal Column Points for all members of personnel has been agreed.

The Leisure and Amenities Officer's salary is provided for in this Vote.

The 2027/2028 Estimate has been set, taking account of the implications of the National Pay Agreement, together with the increases in Employer's NI and Pension Contributions, over the past few years.

2. Personnel Training/Mileage Claims

The 2026/2027 Revised Estimate has been reduced to a nil balance as no training has been undertaken to date, and it is anticipated that this will remain the case until the end of this financial year. Also, no mileage claims have been made by the Leisure and Amenities Officer, since the purchase of the Council's vehicle.

3. Maintenance/Improvements/External Contractors - Woodlands Recreation Ground and Car Park

The 2026/2027 Revised Estimate has been able to be reduced based on the level of expenditure so far, and anticipated for the remainder of, the current year.

The main routine expenditure covers the supply of water and petrol, together with all maintenance and repair costs, Pest Control Contract, maintenance of the Multi-Use Games Area (MUGA) and Outdoor Fitness Equipment, and lighting in both the main Car Park, and along the eastern path of the Recreation Ground. This Vote also provides for the green waste/refuse bins' service for grass cuttings and vegetation.

The major percentage of the annual costs for the Grounds Maintenance Contract with Barcombe Landscapes Limited is provided for in this Vote. The balance of the Contract cost is apportioned to the Maintenance - Woodland Park Sportsfield Vote, and the Planting and Maintenance of Amenity Areas Vote in the General Amenities Budget.

The current Grounds Maintenance Contract is due to expire on 28 February 2027, and it is anticipated that the Council will decide to enter into a further Contract, albeit with the adjustment of a number of the currently included tasks, which have already been/will be assumed by the Council's Leisure and Amenities Officer.

Provision is also made in this Vote for the payment of an external Contractor to undertake the Leisure and Amenities Officer's duties during any periods of absence, e.g., annual leave, TOIL or sickness, as well as the associated weekend cover costs.

The 2027/2028 Estimate again provides for Contractors, general maintenance and repair costs, including the Car Park and Pathway Lighting, the green waste/refuse bins' service, the Pest Control Contract, plus provision for any other unanticipated works that might be required during the year.

4. Provision and Repair of Plant

The 2026/2027 Revised Estimate has not been changed. The Winter servicing costs for the Council are likely to continue to be minimal whilst the external Grounds Maintenance Contract continues to work successfully. A large number of items of equipment are used by the Leisure and Amenities Officer, including the Ride-On Mower, but it is anticipated that these will again be able to be serviced by the member of personnel concerned at very little cost to the Council.

The 2027/2028 Estimate has been set at the same figure as that originally agreed for the current year, as the Ride-On Mower will need to continue to be serviced, and it is assumed that the items of equipment being used in-house will require some minimal repairs and servicing during the next financial year.

5. Signs

The 2026/2027 Revised Estimate has not been changed as there might be a need to replace some of the existing signage relating to hirers of the Youth Centre, the Play Area and Recreation Ground in the current financial year.

The 2027/2028 Estimate again provides for new or replacement signage that might be required around The Woodlands Centre and Recreation Ground, together with the costs of any routine maintenance.

6. Play Area

The 2026/2027 Revised Estimate has been reduced, as it is anticipated that this sum will be sufficient to provide for the Council's Play Equipment Inspection Contract for the remainder of the current financial year, together with any minor maintenance and repairs required.

The 2027/2028 Estimate again makes provision for any routine maintenance, repairs and inspections, as well as the costs incurred in respect of any vandalism or accidental damage caused during the year.

7. Play Area Improvement Fund

This was a suggested new Vote for 2025/2026, to hopefully begin to build up a reserve for major improvements to the Play Area in the future and stands at £40,000.00.

A further £20,000.00 has been provided for in the 2027/2028 Estimate, as it is anticipated that the Committee will wish to continue to build this Fund up to a level sufficient for the Council to be able to replace the majority, if not all, of the existing items of equipment, in the not-too-distant future.

A grant application was made earlier in the year for Arun District Council CIL Funding, towards the total renovation of the Play Area, with new equipment and safety surfacing. The sum requested was £35,000.00 and will be subject to the Council providing match funding, at least. The decision is due to be announced imminently. It is anticipated that the total cost of the renovation Project will be in excess of £100,000.00.

Taking account of the above, the Committee may wish to consider increasing the suggested provision for the 2026/2027 Revised Estimate to £40,000.00, to ensure that should the grant application be successful, there will be sufficient funding available to progress the Project without delay.

The 2027/2028 Estimate could then be reduced to either a nil figure, or maybe a reduced figure of £10,000.00 to provide some 'wiggle room' in respect of the total sum required for a 'fit for the future' Play Area.

8. Fencing

The 2026/2027 Revised Estimate has been increased significantly to bear the cost of replacing the fencing at the rear of the Play Area, on the North Field, in anticipation of the above-mentioned grant application being successful and the Play Area being renovated.

The 2027/2028 Estimate makes provision for any minor repairs that, it is anticipated, may be required to further sections of fencing around the North Field and other areas on the Recreation Ground.

9. Tree Works

The 2026/2027 Revised Estimate has been reduced significantly as it is anticipated that only minor tree works are expected to be required in the current financial year, which should be able to be undertaken by the Leisure and Amenities Officer.

The 2027/2028 Estimate again makes provision for the next Tree Survey which will be carried out during the Autumn/Winter of 2027, resulting in tree maintenance works which, it is anticipated, will increase as the tree stock continues to mature.

10. Rent - Woodland Park Sportsfield

The 2026/2027 Revised Estimate has been significantly reduced as the anticipated increase from the County Council, which was originally to be set at £4,500.00, has not yet been actioned, as the new Lease has still not been agreed and issued.

The 2027/2028 Estimate has been set at the aforementioned increased rent figure.

11. Maintenance/External Contractors - Woodland Park Sportsfield

The 2026/2027 Revised Estimate has been reduced significantly as the scope of the Contract with Barcombe Landscapes Limited has been revised, ahead of the Council considering entering into a further Contract with this Company when the current Contract expires on 28 February 2027. Rustington Otters Youth Football Club are already undertaking the pitch marking, which is contained within the current Contract, and will continue to do so when the new Contract commences.

Also provided for is a portion of the costs incurred for the maintenance of the Sportsfield, as part of the Contract with Barcombe Landscapes Limited.

This has covered the grass cutting costs, together with the additional costs of any fly tipping, fencing repairs and ad-hoc litter clearance.

A sum of £500.00 is being held in the Council's Earmarked Reserves towards the legal fees and other associated costs that have been incurred for both the County Council and the Council, in connection with the new Lease for Woodland Park Sportsfield.

Taking account of the fact that a Sub-Lease between this Council and the Rustington Otters Youth Football Club in respect of its Changing Rooms and Toilets Portable Building plus the Security Fencing, it has been predicted by the Councils' Solicitors, that the actual costs will be much higher than the £500.00 that has been set aside, and these will need to be borne from balances, as there is still no indication of what the actual cost will be.

The 2027/2028 Estimate again makes provision for routine maintenance and repairs, together with a proportion of the cost of the Contract with Barcombe Landscapes Limited to cover grass cutting and the Pest Control Contract.

Provision is also made for the charges for water and electricity in the changing facilities, which will, subsequently, be recharged to the Rustington Otters Youth Football Club.

No additional provision has been made for any illegal encampments by groups of Travellers, as it is hoped that the now well-established security measures will continue to deter attempts, as far as practicably possible, to force entry onto the Sportsfield.

12. Horticultural Supplies

The 2026/2027 Revised Estimate has been reduced based on the level of expenditure so far this year. It is anticipated that this sum will be sufficient to cover any supplies required between now and the end of the current financial year.

The 2027/2028 Estimate makes the same provision to that originally estimated in the current year for horticultural and grounds maintenance supplies, as required by the Leisure and Amenities Officer to undertake his duties.

13. Miscellaneous/Contingencies

The 2026/2027 Revised Estimate has been reduced significantly based on the level of expenditure to date in the current financial year. Included in this Vote are the Office 365 Licence, Council uniform items, security call outs to the Recreation Ground and Sportsfield, and the Building Insurance costs for the Rustington Sports and Social Club, which are recharged and, therefore, offset against the Miscellaneous Income Vote.

The 2027/2028 Estimate again makes provision for any general and unforeseen minor items of expenditure that are not provided for in any other Vote, together with the Building Insurance cost for the Rustington Sports and Social Club.

14. Equipment Renewal Fund

The 2027/2028 Estimate makes provision for a further contribution of £1,000.00 to be made to the Fund at the beginning of the next financial year.

The Council recently purchased a Pressure Washer for £286.66, to enable the Leisure and Amenities Officer to undertake more robust removal of graffiti, incidents of which have increased in the Village and on the Recreation Ground in the current year, and for any future such occurrences. This was provided for from this Fund.

It is anticipated that the Committee will wish to continue to build this Fund up to a level sufficient to provide for the purchase of any major items of equipment that might be required at any time in the future.

The Fund currently has a balance of £7,728.98, representing a significant increase from that reported in 2025, as the proceeds from the sale of the Council's tractor, namely £2,500.00, was added to this Fund.

15. Maintenance of Cricket Square

This Vote was created following the setting up of a three-year Funding Agreement between the Rustington Cricket Club and the Parish Council, with effect from September 2023. The annual sum of £7,300.00, covers the cost of the total maintenance and preparation of the Cricket Square, paid quarterly, and the final payment was made in September 2026.

It is anticipated that the Council will be happy to continue with a further three-year Funding Agreement at the same annual cost as before. The Cricket Club has recently confirmed that it is happy to continue with the Council's contribution of £7,300.00 per annum for the next three years. Therefore, the 2027/2028 Estimate provides for this level of expenditure.

16. Youth Centre/Youth Activities

The 2026/2027 Revised Estimate has been increased slightly, due to the increased cleaning costs and additional Water and Sewage charges now that the Youth Centre is being used on an almost full-time basis during weekdays.

This Vote provides for the costs associated with not only the maintenance of the building, but also, the Youth Activities which include the Junior and Senior Table Tennis Clubs, which take place weekly during term time, the Freedom Leisure Active Play Summer Sessions on the Recreation Ground during the School Summer Holiday, two Sessions by South Coast Skate Club which provided group skateboard lessons in the MUGA during the Summer and Autumn School Holidays. The first of these Sessions received Safer Arun Partnership Grant Funding of £1,860.00, which is shown within the Grant/Donations Income Vote. This Vote also provides for the 'What's On BN16' Initiative, which is funded by way of a three-way partnership with the Angmering and East Preston Parish Councils.

The 2027/2028 Estimate again provides for all of the aforementioned costs, together with provision for a part-time Caretaker and an increase in the Youth Activities Vote, to provide for the Table Tennis Clubs, the Freedom Leisure Active Play Summer Sessions and more Skateboard Lessons during the School Holidays, assuming that the Council will want to fund these activities.

INCOME

1. Rent - Sports Clubs

The 2026/2027 Revised Estimate has been decreased very slightly, as it is anticipated that this reflects a more realistic level that is likely to be achieved, based on the actual income from the Cricket Club at the end of its playing season.

The Council has, for many years, operated a "Pay As You Go" charging structure for all Adult Sports Clubs. The Council agreed the following charges for sports facilities with effect from 1 April 2026:-

(i) Cricket Clubs	-	£85.50 per game played
	-	£46.00 per game played (Colts)
	-	£46.00 per friendly game played
	-	£46.00 per game cancelled by Club
(ii) Football Clubs	-	£57.95 per game
	-	£34.00 per friendly game played
	-	£34.00 per game cancelled by Club
(iii) Youth/Children's Football Clubs	-	£17.50 per week for each pitch "marked-up" at Woodlands Recreation Ground when no adult game is scheduled
	-	£26.60 per game played at all sites

A Report has been circulated, and the Committee will again need to review the situation for 2027/2028.

The 2027/2028 Estimate is set at a slightly reduced figure than that originally set for the current year.

2. Rent - Sports and Social Club

The Committee is reminded that the new Lease commenced on 25 March 2024 for a period of twenty years, with five yearly rent reviews.

The first five-year period commenced on 25 March 2024, and was set as follows:-

2024-2025	£16,500.00
2025-2026	£16,500.00
2026-2027	£16,500.00
2027-2028	£16,500.00
2028-2029	£16,500.00

Accordingly, the 2027/2028 Estimate provides for the current agreed rent of £16,500.00.

3. Miscellaneous

The 2026/2027 Revised Estimate has been significantly increased to take account of the fact that Showtime Amusements' Family Fun Fair visited Rustington earlier this year, for two consecutive weeks and Circus Wonderland also visited during the Summer.

The Guide Hall Rent and the Building Insurance fee received from the Rustington Sports and Social Club are also included in this Vote.

The 2027/2028 Estimate has been set at the same level as that for the 2026/2027 Revised Estimate.

THE WOODLANDS CENTRE

EXPENDITURE

1. Salaries, Employer's NI and Pension

The 2026/2027 Revised Estimate has been reduced to a nil balance as the Centre's part-time Caretaker retired at the end of the previous financial year and, due to the refurbishment works being carried out within the Centre it was decided not to consider a replacement until the new financial year, beginning 1 April 2027, after the works had been completed.

The 2027/2028 Estimate makes some provision for the recruitment of a part-time Caretaker once the refurbishment works are complete.

2. Electricity

The 2026/2027 Revised Estimate remains the same as the original Estimate. It is anticipated that this figure will be adequate to cover all costs in the current financial year which, although the Centre will be closed in stages for refurbishment works, the Contractors will be using heavy duty electrical items for its works. It also takes account of the Council's new two-year Fixed-Rate Contract which commenced on 1 October 2026.

The same expenditure figure has been set for 2027/2028, again being mindful of the Fixed-Rate Contract effective from 1 October 2026.

3. Gas

Taking account of the charges levied so far this year, the 2026/2027 Revised Estimate has been reduced significantly. It is anticipated that this figure will be adequate to cover all costs in the current financial year as the Centre will be partially closed to hirers during the Autumn/Winter months due to refurbishment works. The Council's new two-year Fixed-Rate Contract commenced on 1 October 2026.

The same expenditure figure is anticipated for 2027/2028 as for the 2026/2027 Estimate.

4. Rates

The National Non-Domestic Rate is set by Central Government and the annual charge for 2026/2027 was increased from the 2025/2026 figure by approximately 1.74%. Accordingly, the 2026/2027 Revised Estimate has been slightly decreased to reflect this.

The 2027/2028 Estimate anticipates that a similar figure, incorporating an inflationary increase, will be levied.

5. Building Repairs/Maintenance/External Contractors

The 2026/2027 Revised Estimate has been reduced based on the expenditure incurred so far this year. It also takes account of the Centre being closed, in part, whilst the refurbishment works are being carried out.

As well as the external Cleaning Contractors' costs, items of expenditure have included an Electrical Installation Condition Report, the annual Electrical PAT Testing, the replacement of some failed emergency lights, boiler servicing and repairs, the Fire Alarm Monitoring Contract, plus repairs to the window winding mechanisms in the Village Memorial Hall.

This Vote also provides for all necessary cleansing and electrical equipment, the Contracts with PHS for sanitary bins, sanitisers and air fresheners, Initial Services for safety mats, window cleaning, CCTV maintenance, plus all general maintenance and repair works throughout the year.

The 2027/2028 Estimate again provides for all of the aforementioned maintenance costs.

6. Water/Sewage Charges/Refuse Collection

The 2026/2027 Revised Estimate has been increased based on the expenditure incurred so far this year and in anticipation of the increased water usage by the Contractors refurbishing the Centre, particularly in connection with the ground works being carried out.

The same expenditure figure is anticipated for 2027/2028 as for the 2026/2027 Revised Estimate as the Business Water Rates have been being increased significantly each year.

7. Furniture and Equipment

The 2026/2027 Revised Estimate has been set at the same level as originally estimated as there are a large number of smaller items of equipment that will need replacement within the Centre, once the refurbishment works are complete, and before the end of the current year.

The 2027/2028 Estimate again provides for the replacement of items of general equipment, crockery and cutlery that might need to be purchased during the next financial year.

8. Miscellaneous/Contingencies

The 2026/2027 Revised Estimate has been increased slightly based on the level of expenditure so far in the current financial year.

This Vote also provides for the Performing Rights Society Music Licence Fee, the Premises Licence Fee, Boiler Insurance, Internet/Broadband costs, a proportion of the Council's Bank Charges and any items of general expenditure, not covered in other Votes.

A slightly increased expenditure figure is anticipated for 2027/2028, as per the Revised Estimate figure for the current year.

9. Setting Up Costs - Hall/Rooms

The 2026/2027 Revised Estimate has been reduced significantly, based on the level of expenditure in respect of setting up costs (layouts) so far this year, and the temporary closure of the Village Memorial Hall for refurbishment works with effect from 21 September 2026 for approximately four months, where the majority of layouts are required.

The Committee is reminded that this is a subsidised service, and there is an Income Vote that accounts for all of the setting up fees received from hirers, which offsets a proportion of the costs.

The same expenditure figure is anticipated for 2027/2028 as for the 2026/2027 Estimate.

10. Improvement Fund

The 2026/2027 Revised Estimate has been increased by 100% as there are a large number of items that will need replacement within the Centre, once the refurbishment works are complete,

and before the end of the current year. Any balance remaining will, as has been the case for the past few years, be ringfenced and transferred as Earmarked Reserves.

The Committee should note that £22,500.00 was transferred into Earmarked Reserves from 2025/2026 to be used to purchase a total new chair stock, some tables for the Centre, together with new curtains and blackout blinds for the Village Memorial Hall, following its re-decoration as an additional part of the Refurbishment Works. New blackout blinds will also be required for the John de Bohun Room.

The total amount available to spend in this Fund is currently £30,891.97.

The 2027/2028 Estimate has been set at a nil figure as it is anticipated that the large increase in the 2026/2027 Revised Estimate should be sufficient for the aforementioned purchases, and the balance of any underspend will be transferred as earmarked reserves for the new financial year.

11. Out of Hours Caretaking

The current level of expenditure indicates that the original provision in the 2026/2027 Estimate can remain unchanged for the 2026/2027 Revised Estimate.

The 2027/2028 Estimate has been set at the same figure as that agreed for the current year, as it is anticipated that this will be the level of expenditure required to cover the aforementioned costs.

12. Loan Servicing - Refurbishment/Reconfiguration Project

The 2026/2027 Revised Estimate has reduced significantly, as the loan was not drawn down until August 2026 and, therefore, only one six-month repayment is due in the current year.

The 2027/2028 Estimate has been set at £56,013.00 to cover the total annual repayment due.

13. Refurbishment/Reconfiguration Project

Due to the increase in costs for the refurbishment of the Centre, the 2026/2027 Revised Estimate has been set at £63,500.00. This comprises an underspend in the Council's total expenditure for 2025/2026 of £41,500.00, and £22,000.00 from the increase in its General Fund Balance in the previous financial year in anticipation of any possible increased costs.

The 2027/2028 Estimate has been set at £35,000.00 which, at this moment in time, should cover the anticipated shortfall in income the Council has to complete the Project.

INCOME

1. Lettings

The Council's aim historically was to try to balance the income from lettings and other miscellaneous income against routine expenditure. Unfortunately, for many years this has not been anywhere near possible, due to the rising cost of maintenance and utilities, coupled with the increase in maintenance required as the building has aged further, together with the various Licence Subscriptions, Insurances and Out-of-Hours Caretaking costs.

The 2026/2027 Revised Estimate has been significantly reduced to take account of the fact that the refurbishment/reconfiguration works have commenced, and major sections of the Centre will be closed at different times from September 2026 through to the end of May 2027.

The routine expenditure is calculated excluding the Improvement Fund Vote, Loan Servicing and the Refurbishment/Reconfiguration Project, and amounts to £73,200.00. This figure, against a net Lettings income of £40,000.00, plus other income items and the setting up fees, totalling some £2,200.00 will, in the current financial year, therefore, result in an anticipated deficit of £31,000.00.

The 2027/2028 Estimate has been set at a lower level than that originally set for 2026/2027, based on the assumption that income will be lost for a period of time whilst the refurbishment/ reconfiguration works are continuing to be undertaken.

The estimated routine expenditure, which excludes the Improvement Fund Vote, Loan Servicing and the Refurbishment/Reconfiguration Project, is £95,300.00, against an estimated Lettings income of £50,000.00, plus other minor miscellaneous income, totalling some £2,500.00. This would, therefore, result in a deficit of £42,800.00.

The above calculations for 2027/2028 are provisional, and it is for the Committee to consider the Report previously circulated to decide whether it wishes to increase the current hiring charges for 2027/2028.

2. Setting Up Costs - Hall/Rooms

This is the corresponding Income Vote which represents the revenue received during the year, in addition to the Lettings, for all layouts undertaken for regular hirers. This service is subsidised for certain regular hirings.

The 2027/2028 Estimate assumes the same level of income as that originally estimated in the current year.

3. Reimbursement - Gas for Girl Guide Headquarters

The cost of the gas used by the Girl Guide Headquarters is metered by the Council separately and charged accordingly on a quarterly basis.

The current level of expenditure indicates that the original provision in the 2026/2027 Estimate can remain unchanged for the 2026/2027 Revised Estimate.

The 2027/2028 Estimate assumes the same level of income as for the current year.

4. Miscellaneous

The 2026/2027 Revised Estimate continues to assume that there will be no miscellaneous income received during this financial year.

The 2027/2028 Estimate again assumes that there will be no income during the year.

GENERAL AMENITIES
(Including Museum and Samuel Wickens Centre)

EXPENDITURE

1. War Memorial

The 2026/2027 Revised Estimate has not been amended in any way and was sufficient for the supply and installation of the Replacement War Memorial and cleaning of the surrounding area.

This Vote also provides for the annual routine cleaning and maintenance as required, plus any other minor repair works that are necessary.

The 2027/2028 Estimate has been set at a level to, once again, provide for any annual routine cleaning and maintenance, plus any other unforeseen works that are required. The Committee is reminded that a quotation has recently been received from the War Memorial Conservation Company for a Maintenance Agreement. It is anticipated that the Committee will wish to accept the quotation received for a three-year Agreement at a total cost of £2,500.00 plus VAT.

The costs of the planting, in the vicinity of the Memorial, are included under "Planting and Maintenance of Amenity Areas".

2. Seats

The 2026/2027 Revised Estimate has been increased slightly to take account of not only the large number of seats that have been refurbished, once again in excess of 20, together with the purchase of one new donated seat, for which the cost is reflected in the "Seat Contributions" Income Vote.

This Vote also provides for the rent for the seats on the privately-owned section of the Greensward at Broadstrand.

The 2027/2028 Estimate provides for the continued rolling programme of refurbishment and ongoing maintenance of seats throughout the Parish, and the rent for the seats on the Greensward mentioned above. No further provision has been made for the purchase of any additional seats in the next financial year.

3. Street Maps/Noticeboards

The 2026/2027 Revised Estimate has been reduced, based on the level of expenditure so far this year. A small number of the Noticeboards/Street Map Frames have been refurbished this year, but it is assumed that there will not be any major repairs or maintenance required for the remainder of the current financial year.

The 2027/2028 Estimate again provides for a small programme of refurbishment of the existing Noticeboards/Street Map Frames, together with general maintenance, as required.

4. Bus Shelters and Beach Shelter

The 2026/2027 Revised Estimate has been reduced, based on the current level of expenditure this year. A further wooden Bus Shelter has been refurbished. Minor general maintenance and repairs have also been carried out on other Bus Shelters and the Beach Shelter during the year.

Also included in this Vote is the cost of the monthly cleansing of the Beach Shelter and the remaining Interpretation Board on the Greensward.

The 2027/2028 Estimate provides for the costs which, it is anticipated, will be incurred as a result of the continued programme of refurbishment and general maintenance in the next financial year.

5. Tree and Bulb Planting/Tree Works

The 2026/2027 Revised Estimate has not been amended in any way, as it is anticipated that this will be sufficient to cover any remedial works.

The 2027/2028 Estimate again provides for any general maintenance works which, it is anticipated, might increase as the trees continue to mature. his Vote will also provide for a percentage of the cost of the next Tree Survey which is due in late 2027.

This Vote also provides for any new trees planted in the Village.

Both of the above-mentioned Estimates take account of any additional lopping of the Ilex Oak tree, to ensure that the standard of the Sussex Police CCTV Camera's scope and visibility is maintained.

6. Gardens Competition

The 2026/2027 Revised Estimate has been reduced significantly as this is the actual final expenditure figure for everything associated with the Competition this year.

The provision made in the 2027/2028 Estimate assumes that the Committee will wish to continue this Event, maybe in a different format in the foreseeable future.

7. Planting and Maintenance of Amenity Areas

The 2026/2027 Revised Estimate has been reduced slightly, as it is anticipated that this figure will be sufficient to cover not only the total cost of the Annual Contract with Ferring Nurseries, but also the grass cutting at The Chaucery Memorial, together with a portion of the Contract with Barcombe Landscapes Limited for the Village Centre grass cutting.

This Vote also provides for any unforeseen costs for plants stolen or damaged during the year, together with the general maintenance and repair costs for certain items of street furniture throughout the Village.

The 2027/2028 Estimate anticipates that there might be additional expenditure for the refurbishment of some of the planters in the Village, together with any other costs for requested additional planting and maintenance works, outside of the current Annual Planting and Maintenance Contract. This Estimate also assumes that the current 3-year Annual Planting and Maintenance Contract, which commenced on 1 April 2024, will again be renewed without any major amendment, particularly taking account of the excellent service and quality of planting displays provided and maintained by Ferring Nurseries, which has for many years now been considered to be the very 'best value' possible by the Council. Any other costs for additional planting and maintenance works, outside of the Annual Planting and Maintenance Contract will also be met from this Vote.

Also provided for in this Vote is any expenditure incurred in respect of the floral beds, grass cutting, the maintenance of certain items of street furniture and any other associated items.

8. Maintenance of Public Toilets

The 2026/2027 Revised Estimate has been increased significantly to provide for the cost of the new three-year Cleansing Contract with Biffa which commenced on 1 February 2026, at a total cost of £41,368.00, together with all of the costs now being incurred, relating to the repair and maintenance of the four public toilet units throughout the Village, including the Changing Places Unit.

Major costs this year have included the purchase and installation of a new external door for the Disabled Toilet at the Woodlands Centre Public Toilets, some replacement emergency lights and pressure jet cleaning out of all drains at The Churchill Car Park Toilets and The Woodlands Centre Toilets.

Also incorporated are the rental costs for the seat sanitisers, sanitary units in all cubicles, air fresheners, toilet rolls, electricity, Wallgate handwash units' servicing fees, water charges, security and general maintenance and repair costs. This Vote also provides for the entry costs in respect of the Loo of the Year Competition.

The 2027/2028 Estimate has been increased to take into account the utility costs in all of the toilet facilities, and any other service increases that might be forthcoming.

9. Miscellaneous/Contingencies

The 2026/2027 Revised Estimate has been reduced, based on the level of expenditure so far this year.

All general expenses incurred, such as tree plaques, flags, sponsorship and other signage, general maintenance and repairs not covered within other Votes, are also provided for in this Vote.

The 2027/2028 Estimate has been set at an appropriate level to provide for all general expenditure items, as detailed above.

10. Christmas Lighting

The 2026/2027 Revised Estimate has not been changed, as the portion of cost for the Council of the current Scheme, together with other associated expenditure items, e.g., Bay Tree Lighting, Christmas Tree Lighting, etc., is unlikely to exceed the Council's budgeted sum.

The Committee is reminded that this is the fourth year of the five-year Contract for the Christmas Lighting Scheme in the Village. This Scheme is funded by a two-way partnership between Store Property and the Parish Council, who each make a contribution of up to £10,000.00 per annum.

The 2027/2028 Estimate has again been set at £10,000.00 which, it is anticipated, will cover the contracted Christmas Lighting Scheme, plus any other associated expenditure items.

11. Street Lighting - Electricity, Maintenance and Repairs

The Council has financial responsibility for 44 street lights in private roads only, which are maintained by the County Council as part of the Private Finance Initiative (PFI) Scheme, and recharged accordingly to the Council.

The 2026/2027 Revised Estimate has been reduced slightly, as the invoice for street lighting maintenance and energy consumption for the period from 1 April 2025 to 31 March 2026, was received and settled earlier in the year.

Under the terms of the County Council's PFI Contract Scheme, the annual maintenance charge will rise in line with the RPIx (retail price index less mortgage costs) as of January for each year. The 2027/2028 Estimate takes account of the above information, and anticipates similar usage as for the current year, but at a slightly higher unit rate, which will be payable in the next financial year.

12. Defibrillators and Associated Equipment

The 2026/2027 Revised Estimate remains at the same figure, based on the level of expenditure so far, during the current year. It is anticipated that it will provide for any repairs/maintenance that might be required during the remainder of the current financial year.

A sum of £1,399.00 was held in the Council's Earmarked Reserves at the end of the previous financial year for the purchase of six AED batteries, which were paid for at the beginning of this financial year.

The 2027/2028 Estimate makes the same provision as was originally estimated for 2026/2027 and assumes that apart from general maintenance and possible replacement of 'pads' no new or replacement Defibrillators will be required.

13. Museum - Operational Costs

The 2026/2027 Revised Estimate has been decreased based on the level of total net expenditure so far this year. This, in the main, is due to a reduction in the Salaries/Employer's NI and Pension costs.

The 2027/2028 Estimate provides for all expenses associated with the operation of the Museum which, it is anticipated, will be sufficient to cover general costs incurred during the year, together with the increased energy costs. The Exhibitions and Displays Vote has been increased to ensure that future Exhibitions can be enhanced, with occasional 'buy ins' from external sources.

14. Samuel Wickens Centre - Operational Costs

This Vote covers all costs associated with the Information Centre and Community Hall at the Samuel Wickens Centre.

The 2026/2027 Revised Estimate has been able to be reduced significantly based on the level of net expenditure so far this year.

The 2027/2028 Estimate provides for all expenses associated with the operation of the Centre, which it is anticipated, will be sufficient to cover all costs incurred during the year, together with the increased energy costs.

The Committee is reminded that Store Property continues to contribute towards the running costs of the Information Centre which, it is anticipated, will continue for the foreseeable future. In line with the Agreement in place, this will be increased by £2,000.00 to £24,000.00 per annum, from January 2027, for a further period of five years.

INCOME

1. Insurance Claims

The 2026/2027 Revised Estimate has not been changed from the nil figure originally estimated as there have been no insurance claims so far during the current financial year, and it is anticipated that this position will not change.

The 2027/2028 Estimate assumes that, again, there will be no insurance claims during the year.

2. Seat Contributions

The 2026/2027 Revised Estimate has been increased significantly from a 'nil figure' estimate, following the receipt of a request from an individual wishing to donate a seat in the Village.

This income is offset against the 'Seats' expenditure Vote.

The 2027/2028 Estimate makes the assumption that no further seats will be donated or adopted and is, therefore, set at a nil figure.

3. Arun District Council - Public Toilets Contribution (Annual Maintenance)

The 2026/2027 Revised Estimate represents the anticipated figure that the Arun District Council has contributed annually for many years towards the operational costs of the Public Toilets throughout the Village.

The 2027/2028 Estimate continues to assume that the sum contributed by the Arun District Council will remain at the same level, as has been the case for a number of years now.

Members are reminded that this is paid on an annual basis and the contribution for the current financial year has already been received.

4. Sponsorship of Planters/Flower Beds

The 2026/2027 Revised Estimate has been increased slightly based on the level of income from sponsorships of floral displays throughout the Village.

This Vote includes the current sponsorship income from Store Property, in respect of the Abbotswood Planted Display, and Hargreaves Management Limited, in respect of the floral display in the 'Rustington Residents Association' donated planter and the 'Soldier' Planted Display, the contribution from West Sussex County Council in respect of the sponsorship of the 'Windmill' Roundabout, together with the continuing sponsorships from a number of other local Companies.

The 2027/2028 Estimate has been set as the same value as the 2026/2027 Revised Estimate.

5. Miscellaneous

The 2026/2027 Revised Estimate has been reduced to a 'nil figure' based on the assumption that there will be no miscellaneous income received during this financial year.

The 2027/2028 Estimate again assumes that there will be no income during the year.

5 November 2026

Mrs C A Ward
Clerk of the Council

LEISURE AND AMENITIES COMMITTEE

EXTERNAL SPORTS AND LEISURE FACILITIES AND YOUTH CENTRE

EXPENDITURE	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Salaries, Employer's NI and Pension	26,500.00	25,915.11	28,200.00	29,500.00	31,300.00
Personnel Training/Mileage Claims	50.00	-	200.00	-	-
Maintenance/Improvements/External Contractors - Woodlands Recreation Ground & Car Park	23,000.00	16,826.16	25,000.00	22,000.00	25,000.00
Provision and Repair of Plant	500.00	318.37	1,000.00	1,000.00	1,000.00
Signs	500.00	-	500.00	500.00	500.00
Play Area	1,000.00	809.77	2,000.00	1,500.00	2,000.00
Play Area Improvement Fund	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Fencing	4,500.00	3,000.00	500.00	2,500.00	2,000.00
Tree Works	3,000.00	702.53	2,000.00	1,000.00	3,000.00
Rent - Woodland Park Sportsfield	2,875.00	1,250.00	4,500.00	1,250.00	4,500.00
Maintenance/External Contractors - Woodland Park Sportsfield	10,000.00	6,414.73	10,000.00	8,000.00	7,000.00
Horticultural Supplies	500.00	945.92	1,000.00	600.00	1,000.00
Miscellaneous/Contingencies	6,500.00	6,654.56	6,000.00	3,000.00	5,000.00
Equipment Renewal Fund	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Outdoor Fitness Equipment /MUGA	-	(1,015.00)	-	-	-
Maintenance of Cricket Square	7,300.00	7,300.00	7,300.00	7,300.00	7,300.00
Youth Centre/Youth Activities	37,265.50	38,435.37	25,350.00	25,740.00	34,597.00
TOTAL EXPENDITURE	**144,490.50**	**128,557.52**	**134,550.00**	**124,890.00**	**145,197.00**

INCOME	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Rent - Football Clubs	3,000.00	3,037.10	3,100.00	2,000.00	2,200.00
Rent - Cricket Club	2,252.20	2,252.20	2,350.00	2,015.00	2,100.00
Rent - Sports and Social Club	16,500.00	16,500.00	16,500.00	16,500.00	16,500.00
Miscellaneous	3,300.00	3,813.18	3,700.00	6,400.00	6,400.00
Equipment Renewal Fund - Interest	55.00	55.75	55.00	62.00	65.00
TOTAL INCOME	**25,107.20**	**25,658.23**	**25,705.00**	**26,977.00**	**27,265.00**
NET EXPENDITURE	**119,383.30**	**102,899.29**	**108,845.00**	**97,913.00**	**117,932.00**

YOUTH CENTRE / YOUTH ACTIVITIES

EXPENDITURE	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Salaries, Employer's NI and Pension	4,500.00	4,079.75	4,700.00	-	3,000.00
Gas	2,500.00	1,767.25	3,500.00	3,500.00	3,700.00
Electricity	3,000.00	2,552.93	4,000.00	4,000.00	4,500.00
Telephone	-	22.21	-	-	-
Non-Domestic Rates	4,740.50	4,740.50	5,000.00	4,470.00	4,700.00
Water and Sewage Charges	1,300.00	1,815.08	1,600.00	5,000.00	6,000.00
Bank and Credit/Debit Card Charges	290.00	251.18	300.00	280.00	300.00
Building Repairs/Maintenance/External Contractors	18,000.00	18,637.73	28,000.00	32,000.00	33,000.00
Furniture and Equipment	1,000.00	1,907.45	1,500.00	1,000.00	1,500.00
Refuse Collection	800.00	769.37	850.00	850.00	900.00
Stationery	-	14.16	-	-	-
Insurance	2,855.00	2,858.65	3,000.00	3,000.00	3,150.00
Tuck Shop Supplies	200.00	93.42	-	-	-
Youth Activities	500.00	1,320.00	4,000.00	7,000.00	10,000.00
Youth Workers & Support Workers	8,000.00	8,356.24	-	-	-
Out of Hours Caretaking	1,200.00	1,098.84	1,300.00	1,200.00	1,200.00
Miscellaneous/Contingencies	1,400.00	2,662.53	1,600.00	1,300.00	1,600.00
VAT Adjustment	850.00	974.37	1,000.00	2,000.00	2,000.00
TOTAL EXPENDITURE	**51,135.50**	**53,921.66**	**60,350.00**	**65,600.00**	**75,550.00**

INCOME	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Youth Subscriptions	120.00	111.61	-	-	-
Lettings	13,500.00	15,191.32	35,000.00	37,000.00	39,000.00
Grants/Donations	-	-	-	1,860.00	1,953.00
Miscellaneous	-	-	-	1,000.00	-
Tuck Shop	250.00	183.36	-	-	-
TOTAL INCOME	**13,870.00**	**15,486.29**	**35,000.00**	**39,860.00**	**40,953.00**
NET EXPENDITURE	**37,265.50**	**38,435.37**	**25,350.00**	**25,740.00**	**34,597.00**

Notes:- For Information

Net Expenditure Figure incorporated in Leisure and Amenities Committee Estimates

LEISURE AND AMENITIES COMMITTEE

THE WOODLANDS CENTRE

EXPENDITURE	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Salaries, Employer's NI and Pension	4,000.00	4,079.74	4,700.00	-	6,000.00
Electricity	9,000.00	8,585.90	11,000.00	11,000.00	11,000.00
Gas	10,000.00	7,633.20	14,000.00	7,000.00	14,000.00
Rates	6,487.00	6,487.00	6,800.00	6,600.00	7,000.00
Building Repairs/Maintenance/External Contractors	34,000.00	36,784.17	35,000.00	31,000.00	38,000.00
Water/Sewage Charges/Refuse Collection	3,800.00	4,173.41	4,500.00	6,000.00	6,000.00
Furniture and Equipment	2,000.00	1,938.71	2,000.00	2,000.00	2,000.00
Miscellaneous/Contingencies	2,360.00	1,939.23	2,380.00	2,500.00	3,000.00
Setting Up Costs - Hall/Rooms	2,700.00	2,511.00	2,800.00	1,600.00	2,800.00
Improvement Fund	35,000.00	35,000.00	10,000.00	20,000.00	-
Out of Hours Caretaking	5,500.00	5,374.16	5,500.00	5,500.00	5,500.00
Loan Servicing - Refurb./Reconfiguration	-	-	54,000.00	27,917.00	56,013.00
Refurbishment/Reconfiguration Project	-	12,946.46	-	63,500.00	35,000.00
TOTAL EXPENDITURE	**114,847.00**	**127,452.98**	**152,680.00**	**184,617.00**	**186,313.00**

INCOME	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Lettings	65,000.00	69,957.83	60,000.00	40,000.00	50,000.00
Setting Up Costs - Hall/Rooms	1,000.00	1,151.63	1,000.00	700.00	1,000.00
Reimbursement - Gas for Girl Guide Headquarters	1,400.00	1,167.55	1,500.00	1,500.00	1,500.00
Miscellaneous	-		-	-	-
TOTAL INCOME	**67,400.00**	**72,277.01**	**62,500.00**	**42,200.00**	**52,500.00**
NET EXPENDITURE	**47,447.00**	**55,175.97**	**90,180.00**	**142,417.00**	**133,813.00**

LEISURE AND AMENITIES COMMITTEE

GENERAL AMENITIES (INCLUDING MUSEUM AND SAMUEL WICKENS CENTRE)

EXPENDITURE	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
War Memorial	2,500.00	1,995.25	34,000.00	34,000.00	1,500.00
Seats	10,500.00	9,925.70	3,000.00	3,500.00	3,000.00
Street Maps/Noticeboards	500.00	279.16	1,000.00	500.00	1,000.00
Bus Shelters and Beach Shelter	3,000.00	2,732.82	3,000.00	2,300.00	3,000.00
Tree and Bulb Planting/Tree Works	2,000.00	1,278.67	1,500.00	1,500.00	2,000.00
Gardens Competition	525.00	583.10	1,000.00	630.00	1,000.00
Planting & Maint. of Amenity Areas	55,000.00	55,200.10	57,000.00	56,000.00	59,000.00
Maintenance of Public Toilets	60,000.00	65,042.65	63,000.00	73,000.00	75,000.00
Miscellaneous/Contingencies	3,000.00	2,428.65	1,000.00	500.00	1,000.00
Christmas Lighting	10,000.00	7,734.68	10,000.00	10,000.00	10,000.00
Street Lighting - Electricity, Maintenance & Repairs	3,629.16	3,629.16	3,900.00	3,600.00	3,800.00
Defibrillators and Associated Equipment	2,000.00	600.78	1,000.00	1,000.00	1,000.00
Changing Places Toilet		1,724.41	-	-	-
Museum - Operational Costs	71,642.10	59,149.34	84,639.00	72,630.80	81,369.00
Samuel Wickens Centre - Op. Costs	39,177.10	29,587.96	48,070.00	33,210.80	35,890.00
ESTIMATED EXPENDITURE	**263,473.36**	**241,892.43**	**312,109.00**	**292,371.60**	**278,559.00**

INCOME	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Insurance Claims	-	-	-	-	-
Seat Contributions	7,986.00	7,986.00	-	1,500.00	-
ADC - Public Toilets Contrib./Ann. Maint.	6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
Sponsorship of Planters/Flower Beds	8,000.00	8,850.00	8,000.00	8,200.00	8,200.00
Miscellaneous	800.00	-	800.00	-	-
TOTAL INCOME	**23,486.00**	**23,536.00**	**15,500.00**	**16,400.00**	**14,900.00**
NET EXPENDITURE	**239,987.36**	**218,356.43**	**296,609.00**	**275,971.60**	**263,659.00**

RUSTINGTON MUSEUM

EXPENDITURE	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Salaries, Employer's NI and Pension	51,000.00	40,176.67	61,000.00	48,000.00	51,000.00
Electricity	3,000.00	2,604.48	4,000.00	3,500.00	4,000.00
Non-Domestic Rates	1,447.10	1,447.10	1,500.00	1,480.80	1,550.00
Water & Sewage Charges	250.00	53.24	300.00	200.00	300.00
Bank and Credit/Debit Card Charges	200.00	194.93	200.00	200.00	210.00
Building Repairs/Maintenance/External Contractors	5,000.00	4,779.27	6,000.00	7,000.00	8,000.00
Furniture & Equipment (inc. Website)	3,000.00	2,900.04	3,100.00	3,700.00	4,000.00
Stationery	300.00	265.46	400.00	300.00	400.00
Photocopier/Printing	400.00	473.01	400.00	475.00	475.00
Insurance	1,200.00	558.50	1,270.00	1,200.00	1,260.00
Personnel Training/Development	300.00	40.00	300.00	200.00	300.00
Out of Hours Caretaking	650.00	599.40	700.00	650.00	650.00
Miscellaneous/Contingencies	800.00	1,283.17	1,000.00	2,100.00	2,500.00
Personnel Travel Expenses	75.00	66.35	100.00	150.00	150.00
Exhibitions & Event	3,000.00	2,071.40	3,500.00	1,800.00	4,300.00
Events & Activities	550.00	783.63	600.00	-	-
Advertising	100.00	-	100.00	-	100.00
Collections Care & Insurance	1,300.00	1,251.16	1,200.00	2,000.00	2,500.00
TOTAL EXPENDITURE	**72,572.10**	**59,547.81**	**85,670.00**	**72,955.80**	**81,695.00**

INCOME	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Grants	-	-	-	-	-
Bank Interest	30.00	29.08	31.00	25.00	26.00
Miscellaneous/Donations	900.00	369.39	1,000.00	300.00	300.00
TOTALS	**930.00**	**398.47**	**1,031.00**	**325.00**	**326.00**
NET EXPENDITURE	**71,642.10**	**59,149.34**	**84,639.00**	**72,630.80**	**81,369.00**

Notes:- For Information

Net Expenditure Figure incorporated in Leisure and Amenities Committee Estimates

SAMUEL WICKENS CENTRE

EXPENDITURE	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Salaries, Employer's NI and Pension	60,000.00	53,915.14	65,000.00	52,000.00	55,000.00
Bank and Credit/Debit Card Charges	230.00	218.85	250.00	200.00	210.00
Building Repairs/Maintenance/External Contractors	5,000.00	4,649.29	6,000.00	7,000.00	8,000.00
Electricity	3,000.00	2,604.45	4,000.00	3,500.00	4,000.00
Furniture and Equipment	-	-	1,000.00	1,000.00	1,000.00
Insurance	1,200.00	558.50	1,270.00	1,200.00	1,250.00
Miscellaneous/Contingencies	300.00	292.97	500.00	350.00	400.00
Non-Domestic Rates	1,447.10	1,447.10	1,500.00	1,480.80	1,550.00
Office Equipment (inc. Website)	1,900.00	2,022.07	1,900.00	1,900.00	2,000.00
Personnel Training/Development	-	-	300.00	130.00	300.00
Personnel Travel Expenses	-	15.30	-	-	-
Photocopier/Printing	300.00	202.70	300.00	250.00	260.00
Refuse Collection	650.00	665.52	700.00	750.00	800.00
Out of Hours Caretaking	650.00	599.40	700.00	650.00	650.00
Stationery	100.00	92.38	100.00	100.00	120.00
Subscriptions	1,100.00	1,059.81	1,200.00	1,400.00	1,500.00
Water and Sewage Charges	400.00	124.22	450.00	400.00	450.00
VAT Adjustment	400.00	371.31	400.00	400.00	400.00
TOTAL EXPENDITURE	**76,677.10**	**68,839.01**	**85,570.00**	**72,710.80**	**77,890.00**

INCOME	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Contribution from Store Property Investments Limited	22,000.00	22,000.00	22,000.00	22,500.00	24,000.00
Lettings	15,500.00	17,251.05	15,500.00	17,000.00	18,000.00
Miscellaneous	-	-	-	-	-
TOTAL INCOME	**37,500.00**	**39,251.05**	**37,500.00**	**39,500.00**	**42,000.00**
NET EXPENDITURE	**39,177.10**	**29,587.96**	**48,070.00**	**33,210.80**	**35,890.00**

Notes:- For Information

Net Expenditure Figure incorporated in Leisure and Amenities Committee Estimates