

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 24 March 2025

PRESENT: Councillors A Cooper (Chairman), Mrs A Cooper, G Lee, Mrs S Partridge, D Rogers and P Warren

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

21/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Personal), Mrs Broomfield (Holiday) and Broomfield (Holiday). These apologies were accepted by the Committee.

22/25 DECLARATIONS OF INTEREST

Councillor Rogers declared a personal interest in Minute 27/25. He remained in the Meeting during consideration of this item but took no part in the vote thereon.

23/25 MINUTES

The Minutes of the Meeting held on 24 February 2025 were signed by the Chairman as a correct record.

24/25 PAYMENT OF ACCOUNTS

The Committee retrospectively APPROVED the payment of the Monthly Accounts.

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

25/25 MONTHLY BUDGET REPORT TO 14 MARCH 2025

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

26/25 UNRETURNED DEPOSITS AND HIRING FEES

The Finance Manager (RFO) advised the Committee that the Council was currently holding £325.66 in its bank, due to unreturned deposits and hiring fees from pre-Covid Events. She said that she had tried to contact all of the relevant hirers, but none had responded to any letters or emails.

She reported that the Council's Internal Auditor had advised that the Committee should be asked to agree that any funds from unreturned deposits and hiring fees should be included in the Council's balances and should the hirers finally contact the Council then the money is to be repaid to them.

Following a brief discussion, the Committee AGREED that the sum of £325.66 should be included in the Council's balances and, should any of the hirers concerned subsequently contact the Council, then the monies owed would be repaid to them from its balances.

(Prior to consideration of the following item Councillor Rogers had declared a personal interest, in his capacity as a Trustee of Littlehampton District Lions Club)

27/25 GRANT AID - RUSTINGTON STREET FAYRE

The Committee considered a request for financial assistance towards the costs to be incurred in respect of the 2025 Street Fayre which had been previously circulated to all Members.

Following a detailed discussion, the Committee RECOMMENDED that Grant Aid of £1,250.00 be awarded to the Littlehampton District Lions Club towards the costs to be incurred in connection with the 2025 Street Fayre.

28/25 GRANT AID - TO REVIEW THE CRITERIA FOR APPLICATIONS

The Deputy Clerk referred to Minute 45/24 and reminded the Committee of its decision for the criteria in respect of Grant Aid Applications to be reviewed prior to the 2025/2026 application process commencing.

She said that in accordance with the above, some minor amendments had been made for consideration by the Committee, and she proceeded to explain the rationale behind the proposed amendments.

Following a further discussion, the Committee RECOMMENDED that the amended criteria should be APPROVED and implemented for the 2025/2026 Grant Aid Application Process.

A copy of the amended criteria, is attached and forms a part of these Minutes.

29/25 EXCLUSION OF THE PUBLIC AND PRESS

The Committee, pursuant to Section 100 of the Local Government Act 1972, RESOLVED that Members of the Public, and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

30/25 ADMINISTRATIVE ASSISTANT - VILLAGE INFORMATION CENTRE AND MUSEUM

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

The Clerk said that the Administrative Assistant concerned, who was employed on a part-time basis for three days per week in the Museum and for one day per week in the Information Centre, had recently requested a reduction in her working hours, to allow her to relinquish all of her duties in the Museum, whilst continuing to work in the Information Centre on Saturdays. This would, in effect, enable her to partially retire from her employment with the Council. She said that it had subsequently been agreed that this reduction in hours would take effect from 1 May 2025.

She then referred to the vacant part-time Administrative Assistant post in the Museum, which would be created by the above, and advised that as soon as the Museum Manager, Deputy Clerk, and herself had discussed and agreed the best way forward for this support post, she would discuss this with the Chairman of the Leisure and Amenities Committee and then report back to the Committee in this regard, in due course.

The Committee RECOMMENDED that the Clerk of the Council's Report be APPROVED.

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

Chairman: **Date:**

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

24 March 2025

Date: 26/02/2025
Time: 14:05:41

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 1

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

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

A/C: ARUNCOM Name: Arun Church

No	Type	Date	Ref	Details	Amount	Outstanding
95246	PI	06/01/2025	18686	Youth Wkr x1 & Support Wkrs x2 - Snr Y.Club - Jan-Mar	2,400.32	2,400.32
95248	PI	01/01/2025	18687	Snr. Y.Club Tuck Purchases - Oct-Dec	52.30	52.30
Total:						<u>2,452.62</u>

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
95249	PI	21/02/2025	18688	Maintenance & Floral Contract - Feb	4,631.23	4,631.23
Total:						<u>4,631.23</u>

A/C: REALWOR Name: Real World Publishing Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
95250	PI	20/02/2025	18689	Newsletter Printing - Winter 2025	1,121.40	1,121.40
Total:						<u>1,121.40</u>

A/C: SIGMA Name: Sigma Plumbing Services

No	Type	Date	Ref	Details	Amount	Outstanding
95252	PI	20/02/2025	18690	Maint/Tasks (Feb) inc. Clean Shelters (Beach & Bus) &	579.00	579.00
Total:						<u>579.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
95261	PI	17/02/2025	18691	Window Cleaning (Extn) - Feb - W.Centre/Y.Centre	132.00	132.00
Total:						<u>132.00</u>

A/C: TRADEUK Name: Trade UK

No	Type	Date	Ref	Details	Amount	Outstanding
95297	PI	13/02/2025	18703	Incinerator Bin - Rec.Ground	27.99	27.99
95298	PI	25/02/2025	18704	Thermostatic Radiator Valve & Lockshield - W.Centre	9.99	9.99
Total:						<u>37.98</u>

A/C: WELCHANI Name: Anita Welch

No	Type	Date	Ref	Details	Amount	Outstanding
95296	PI	25/02/2025	18702	New Felt Roof & Paint Bus Shelter - Station Road	475.00	475.00
Total:						<u>475.00</u>

A/C: WESTONM Name: Mr M Weston

No	Type	Date	Ref	Details	Amount	Outstanding
95263	PI	14/02/2025	18692	Supply Oak Honours Board & Sign Writing - Honorary	495.00	495.00
Total:						<u>495.00</u>
Grand Total						<u>9,924.23</u>

Date: 13/03/2025

Time: 08:56:55

Rustington Parish Council

Page: 2

Supplier Invoices Recommended Payments/Payments Made

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

Date From: 22/02/2025
 Date To: 31/03/2025

A/C: ACTIONIN Name: Action in rural Sussex

No	Type	Date	Ref	Details	Amount	Outstanding
95632	PI	11/03/2025	18740	Subscription to SCBAS 15-31 Mar 25	6.00	6.00
Total:						<u>6.00</u>

A/C: AGSONE Name: Anti-Graffiti Systems Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
95633	PI	11/03/2025	18741	Pest Control Contract - 01-Mar-25 to 28-Feb-26 -	440.64	440.64
95634	PI	11/03/2025	18742	Pest Control Contract - 01-Mar-25 to 28-Feb-26 - WPSF	440.64	440.64
95635	PI	11/03/2025	18743	Pest Control Contract - 01-Mar-25 to 28-Feb-26 - Allots -	440.64	440.64
95636	PI	07/03/2025	18744	Pest Control Contract - 01-Mar-25 to 28-Feb-26 - Allots - PL	440.64	440.64
95637	PI	11/03/2025	18745	Pest Control Contract - 01-Mar-25 to 28-Feb-26 - Allots -	440.64	440.64
Total:						<u>2,203.20</u>

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
95532	PI	22/02/2025	18705	Premises Checks & Other Tasks - Feb-25	1,062.42	1,062.42
Total:						<u>1,062.42</u>

A/C: ARUN Name: Arun District Council

No	Type	Date	Ref	Details	Amount	Outstanding
95550	PI	03/03/2025	18706	Collection & Disposal Dog Faeces - WPSF	99.98	99.98
Total:						<u>99.98</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
95551	PI	27/02/2025	18707	Monthly Electrical Maintenance, ELT & Works - All Centres	349.50	349.50
95555	PI	06/03/2025	18708	Supply/Fit Replacement LED Drum - Churchill Toilet	125.00	125.00
Total:						<u>474.50</u>

A/C: GRUNDON Name: Grundon Waste Management Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
95556	PI	28/02/2025	18709	Wheelie Bins - SWC/Museum	124.51	124.51
95558	PI	28/02/2025	18710	Wheelie Bins - Rec.Ground/Y.Centre	129.10	129.10
95560	PI	28/02/2025	18711	Wheelie Bins - W.Centre/Offices	279.60	279.60
Total:						<u>533.21</u>

A/C: MICROSOFT Name: Microsoft Ireland Operations Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
95562	PI	03/03/2025	18712	Online Services - Office 365 - 03-Feb to 02-Mar	579.20	579.20
Total:						<u>579.20</u>

Date: 13/03/2025

Time: 08:56:55

Rustington Parish Council

Page: 3

Supplier Invoices Recommended Payments/Payments Made**A/C:** SOUTHCLE **Name:** Southern Cleaning Services

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
95569	PI	02/03/2025	18713	Contract Cleaning - 30-Jan to 28-Feb - W.Centre & Offices	1,800.00	1,800.00
95570	PI	02/03/2025	18714	Machine Scrub & Clean VMH Floor x2 - Feb	140.40	140.40
95653	PI	12/03/2025	18746	Contract Cleaning - Caretaker Cover etc. - SWC	1,848.00	1,848.00
Total:						<u>3,788.40</u>

A/C: STANNAH **Name:** Stannah Lift Services Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
95571	PI	24/02/2025	18715	Lift Servicing to 23-May - Y.Centre	362.51	362.51
Total:						<u>362.51</u>

A/C: TRADEUK **Name:** Trade UK

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
95572	PI	05/03/2025	18716	Cabin Hooks x2 - W.Centre VMH	10.98	10.98
Total:						<u>10.98</u>

A/C: WORLDPA **Name:** Worldpay Limited

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
95573	PI	01/03/2025	18717	Subscription Fee - Mar-25	11.94	11.94
Total:						<u>11.94</u>

A/C: WSCC **Name:** West Sussex County Council

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
95574	PI	04/03/2025	18718	Rent - WPSF - 25-Mar to 23-Jun	312.50	312.50
Total:						<u>312.50</u>
Grand Total						<u>9,444.84</u>

Date: 26/02/2025

Time: 14:03:33

Rustington Parish Council

Page: 4

Current Account - Recommended Payments/Payments MadeDate From: 01/02/2025
Date To: 28/02/2025Bank From: 1200
Bank To: 1200Transaction From: 95,264
Transaction To: 99,999,999N/C From:
N/C To: 99999999Dept From: 0
Dept To: 999

Bank: 1200 Currency: Pound Sterling

No	Type	N/C	Date	Ref	Details	Net	Tax	Gross
95264	BP	6111	26/02/2025	18693 - BankPay	History People UK - Talk on Smuggling, Inc. Travel -	110.00	0.00	110.00
95265	BP	7310	27/02/2025	DD - 18694 (...)	BT - W.Centre - Broadband	31.31	6.27	37.58
95266	BP	7310	27/02/2025	DD - 18694 (...)	BT - Office - Broadband	125.22	25.04	150.26
95267	BP	7300	27/02/2025	DD - 18694 (...)	BT - Y.Centre - Phone Services	174.71	34.94	209.65
95268	BP	7310	27/02/2025	DD - 18694 (...)	BT - Y.Centre - Broadband	31.31	6.27	37.58
95269	BP	7310	27/02/2025	DD - 18694 (...)	BT - Museum - Broadband	62.61	12.52	75.13
95270	BP	7310	27/02/2025	DD - 18694 (...)	BT - SWC - Broadband	62.60	12.52	75.12
95288	BP	7203	27/02/2025	DD - 18695	SSE - Electric - W.Centre - to 29-Jan - SM	846.90	169.38	1,016.28
95289	BP	7203	27/02/2025	DD - 18696	SSE - Electric - Broadmark Toilets - to 30-Jan - SM	97.30	4.87	102.17
95290	BP	7203	27/02/2025	DD - 18697	SSE - Electric - Churchill Toilets - to 30-Jan - SM	292.82	14.64	307.46
95291	BP	7203	27/02/2025	DD - 18698	SSE - Electric - The Street Toilets - to 30-Jan - SM	72.32	3.62	75.94
95292	BP	7203	27/02/2025	DD - 18699	SSE - Electric - Offices - to 31-Jan - SM	135.22	6.76	141.98
95293	BP	7203	27/02/2025	DD - 18700	SSE - Electric - Y.Centre - to 29-Jan - SM	197.11	9.86	206.97
95294	BP	7203	27/02/2025	DD - 18701	SSE - Electric - SWC - to 31-Jan - SM	322.11	64.42	386.53
95295	BP	7203	27/02/2025	DD - 18701	SSE - Electric - Museum - to 31-Jan - SM	322.11	64.42	386.53
Totals £						<u>2,883.65</u>	<u>435.53</u>	<u>3,319.18</u>

Date: 13/03/2025
Time: 09:23:30

Rustington Parish Council
Current Account - Recommended Payments/Payments Made

Page: 5

Date From: 01/03/2025
Date To: 31/03/2025

Bank From: 1200
Bank To: 1200

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

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1200			Currency: Pound Sterling					
No	Type	N/C	Date	Ref	Details	Net	Tax	Gross
95575	BP	2103	11/03/2025	18719 - WorldPay	R.Forgham - Deposit Refund - Y.Centre	50.00	0.00	50.00
95576	BP	2103	11/03/2025	18720 - WorldPay	Blind Veterans UK Rustington - Deposit Refund -	50.00	0.00	50.00
95577	BP	2103	11/03/2025	18721 - BankPay	C.Dennis - Deposit Refund - Allots - 33 CA	50.00	0.00	50.00
95578	BP	4043	11/03/2025	18721 - BankPay	C.Dennis - Rent Refund - Allots - 33 CA	44.00	0.00	44.00
95579	BP	6105	11/03/2025	18722 - BankPay	Dementia Support Sage House - Grant Aid	300.00	0.00	300.00
95580	BP	6105	11/03/2025	18723 - BankPay	L'ton Child Contact Centre - Grant Aid	350.00	0.00	350.00
95581	BP	6105	11/03/2025	18724 - BankPay	St Peter & St Paul Pantry - Grant Aid	500.00	0.00	500.00
95582	BP	7213	11/03/2025	18725 - BankPay	RCC - Maint of Cricket Square - 2024 - 4 of 4 - 31 Mar 25	1,825.00	0.00	1,825.00
95583	BP	7300	15/03/2025	DD - 18726 (...)	BT - Office Mobile (Emergency Phone)	12.34	2.47	14.81
95584	BP	7300	15/03/2025	DD - 18726 (...)	BT - LAA Officer Mobile	12.34	2.47	14.81
95585	BP	7202	13/03/2025	DD - 18727 (5809)	Business Stream - Water - W.Centre to 26-Feb - Est	447.05	0.00	447.05
95586	BP	7202	14/03/2025	DD - 18728 (1096)	Business Stream - Water - Broadmark Toilets to 27-Feb -	170.32	0.00	170.32
95587	BP	7202	14/03/2025	DD - 18729 (2466)	Business Stream - Water - Churchill Toilets to 27-Feb -	406.29	0.00	406.29
95588	BP	7202	13/03/2025	DD - 18730 (1115)	Business Stream - Water - Y.Centre to 26-Feb - Est	178.48	0.00	178.48
95589	BP	7202	21/03/2025	DD - 18731 (1100)	Business Stream - Water - Conbar Allots to 07-Mar - Est	99.94	0.00	99.94
95590	BP	7202	14/03/2025	DD - 18732 (1198)	Business Stream - Water - W.Road Allots to 27-Feb - Est	38.25	0.00	38.25
95591	BP	7321	01/03/2025	DD - 18733	Sage - Finance Support Package - Mar	451.50	90.30	541.80
95592	BP	7130	19/03/2025	DD - 18734	WorldPay - Monthly Transactions Fee for Feb (65%)	9.75	0.00	9.75
95593	BP	7130	19/03/2025	DD - 18734	WorldPay - Monthly Transactions Fee for Feb (25%)	3.75	0.00	3.75
95594	BP	7130	19/03/2025	DD - 18734	WorldPay - Monthly Transactions Fee for Feb (10%)	1.50	0.00	1.50
95595	BP	7130	19/03/2025	DD - 18734	WorldPay - Monthly Payment Approvals	0.23	0.05	0.28
95596	BP	7130	19/03/2025	DD - 18734	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80
95613	BP	7303	14/03/2025	DD - 18735 - NW1	Amazon (AZ Flag) - West Sussex County Flags x6 -	49.74	9.96	59.70
95614	BP	7206	14/03/2025	DD - 18735 - NW1	Amazon (Best at Flooring) - Bona Cleaner x4 - VMH -	139.00	27.80	166.80
95615	BP	7320	14/03/2025	DD - 18735 - NW1	Amazon - Lever Arch Files x5 - Office	14.99	3.00	17.99
95616	BP	7348	14/03/2025	DD - 18735 - NW1	Amazon - Winston Churchill Cut Out - VE Day Concert	33.59	6.72	40.31
95617	BP	7348	14/03/2025	DD - 18735 - NW1	Amazon - LED Hurricane Lantern - VE Day Concert	19.91	3.98	23.89
95618	BP	7348	14/03/2025	DD - 18735 - NW1	Amazon - Union Jack Hand Held Flags x200 - VE Day	27.64	5.52	33.16
95619	BP	7348	14/03/2025	DD - 18735 - NW1	Amazon (Hot Dog...) - Soldier Cardboard Cut Out - VE	39.15	7.83	46.98
95620	BP	7206	14/03/2025	DD - 18735 - NW1	Amazon (Xiamen...) - Multi Screwdriver Tool - Office	8.32	1.67	9.99
95621	BP	7206	14/03/2025	DD - 18735 - NW1	Amazon (Cosfree) - Toilet Roll Holder - SWC	6.66	1.33	7.99
95622	BP	7206	14/03/2025	DD - 18735 - NW1	Amazon (Cosfree) - Toilet Roll Holder - SWC	6.66	1.34	8.00
95623	BP	7100	14/03/2025	DD - 18735 - NW1	ACAS - Neurodiversity in the Workplace Course (RC)	125.00	0.00	125.00
95624	BP	7303	14/03/2025	DD - 18735 - NW1	Amazon - Velcro Stick on Tape - Public Toilets	12.50	2.50	15.00
95625	BP	6111	14/03/2025	DD - 18735 - NW1	Amazon - Feathers & Easter Chicks - Museum - Easter	17.40	3.47	20.87
95626	BP	6109	14/03/2025	DD - 18735 - NW1	Solits - Cardboard Plinths - Museum	165.45	33.09	198.54
95627	BP	5007	14/03/2025	DD - 18736 - NW1	Shell Rustington - Car Wash - Council Vehicle	7.46	1.49	8.95
95628	BP	5007	14/03/2025	DD - 18736 - NW1	BP Rustington - Diesel - Council Vehicle	53.47	10.69	64.16
95629	BP	7204	20/03/2025	DD - 18737 (...)	Crown Gas & Power - Gas - W.Centre - R1 to 28-Feb	1,166.11	58.31	1,224.42
95630	BP	7204	20/03/2025	DD - 18738 (...)	Crown Gas & Power - Gas - W.Centre - R2 to 28-Feb	86.84	4.34	91.18
95631	BP	7204	20/03/2025	DD - 18739 (...)	Crown Gas & Power - Gas - Y.Centre to 28-Feb	258.82	12.94	271.76
Totals						7,243.45	292.07	7,535.52

Rustington Parish Council
Bank Payment Summary - 25 February 2025

Salaries (Gross) - Employees	£	27,834.82
<i>Includes Mileage Claim (N/Code: 7101)</i>	£	20.25
Employers - N.I.	£	2,626.12
Employers - Superann.	£	2,563.95
Legal & General - Ill Health Liability Insurance	£	-
Total Employers Liabilities	£	<u>33,024.89</u>

Rustington Parish Council
Reconciled Balances as at 28 February 2025

NatWest Bank:-		
Current Account	£	18,692.81
Imprest Account	£	304.64
Reserve Accounts:		
General Fund	£	211,961.43
35-Day Notice (276) - Earmarked Reserves	£	10,912.87
35-Day Notice (284)	£	236,218.28
35-Day Notice (670) - Section 106 Funds	£	21,533.59
Museum Reserve	£	2,823.76
Plant Equipment Renewal	£	4,149.20
Capital Accounts:		
Opportunity and Special Purchases	£	1,513.89
CCLA:		
Capital Account:		
Public Sector Deposit Fund	£	100,000.00
<i>Monthly Dividends Credited from PSDA into Nationwide Account</i>		
Nationwide Building Society:		
Capital Account:		
35-Day Saver	£	122,435.85
Petty Cash	£	150.47
Total in Accounts		
	£	<u>730,696.79</u>
Un-Reconciled Payments		
	£	<u>10,555.13</u>
Grand Total		
	£	<u>720,141.66</u>

Date: 17/03/2025
Time: 14:34:21

Rustington Parish Council
Current Account - Bank Receipts

Page: 7

Date From: 17/02/2025
Date To: 14/03/2025

Bank From: 1200
Bank To: 1200

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

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1200			Currency: Pound Sterling					
No	Type	N/C	Date	Ref	Details	Net	Tax	Gross
95271	BR	7300	27/02/2025	DD - 18694 (...)	BT - W.Centre - Phone Services	113.13	22.63	135.76
95272	BR	7300	27/02/2025	DD - 18694 (...)	BT - Y.Centre - Phone Services	113.13	22.63	135.76
95317	BR	2102	17/02/2025	Bank Receipt	A.Volontario (Chapman) - Deposit - Allots -	50.00	0.00	50.00
95318	BR	4043	17/02/2025	Bank Receipt	A.Volontario (Chapman) - Rent - Allots - 33A	42.18	0.00	42.18
95319	BR	2102	18/02/2025	Bank Receipt	A.Llenelly (Smith) - Deposit - Allots - 33 PL	50.00	0.00	50.00
95320	BR	4043	18/02/2025	Bank Receipt	A.Llenelly (Smith) - Rent - Allots - 33 PL	42.18	0.00	42.18
95321	BR	2102	24/02/2025	Bank Receipt	N.Mundangerfupfu - Deposit - W.Centre -	50.00	0.00	50.00
95322	BR	2102	20/02/2025	Card Receipt	T.Ellis - Deposit - Allots - 24A PL	50.00	0.00	50.00
95323	BR	4043	20/02/2025	Card Receipt	T.Ellis - Rent - Allots - 24A PL	44.00	0.00	44.00
95324	BR	2102	26/02/2025	Card Receipt	S.Guyon - Deposit - SWC - 30-Apr	50.00	0.00	50.00
95518	BR	2102	03/03/2025	Bank Receipt	S.Spanner - Deposit - W.Centre - 16-Apr	200.00	0.00	200.00
95519	BR	2102	03/03/2025	Card Receipt	Blind Veterans UK Rustington - Deposit -	50.00	0.00	50.00
95684	BR	2102	11/03/2025	Bank Receipt	Wadars - Deposit - W.Centre - 05-Jun	50.00	0.00	50.00
Totals £						904.62	45.26	949.88

Date: 17/03/2025
Time: 14:38:10

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

Page: 8

Date From: 17/02/2025
Date To: 14/03/2025

Bank From: 1200
Bank To: 1200

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

Customer From:
Customer To: ZZZZZZZZ

Bank	1200	Currency	Pound Sterling					
No	Type	A/C	Date	Ref	Details	Net	Tax	Gross
95308	SR	GUIDES3	20/02/2025	102147	Sales Receipt	27.50	0.00	27.50
95309	SR	RUSTCT&C	20/02/2025	102147	Sales Receipt	25.00	0.00	25.00
95310	SR	RUSTPLSC	18/02/2025	Bank Receipt	Sales Receipt	516.00	0.00	516.00
95311	SR	RUSTPLSC	18/02/2025	Bank Receipt	Sales Receipt	168.00	0.00	168.00
95312	SR	RUSTFC	20/02/2025	Bank Receipt	Sales Receipt	298.10	0.00	298.10
95313	SR	ALZHEIME	21/02/2025	Bank Receipt	Sales Receipt	45.00	0.00	45.00
95314	SR	ARUNDC	21/02/2025	Bank Receipt	Sales Receipt	14,328.97	0.00	14,328.97
95315	SA	GUYONSUS	26/02/2025	Card Receipt	Payment on Account	55.00	0.00	55.00
95316	SR	WOODTTC	27/02/2025	102148	Sales Receipt	414.25	0.00	414.25
95479	SA	ARUNFAIR	28/02/2025	Bank Receipt	Payment on Account	301.00	0.00	301.00
95501	SR	FORGHAMR	17/02/2025	Card Receipt	Sales Receipt	53.00	0.00	53.00
95504	SR	YASYOGA	03/03/2025	Bank Receipt	Sales Receipt	231.00	0.00	231.00
95505	SR	PLAYERS	03/03/2025	Bank Receipt	Sales Receipt	351.00	0.00	351.00
95506	SR	PLAYERS	03/03/2025	Bank Receipt	Sales Receipt	85.00	0.00	85.00
95507	SR	VIRTUOSO	03/03/2025	Bank Receipt	Sales Receipt	310.00	0.00	310.00
95508	SR	BLINDVET	03/03/2025	Card Receipt	Sales Receipt	36.00	0.00	36.00
95509	SR	SHORTMAT	03/03/2025	Bank Receipt	Sales Receipt	849.00	0.00	849.00
95510	SR	BABYSUPE	03/03/2025	Bank Receipt	Sales Receipt	168.90	0.00	168.90
95511	SA	BABYSUPE	03/03/2025	Bank Receipt	Payment on Account	7.10	0.00	7.10
95513	SR	BOARDROB	04/03/2025	Bank Receipt	Sales Receipt	98.67	0.00	98.67
95514	SR	ARUNU3A	04/03/2025	Bank Receipt	Sales Receipt	90.00	0.00	90.00
95515	SR	ARUNU3A	04/03/2025	Bank Receipt	Sales Receipt	725.00	0.00	725.00
95520	SR	THEATREA	04/03/2025	Bank Receipt	Sales Receipt	420.00	0.00	420.00
95521	SR	SLIMWORL	04/03/2025	Bank Receipt	Sales Receipt	261.36	0.00	261.36
95522	SR	WRIGHTMA	04/03/2025	Bank Receipt	Sales Receipt	199.00	0.00	199.00
95523	SR	HERITAGE	05/03/2025	Bank Receipt	Sales Receipt	39.00	0.00	39.00
95524	SR	RNID	05/03/2025	Bank Receipt	Sales Receipt	52.50	0.00	52.50
95525	SR	RUSTSPSC	06/03/2025	Bank Receipt	Sales Receipt	2,047.09	0.00	2,047.09
95526	SA	RUSTSPSC	06/03/2025	Bank Receipt	Payment on Account	25.00	0.00	25.00
95527	SR	DRISCOLL	06/03/2025	Bank Receipt	Sales Receipt	170.00	0.00	170.00
95528	SR	AGEUKWSX	07/03/2025	Bank Receipt	Sales Receipt	484.00	0.00	484.00
95529	SR	DANCEBEA	10/03/2025	Bank Receipt	Sales Receipt	210.00	0.00	210.00
95530	SR	TATERON	06/03/2025	Card Receipt	Sales Receipt	447.00	0.00	447.00
95679	SR	DRISCOLL	10/03/2025	Bank Receipt	Sales Receipt	68.00	0.00	68.00
95680	SR	DIAMONDD	11/03/2025	Bank Receipt	Sales Receipt	121.00	0.00	121.00
95681	SR	RCCGOASI	12/03/2025	Bank Receipt	Sales Receipt	204.00	0.00	204.00
95682	SR	RCCGOASI	12/03/2025	Bank Receipt	Sales Receipt	72.00	0.00	72.00
95683	SR	ARUNHER	12/03/2025	Bank Receipt	Sales Receipt	83.00	0.00	83.00
Totals						£ 24,086.44	0.00	24,086.44



RUSTINGTON PARISH COUNCIL

GRANTS TO LOCAL ORGANISATIONS CRITERIA

THE FOLLOWING CRITERIA ARE APPLICABLE WHEN CONSIDERING GRANT APPLICATIONS:

Rustington Applications

1. Grant applications will only be considered from Clubs, Societies, Community Groups and Organisations that are Rustington based OR who operate a Service in Rustington that brings significant benefit to the Parish.
2. Clubs, Societies, Community Groups or Organisations must demonstrate the level of benefit that their service will bring to Rustington and its residents.
3. Funding will be awarded proportionally to reflect the percentage of Rustington residents supported.

One Application per year rule

4. Only one grant application will be considered for any Club, Society, Community Group or Organisation in any one financial year.

Supporting Documentation

5. Clubs, Societies, Community Groups and Organisations must submit constitutions, rules or other governing documents, names of Officers and Annual Accounts.
6. On completion of your project, invoices and receipts may be requested as evidence of all expenditure of the grant for the intended use for which it was awarded.
7. Upon request recipients of grant funding shall inform the Council of the benefits or achievements accomplished because of the award.

Intended use of Grant

8. The applicant must declare the intended use of the grant and clearly define the wider community benefits derived from the funding.
9. There shall be no change to the intended use of the grant without express written authority of the Parish Council.
10. Failure to achieve the specified purpose of the grant within 12 months or undertaking an unauthorised variation, shall require the recipient to return all the grant funding to the Parish Council.



RUSTINGTON PARISH COUNCIL

GRANTS TO LOCAL ORGANISATIONS CRITERIA

General Criteria

11. No grant shall exceed 20% of the grants budget allocated by the Parish Council
12. The recipient shall acknowledge Rustington Parish Council as funders on all correspondence and publicity material or display the Parish Council's logo on any items purchased in recognition of the grant funding from the Parish Council.
13. No grant will be considered for private, commercial or closed clubs, societies or organisations.
14. All other sources of funding must be declared at the time of the application.
15. Grants will not be awarded retrospectively. All grants must be spent within 12 months of being awarded.
16. Where funding is given for an event the organiser must indemnify the Parish Council against any claim from any party as a result of any incident or accident with side event. Where funding is awarded for any other purpose the Parish Council cannot be held responsible or liable in any capacity.
17. Rustington Parish Council reserves the right to purchase items requested within the application for grant aid on behalf of any club, society or organisation.
18. The Parish Council makes grants to voluntary, cultural, charitable and sporting activities for the benefit of the local community. The Parish Council will take into account the objectives of an association and the wider community benefit for Rustington arising from the grant when assessing its priorities.
19. Grants will normally only be made to non-profit making organisations supported by unpaid volunteers.
20. Grants will not be made towards salaries for the payment of staff.

Completed Application forms and supporting information should be sent to:

Rosie Costan, Deputy Clerk of the Council, Rustington Parish Council, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB

Please Note: Applications for Grant Assistance are considered, mainly, at the June Meeting of the Finance and General Purposes Meeting and recommendations of that Committee will be subject to formal ratification at the June Council Meeting. All applicants will be advised of the Council's decision as soon as possible after the aforementioned Council Meeting.