

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 23 June 2025

PRESENT: Councillors Mrs C Broomfield, M Broomfield, Mrs A Cooper, A Cooper, G Lee, Mrs S Partridge, D Rogers and P Warren

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

47/25 ELECTION OF CHAIRMAN

It was proposed and seconded that Councillor Bennett be elected Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Bennett be elected Chairman of the Committee for the ensuing year.

48/25 ELECTION OF VICE-CHAIRMAN

It was proposed and seconded that Councillor Warren be elected Vice-Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Warren be elected Vice-Chairman of the Committee for the ensuing year.

49/25 CHAIRMAN OF THE MEETING

In the absence of Councillor Bennett, Chairman of the Committee, Councillor Warren, Vice-Chairman, Chaired the Meeting.

50/25 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Bennett (Indisposition). This apology was accepted by the Committee.

51/25 DECLARATIONS OF INTEREST

Councillor Mrs Broomfield declared a personal interest in Minutes 56/25(j) and 57/25. She remained in the Meeting during consideration of these items and took part in the discussions and votes thereon.

Councillor Broomfield declared a personal interest in Minutes 56/25(j) and 57/25. He remained in the Meeting during consideration of these items and took part in the discussions and votes thereon.

Councillor Mrs Cooper declared a personal interest in Minute 56/25(j). She remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Lee declared a personal interest in Minute 56/25(j). He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Mrs Partridge declared a personal interest in Minute 56/25(j). She remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Rogers declared a personal interest in Minutes 56/25(j) and 57/25. He remained in the Meeting during consideration of these items and took part in the discussions and votes thereon.

52/25 MINUTES

The Minutes of the Meeting held on 19 May 2025 were signed by the Chairman as a correct record.

53/25 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.

54/25 MONTHLY BUDGET REPORT

(a) 2024/2025 Final Monthly Budget Report to 31 March 2025

The Chairman reminded Members that the 2024/2025 Final Monthly Budget Report to 31 March 2025 had been previously circulated to all Members.

Following a brief discussion, the Committee was pleased to NOTE that the Audited End of Year figures showed that the Council had not exceeded its budgeted expenditure figure.

(b) Monthly Budget Report to 13 June 2025

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

55/25 INTERNAL AUDIT 2024/2025

The Committee considered and NOTED the Internal Audit Report 2024/2025 received from Mike Platten of April Skies Accounting.

The Finance Manager reported on the Matters Arising from the Report and provided detailed information on all of the actions taken and currently being addressed.

A copy of the Report, containing up-to-date information on the actions taken and those in the process of being addressed is attached and forms a part of these Minutes.

(Prior to consideration of the following item Councillors Mrs Broomfield, Broomfield, Mrs Cooper, Lee, Mrs Partridge and Rogers had declared a personal interest, in their capacity as Committee Members of Rustington In-Bloom)

56/25 APPLICATIONS FOR GRANT AID FROM LOCAL ORGANISATIONS

The Chairman reminded Members that the Council had, for a number of years, dealt with the majority of applications for Grant Aid annually, at the June Meeting of the Committee, following the appearance of the annual advertisement on the Council's Website, Social Media Page, Newsletter, as well as on Noticeboards around the Village, and any other appropriate Social Media Pages, inviting applications.

He said that the Council had previously agreed that:-

- (i) The Notice inviting applications for Grant Aid is issued at the beginning of April, with a closing date of 2 June. The Deputy Clerk's Report, detailing applications received to then, be considered by the Committee at its June Meeting

- (ii) Up to 75% of the balance of Budget provision for Grant Aid could be allocated at the aforementioned Meeting (excluding any Grant made earlier in the financial year in connection with the Summer Street Fayre), with 25% being retained for applications received at any time later in the year.

The Chairman said that provision of £5,000.00 had been made for the current year in respect of Grant Aid generally.

He reminded the Committee that, so far, during the year commencing 1 April 2025, the Council had awarded the following:-

Littlehampton District Lions Club	£1,250.00
-----------------------------------	-----------

The Chairman said that a Report had been previously circulated, which included details of applications as follows:-

(a) **Air Ambulance Charity Kent Surrey Sussex**

A request for financial assistance towards operating costs of HEMS (Helicopter Emergency Medical Service) - helicopters, rapid-response vehicles, medical equipment, fuel, and highly trained crews.

(b) **Arun Community Transport**

A request for financial assistance towards operating costs covering office accommodation and computer software.

(c) **Arun Youth Aqua Centre**

A request for financial assistance towards new rigging for laser dinghies.

(d) **Chichester Diocesan Association for Family Support Work**

A request for financial assistance towards supporting an after school club in Rustington.

(e) **4Sight Vision Support**

A request for financial assistance towards specialist support for Rustington residents.

(f) **Home-Start Arun, Worthing and Adur**

A request for financial assistance towards replacement IT equipment.

(g) **Lavinia Norfolk Centre Charitable Trust**

A request for financial assistance towards construction of a Sensory Garden.

(h) **Rustington Community Primary School PTA**

A request for financial assistance towards additional play equipment for play times.

(i) **Rustington Heritage Association**

A request for financial assistance towards its 'Access to History' in the form of funding the purchase of a guest speaker.

(j) Rustington In-Bloom

A request for financial assistance towards the purchase of public liability insurance, flyers and bunting, to assist in its 'A Vision of the Future' promotional campaign.

At the conclusion of its deliberations, the Committee RECOMMENDED the following:-

(a) Air Ambulance Charity Kent Surrey Sussex

Grant Aid of £150.00 be awarded.

(b) Arun Community Transport

Grant Aid of £450.00 be awarded.

(c) Arun Youth Aqua Centre

Grant Aid of £200.00 be awarded.

(d) Chichester Diocesan Association for Family Support Work

Grant Aid of £450.00 be awarded.

(e) 4Sight Vision Support

No Grant Aid to be awarded on this occasion.

(f) Home-Start Arun, Worthing and Adur

Grant Aid of £270.00 be awarded.

(g) Lavinia Norfolk Centre Charitable Trust

Grant Aid of £139.20 be awarded.

(h) Rustington Community Primary School PTA

Grant Aid of £350.00 be awarded.

(i) Rustington Heritage Association

Grant Aid of £260.00 be awarded.

(j) Rustington In-Bloom

Grant Aid of £350.00 be awarded.

(Prior to consideration of the following item Councillors Mrs Broomfield, Broomfield and Rogers had declared a personal interest, in their capacity as Trustees of the Littlehampton District Lions Club)

57/25 REQUEST FOR WAIVING OF HIRING FEES - LITTLEHAMPTON DISTRICT LIONS CLUB - SENIOR CITIZENS LUNCHEON

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

Following a brief discussion, the Committee RECOMMENDED that the hiring fees should be waived for The Woodlands Centre, with the Littlehampton District Lions Club being asked to actively promote the event as being funded in partnership with the Council.

58/25 APPOINTMENT OF REPRESENTATIVES ON SUB-COMMITTEES

The Clerk advised that Representatives should now be appointed for the following Sub-Committees, and the Committee AGREED the following:-

(a) Internal Audit Sub-Committee

Councillors J Bennett, Mrs A Cooper, A Cooper, G Lee, D Rogers and P Warren

(b) Personnel Sub-Committee

Councillors J Bennett, Mrs A Cooper, A Cooper, G Lee, D Rogers and P Warren

There being no further business the Meeting concluded at 6.41 pm.

Chairman: Date:

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

23 June 2025

Date: 14/05/2025
Time: 08:55:56

Page: 1

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

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

Date From: 02/12/2024
Date To: 31/05/2025

A/C: ARUN Name: Arun District Council

No	Type	Date	Ref	Details	Amount	Outstanding
96740	PI	28/04/2025	18845	Annual Licencing Fee - W.Centre	180.00	180.00
Total:						180.00

A/C: ARUNCOM Name: Arun Church

No	Type	Date	Ref	Details	Amount	Outstanding
96741	PI	01/04/2025	18846	Youth Wkr x1 & Support Wkrs x2 - Snr Y.Club - Apr-Jun	2,400.32	2,400.32
96743	PI	31/03/2025	18847	Snr Y.Club Tuck Purchases - Jan-Feb	28.82	28.82
Total:						2,429.14

A/C: BAQUASC Name: Baqus Construction & Property Consultancy

No	Type	Date	Ref	Details	Amount	Outstanding
96744	PI	30/04/2025	18848	Quantity Surveying Service Financial Update - W.Centre	1,008.00	1,008.00
Total:						1,008.00

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

No	Type	Date	Ref	Details	Amount	Outstanding
96745	PI	06/05/2025	18849	Monthly Electrical Maintenance, ELT & Works - All Centres	247.00	247.00
Total:						247.00

A/C: BIFFA Name: Biffa Waste Services Limited

No	Type	Date	Ref	Details	Amount	Outstanding
96749	PI	24/04/2025	18850	Public Toilet Cleansing Contract - Mar - inc T.Rolls	4,397.44	4,397.44
Total:						4,397.44

A/C: CANON Name: Canon UK Limited

No	Type	Date	Ref	Details	Amount	Outstanding
96882	PI	30/04/2025	18851	Photocopy/Printing to 13-Apr - SWC (30%)	12.82	12.82
Total:						12.82

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
96752	PI	21/04/2025	18852	Maintenance & Floral Contract - Apr	4,862.78	4,862.78
Total:						4,862.78

A/C: GRUNDON Name: Grundon Waste Management Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
96753	PI	30/04/2025	18853	Wheelie Bins - SWC/Museum	125.26	125.26
96755	PI	30/04/2025	18854	Wheelie Bins - Rec.Ground/Y.Centre	129.67	129.67
96757	PI	30/04/2025	18855	Wheelie Bins - W.Centre/Offices	281.09	281.09
Total:						536.02

Date: 14/05/2025

Time: 08:55:56

Rustington Parish Council

Page: 2

Supplier Invoices Recommended Payments/Payments Made

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

No	Type	Date	Ref	Details	Amount	Outstanding
96759	PI	02/05/2025	18856	CCTV, FA & EL Maintenance - All Sites	2,355.00	2,355.00
96772	PI	02/05/2025	18857	Intruder Alarm Upgrade - Office (Inc. Y.Centre)	1,159.20	1,159.20
96774	PI	02/05/2025	18858	Replace CCTV Camera - W.Centre Inc. Intruder Alarm	585.00	585.00
Total:						<u>4,099.20</u>

A/C: MICROSOFT Name: Microsoft Ireland Operations Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
96776	PI	03/05/2025	18859	Online Services - Office 365 - 03-Apr to 02-May	540.80	540.80
Total:						<u>540.80</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
96783	PI	28/04/2025	18860	Operations Inspection - Rec.Ground Equipment	93.90	93.90
Total:						<u>93.90</u>

A/C: RICARA Name: Ricara Sussex

No	Type	Date	Ref	Details	Amount	Outstanding
96784	PI	29/04/2025	18861	Staff Uniform (JB)	52.20	52.20
Total:						<u>52.20</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
96787	PI	06/05/2025	18864	Window Cleaning (Extn) - May - W.Centre/Y.Centre	132.00	132.00
96852	PI	02/12/2024	18880	Window Cleaning (Extn) - Nov - W.Centre/Y.Centre	132.00	132.00
Total:						<u>264.00</u>

A/C: SOUTHCLE Name: Southern Cleaning Services

No	Type	Date	Ref	Details	Amount	Outstanding
96785	PI	05/05/2025	18862	Contract Cleaning - 28-Mar to 25-Apr - W.Centre & Offices	1,800.00	1,800.00
96786	PI	05/05/2025	18863	Machine Scrub & Clean VMH Floor x2 - Apr	140.40	140.40
Total:						<u>1,940.40</u>

A/C: TRADEUK Name: Trade UK

No	Type	Date	Ref	Details	Amount	Outstanding
96789	PI	23/04/2025	18865	Adhesive - Tree Plaques - Rec.Ground	10.69	10.69
96790	PI	24/04/2025	18866	Angle Grinder & Disks - Rec.Ground	198.98	198.98
Total:						<u>209.67</u>

A/C: WENBANS Name: Wenban-Smith Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
96791	PI	07/05/2025	18867	Supply x10 Seat Slats (Inc. Machining Edges)	587.53	587.53
Total:						<u>587.53</u>

A/C: WORKNES Name: WorkNest Limited

No	Type	Date	Ref	Details	Amount	Outstanding
96792	PI	01/05/2025	18868	HR Service & Advice - Prepaid Hours (10)	1,194.00	1,194.00
Total:						<u>1,194.00</u>

A/C: WORLDPA Name: Worldpay Limited

No	Type	Date	Ref	Details	Amount	Outstanding
96793	PI	01/05/2025	18869	Subscription Fee - May-25	11.94	11.94
Total:						<u>11.94</u>

Grand Total 22,666.84

Date: 28/05/2025
Time: 13:52:50

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 3

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

Date From: 14/04/2025
Date To: 31/05/2025

A/C: ACEDRAIN Name: Ace Drainage

No	Type	Date	Ref	Details	Amount	Outstanding
96953	PI	24/05/2025	18881	Attend/Clear Blocked Toilets - VMH Ladies W.Centre	324.00	324.00
Total:						<u>324.00</u>

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
96955	PI	23/05/2025	18882	Premises Checks & Other Tasks - May-25	1,250.42	1,250.42
Total:						<u>1,250.42</u>

A/C: APPLECAR Name: Applegate Distribution

No	Type	Date	Ref	Details	Amount	Outstanding
96975	PI	22/05/2025	18883	Newsletter Delivery - February	564.84	564.84
96976	PI	22/05/2025	18884	Newsletter Delivery - May	564.84	564.84
Total:						<u>1,129.68</u>

A/C: ARUNBUS Name: Arun Business Supplies

No	Type	Date	Ref	Details	Amount	Outstanding
96977	PI	13/05/2025	18885	Stationery	133.75	133.75
Total:						<u>133.75</u>

A/C: BAILEYPA Name: Paul Bailey

No	Type	Date	Ref	Details	Amount	Outstanding
97037	PI	27/05/2025	18904	Sand/Paint x11 Public Seats - Village	580.00	580.00
Total:						<u>580.00</u>

A/C: BARCOMB Name: Barcombe Landscapes Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
96979	PI	10/05/2025	18886	Various Grounds Maint. to incl. Mowing Rec.Ground - 5 of	3,817.20	3,817.20
Total:						<u>3,817.20</u>

A/C: BAYSTUDI Name: Bay Studio Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
96991	PI	22/05/2025	18887	Supply/Fit MUGA Signs - Rec.Ground Inc. Sponsorship	582.00	582.00
Total:						<u>582.00</u>

A/C: BREWERS Name: Brewers Decorator Centres

No	Type	Date	Ref	Details	Amount	Outstanding
96993	PI	30/04/2025	18888	Sadolin Classic Teak No.3 x2 - Seats	176.78	176.78
96994	PI	30/04/2025	18889	Dulux Diamond Eggshell Brilliant White - Churchill Disabled	84.98	84.98
Total:						<u>261.76</u>

Date: 28/05/2025
Time: 13:52:50

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 4

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

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
96995	PI	20/05/2025	18890	Increase in Fidelity Guarantee Insurance to 30-Sep-25	124.13	124.13
96996	PC	08/05/2025	18891	Insurance to 30-Sep-25 - Refund	61.17	-61.17
Total:						<u>62.96</u>

A/C: CANON Name: Canon UK Limited

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
96997	PI	08/05/2025	18892	Copier/Printer Rental to 31-Jul - Office	273.55	273.55
96998	PI	08/05/2025	18893	Photocopy/Printing to 30-Apr - Office	315.58	315.58
96999	PI	08/05/2025	18894	Copier/Printer Rental to 31-Jul - Museum (70%)	65.58	65.58
97001	PI	08/05/2025	18895	Photocopy/Printing to 30-Apr - Museum (70%)	61.54	61.54
Total:						<u>716.25</u>

A/C: COLLINSP Name: Mr P Collins

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
97003	PI	14/05/2025	18896	Annual Anti-Virus Software etc.	1,904.00	1,904.00
Total:						<u>1,904.00</u>

A/C: FERRING Name: Ferring Nurseries

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
97017	PI	21/05/2025	18897	Maintenance & Floral Contract - May	4,862.78	4,862.78
Total:						<u>4,862.78</u>

A/C: MARKSOF Name: Marks of Respect

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
97066	PI	27/05/2025	18924	Clean/Repair/Redrill/Dowelling Entente Florale Memorial	648.00	648.00
Total:						<u>648.00</u>

A/C: PAINEM Name: Paine Manwaring Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
97018	PI	14/04/2025	18898	Annual Boiler Service - All Sites Inc. W.Centre	361.30	361.30
Total:						<u>361.30</u>

A/C: PPLPRSLT Name: PPL PRS Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
97021	PI	16/05/2025	18899	PPL & PRS Licence to 07-May-26 - Info Centre & Hall	663.92	663.92
Total:						<u>663.92</u>

A/C: PROCESS Name: ProcessMatters2

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
97038	PI	28/05/2025	18905	Role of DPO from 01-Jun-25 to 31-May-26	160.00	160.00
Total:						<u>160.00</u>

A/C: SIGMA Name: Sigma Plumbing Services

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
97022	PI	20/05/2025	18900	Tasks (May) inc. Office Post/Courier inc. adhoc deliveries	772.00	772.00
Total:						<u>772.00</u>

Date: 28/05/2025
Time: 13:52:50

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 5

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>
97033	PI	27/05/2025	18901	Contract Cleaning - Caretaker Cover - SWC	288.00	288.00
97075	PI	27/05/2025	18901	Contract Cleaning - Caretaker Cover - Y.Centre	288.00	288.00
Total:						<u>576.00</u>

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

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
97035	PI	19/05/2025	18902	Service Window Winding Gear - 09-May-25 - Y.Centre	144.00	144.00
Total:						<u>144.00</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>
97036	PI	28/04/2025	18903	Adhesive - Tree Plaques - Rec.Ground	12.79	12.79
Total:						<u>12.79</u>
Grand Total						<u>18,962.81</u>

Date: 12/06/2025
Time: 15:44:04

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 6

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

Date From: 19/05/2025
Date To: 30/06/2025

A/C: ARUNBUS Name: Arun Business Supplies

No	Type	Date	Ref	Details	Amount	Outstanding
97330	PI	05/06/2025	18928	Stationery	154.37	154.37
Total:						<u>154.37</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
97333	PI	30/05/2025	18929	Monthly Electrical Maintenance, ELT & Works - All Centres	442.00	442.00
97338	PI	06/06/2025	18930	PAT Testing - All Areas	2,100.00	2,100.00
Total:						<u>2,542.00</u>

A/C: BIFFA Name: Biffa Waste Services Limited

No	Type	Date	Ref	Details	Amount	Outstanding
97420	PI	06/06/2025	18959	Public Toilet Cleansing Contract - Apr - inc T.Rolls	4,397.44	4,397.44
97422	PI	06/06/2025	18960	Public Toilet Cleansing Contract - May - inc T.Rolls	4,472.99	4,472.99
Total:						<u>8,870.43</u>

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
97348	PI	29/05/2025	18931	Rub Down/Paint Queen's Jubilee Planter - Village	264.00	264.00
97349	PI	29/05/2025	18932	Tree Cutting/Clear & Removal of Waste - Rec.Ground	300.00	300.00
Total:						<u>564.00</u>

A/C: GRUNDON Name: Grundon Waste Management Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
97350	PI	31/05/2025	18933	Wheelie Bins - SWC/Museum	146.51	146.51
97352	PI	31/05/2025	18934	Wheelie Bins - Rec.Ground/Y.Centre	158.48	158.48
97354	PI	31/05/2025	18935	Wheelie Bins - W.Centre/Offices	338.88	338.88
Total:						<u>643.87</u>

A/C: MICROSOFT Name: Microsoft Ireland Operations Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
97356	PI	03/06/2025	18936	Online Services - Office 365 - 03-May to 02-Jun	540.80	540.80
Total:						<u>540.80</u>

A/C: PAINEM Name: Paine Manwaring Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
97415	PI	31/05/2025	18937	Supply/Install Diaphragm - Boiler - Store Room & Other	831.23	831.23
Total:						<u>831.23</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
97365	PI	09/06/2025	18938	Supply/Fit New R.Shutter Override Lock & Service - Y.C	241.58	241.58
Total:						<u>241.58</u>

Date: 12/06/2025
Time: 15:44:04

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 7

A/C: REALWOR Name: Real World Publishing Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
97367	PI	30/05/2025	18939	Newsletter Printing - Spring 2025	1,386.00	1,386.00
Total:						<u>1,386.00</u>

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>
97368	PI	02/06/2025	18940	Contract Cleaning - 25-Apr to 30-May - W.Centre & Offices	2,250.00	2,250.00
97369	PI	02/06/2025	18941	Machine Scrub & Clean VMH Floor x2 - May	140.40	140.40
Total:						<u>2,390.40</u>

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

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
97440	PI	06/06/2025	18965	Cleansing Materials - Various Sites	535.41	535.41
Total:						<u>535.41</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>
97370	PI	27/05/2025	18942	Lift Servicing to 23-Aug - 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>
97371	PI	19/05/2025	18943	Tape, Cable Ties & Brush Set - Play Area	25.86	25.86
Total:						<u>25.86</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>
97372	PI	01/06/2025	18944	Subscription Fee - Jun-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>
97373	PI	04/06/2025	18945	Rent - WPSF - 24-Jun to 28-Sep	312.50	312.50
Total:						<u>312.50</u>
Grand Total						<u>19,412.90</u>

Date: 14/05/2025
Time: 09:06:55

Rustington Parish Council
Current Account - Recommended Payments/Payments Made

Page: 8

Date From: 01/05/2025
Date To: 31/05/2025

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
96794	BP	2103	08/05/2025	18870 - BankPay	Showtime Amusements (P.Shayler) - Deposit Refund -	200.00	0.00	200.00
96795	BP	2103	08/05/2025	18871 - WorldPay	D.Strong - Deposit Refund - SWC	50.00	0.00	50.00
96796	BP	2103	08/05/2025	18872 - BankPay	A.Merrett - Deposit Refund - W.Centre	50.00	0.00	50.00
96797	BP	2103	08/05/2025	18873 - BankPay	Blueberry Muffins Red Hats (S.Guyon) - Deposit Refund	50.00	0.00	50.00
96798	BP	7348	08/05/2025	18874 - BankPay	C.Ward (M&S) - Gifts - VE Day Concert	33.33	6.67	40.00
96821	BP	7321	01/05/2025	DD - 18875	Sage - Finance Support Package - May	480.50	96.10	576.60
96822	BP	7130	20/05/2025	DD - 18876	WorldPay - Monthly Transactions Fee for Apr (65%)	18.51	0.00	18.51
96823	BP	7130	20/05/2025	DD - 18876	WorldPay - Monthly Transactions Fee for Apr (25%)	7.12	0.00	7.12
96824	BP	7130	20/05/2025	DD - 18876	WorldPay - Monthly Transactions Fee for Apr (10%)	2.85	0.00	2.85
96825	BP	7130	20/05/2025	DD - 18876	WorldPay - Monthly Payment Approvals	0.37	0.07	0.44
96826	BP	7130	20/05/2025	DD - 18876	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80
96827	BP	7101	08/05/2025	18877 - BankPay	T.Smithers - Travel Expenses - SMG Training	6.00	0.00	6.00
96831	BP	6013	14/05/2025	DD - 18878 - NW1	TSL-Engraving - Tree Plaque - Rec.Ground	27.96	0.00	27.96
96832	BP	6013	14/05/2025	DD - 18878 - NW1	TSL-Engraving - Tree Plaque - Village	43.67	0.00	43.67
96833	BP	7321	14/05/2025	DD - 18878 - NW1	Easy Space - Domain Name - Rustington-pc.gov.uk (10	174.00	34.80	208.80
96834	BP	7321	14/05/2025	DD - 18878 - NW1	Easy Space - Domain Name Protect (DNSSEC)	160.00	32.00	192.00
96835	BP	7303	14/05/2025	DD - 18878 - NW1	Amazon (Universal Product Solutions) - Biscuits - Office	28.93	0.00	28.93
96836	BP	7303	14/05/2025	DD - 18878 - NW1	Amazon (Universal Product Solutions) - Milk Jiggers -	6.10	0.00	6.10
96837	BP	7321	14/05/2025	DD - 18878 - NW1	Adobe Systems - Creative Cloud Software to 18-Apr-26 -	546.84	109.37	656.21
96838	BP	7348	14/05/2025	DD - 18878 - NW1	Amazon - VE Day Flags x4 - VE Day Concert	30.51	6.12	36.63
96839	BP	6234	14/05/2025	DD - 18878 - NW1	Amazon - Defibrillator Pads - Village o/s The Quill	70.83	14.17	85.00
96840	BP	7348	14/05/2025	DD - 18878 - NW1	Amazon - Bottle Gift Bags x10 - VE Day Concert	10.92	2.19	13.11
96841	BP	7348	14/05/2025	DD - 18878 - NW1	Amazon - White & Blue Curling Ribbons - VE Day	6.37	1.28	7.65
96842	BP	6011	14/05/2025	DD - 18878 - NW1	Amazon - Brasso - Seats - Village	6.22	1.24	7.46
96843	BP	6011	14/05/2025	DD - 18878 - NW1	Amazon - Brasso - Seats - Rec.Ground	6.23	1.25	7.48
96844	BP	6010	14/05/2025	DD - 18878 - NW1	Wildwood Landscape Machinery - Mulch Kit & Deck	222.90	44.58	267.48
96845	BP	7348	14/05/2025	DD - 18878 - NW1	Aldi - Refreshments - VE Day Concert	68.22	13.65	81.87
96847	BP	5007	14/05/2025	DD - 18879 - NW1	BP Rustington - Diesel - Council Vehicle	52.17	10.44	62.61
96848	BP	6017	14/05/2025	DD - 18879 - NW1	BP Rustington - Plant Fuel - Mower	28.21	5.64	33.85
Totals						£ 2,392.76	380.37	2,773.13

Date: 28/05/2025
Time: 14:17:49

Rustington Parish Council
Current Account - Recommended Payments/Payments Made

Page: 9

Date From: 01/05/2025
Date To: 10/06/2025

Bank From: 1200
Bank To: 1200

Transaction From: 97,039
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
97039	BP	2103	28/05/2025	18824 - BankPay	L'ton Muslim Trust - Deposit Refund - W.Centre	200.00	0.00	200.00
97040	BP	2103	28/05/2025	18825 - BankPay	New Creations Life Ministries - Deposit Refund - SWC	50.00	0.00	50.00
97041	BP	2103	28/05/2025	18906 - BankPay	N.Mundangepfufu - Deposit Refund - W.Centre	50.00	0.00	50.00
97042	BP	2103	28/05/2025	18907 - BankPay	L'ton & District Camera Club - Deposit Refund - SWC	50.00	0.00	50.00
97043	BP	2103	28/05/2025	18908 - BankPay	Sussex Coast Talking News - Deposit Refund - W.Centre	50.00	0.00	50.00
97044	BP	2103	28/05/2025	18909 - WorldPay	G.Nye - Deposit Refund - W.Centre	200.00	0.00	200.00
97045	BP	7303	28/05/2025	18910 - BankPay	C.Harris (Tesco) - Milk - Office	3.50	0.00	3.50
97046	BP	7101	28/05/2025	18910 - BankPay	C.Harris - Travel Expenses - Banking (Worthing)	9.15	0.00	9.15
97047	BP	7310	27/05/2025	DD - 18911 (...)	BT - W.Centre - Broadband	69.40	13.89	83.29
97048	BP	7310	27/05/2025	DD - 18911 (...)	BT - Office - Broadband	104.12	20.82	124.94
97049	BP	7300	27/05/2025	DD - 18911 (...)	BT - Y.Centre - Phone Services	7.21	1.44	8.65
97050	BP	7310	27/05/2025	DD - 18911 (...)	BT - Y.Centre - Broadband	34.71	6.94	41.65
97051	BP	7310	27/05/2025	DD - 18911 (...)	BT - Museum - Broadband	69.41	13.88	83.29
97052	BP	7310	27/05/2025	DD - 18911 (...)	BT - SWC - Broadband	69.41	13.88	83.29
97053	BP	7202	10/06/2025	DD - 18912 (5809)	Business Stream - Water - W.Centre to 26-May - Act	586.12	0.00	586.12
97054	BP	7202	10/06/2025	DD - 18913 (1115)	Business Stream - Water - Y.Centre to 26-May - Act	139.61	0.00	139.61
97055	BP	7204	19/05/2025	DD - 18914 (...)	Crown Gas & Power - Gas - W.Centre - R1 to 30-Apr	412.76	20.64	433.40
97056	BP	7204	19/05/2025	DD - 18915 (...)	Crown Gas & Power - Gas - W.Centre - R2 to 30-Apr	47.58	2.38	49.96
97057	BP	7204	19/05/2025	DD - 18916 (...)	Crown Gas & Power - Gas - Y.Centre to 30-Apr	118.78	5.94	124.72
97058	BP	7203	26/05/2025	DD - 18917	SSE - Electric - W.Centre - to 28-Apr - SM	634.30	126.86	761.16
97059	BP	7203	26/05/2025	DD - 18918	SSE - Electric - Broadmark Toilets - to 28-Apr - SM	68.20	3.41	71.61
97060	BP	7203	26/05/2025	DD - 18919	SSE - Electric - Churchill Toilets - to 28-Apr - SM	146.46	7.32	153.78
97061	BP	7203	26/05/2025	DD - 18920	SSE - Electric - The Street Toilets - to 28-Apr - SM	64.41	3.22	67.63
97062	BP	7203	26/05/2025	DD - 18921	SSE - Electric - Offices - to 28-Apr - SM	130.83	6.54	137.37
97063	BP	7203	26/05/2025	DD - 18922	SSE - Electric - Y.Centre - to 28-Apr - SM	183.60	9.18	192.78
97064	BP	7203	26/05/2025	DD - 18923	SSE - Electric - SWC - to 30-Apr - SM	221.19	44.24	265.43
97065	BP	7203	26/05/2025	DD - 18923	SSE - Electric - Museum - to 30-Apr - SM	221.19	44.24	265.43
97078	BP	7348	28/05/2025	18925 - BankPay	Blind Veterans UK R'ton - Offertory - VE Day Concert	690.00	0.00	690.00
97079	BP	7348	28/05/2025	18926 - BankPay	L'ton Concert Band - Donation - VE Day Concert	300.00	0.00	300.00
97080	BP	7310	01/05/2025	DD - TV L	TV Licence - Youth Centre	15.00	0.00	15.00
97081	BP	7321	18/05/2025	DD - Sage	Sage - People Manager	68.60	13.72	82.32
97082	BP	7201	24/05/2025	DD - ADC	ADC - Rates - R'ton Youth Centre	474.00	0.00	474.00
97083	BP	7201	25/05/2025	DD - ADC	ADC - Rates - The Woodlands Centre	649.00	0.00	649.00
97084	BP	7201	26/05/2025	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	144.50	0.00	144.50
97085	BP	7201	26/05/2025	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	144.50	0.00	144.50
Totals						£ 6,427.54	358.54	6,786.08

Date: 12/06/2025

Rustington Parish Council

Page: 10

Time: 15:49:58

Current Account - Recommended Payments/Payments MadeDate From: 15/05/2025
Date To: 30/06/2025Bank From: 1200
Bank To: 1200Transaction From: 97,318
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
97318	BP	7300	15/05/2025	DD - 18927 (...)	BT - Office Mobile (Emergency Phone)	13.12	2.63	15.75
97319	BP	7300	15/05/2025	DD - 18927 (...)	BT - LAA Officer Mobile	13.12	2.62	15.74
97374	BP	2102	09/06/2025	18946 - BankPay	Wadars - Deposit Refund - W.Centre	50.00	0.00	50.00
97375	BP	7213	09/06/2025	18947 - BankPay	RCC - Maint of Cricket Square - 2025 - 1 of 4 - 30 Jun 25	1,825.00	0.00	1,825.00
97376	BP	7300	15/05/2025	DD - 18948 (...)	BT - Office Mobile (Emergency Phone)	13.12	2.63	15.75
97377	BP	7300	15/05/2025	DD - 18948 (...)	BT - LAA Officer Mobile	13.12	2.62	15.74
97378	BP	7202	12/06/2025	DD - 18949 (1096)	Business Stream - Water - Broadmark Toilets to 28-May	125.69	0.00	125.69
97379	BP	7202	13/06/2025	DD - 18950 (2466)	Business Stream - Water - Churchill Toilets to 30-May -	412.17	0.00	412.17
97380	BP	7202	20/06/2025	DD - 18951 (7237)	Business Stream - Water - The Street Toilets to 07-Jun -	57.46	0.00	57.46
97381	BP	7202	19/06/2025	DD - 18952 (3693)	Business Stream - Water - Penfold Allots to 04-Jun - Est	121.51	0.00	121.51
97382	BP	7202	13/06/2025	DD - 18953 (1198)	Business Stream - Water - W.Road Allots to 30-May - Est	22.49	0.00	22.49
97383	BP	7321	01/06/2025	DD - 18954	Sage - Finance Support Package - Jun	480.50	96.10	576.60
97384	BP	7130	19/06/2025	DD - 18955	WorldPay - Monthly Transactions Fee for May (65%)	9.75	0.00	9.75
97385	BP	7130	19/06/2025	DD - 18955	WorldPay - Monthly Transactions Fee for May (25%)	3.75	0.00	3.75
97386	BP	7130	19/06/2025	DD - 18955	WorldPay - Monthly Transactions Fee for May (10%)	1.50	0.00	1.50
97387	BP	7130	19/06/2025	DD - 18955	WorldPay - Monthly Payment Approvals	0.18	0.04	0.22
97388	BP	7130	19/06/2025	DD - 18955	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80
97389	BP	6004	09/06/2025	18956 - BankPay	SSE - Christmas Lighting Supply 2024-2025	463.02	23.15	486.17
97390	BP	7206	14/06/2025	DD - 18957 - NW1	Amazon (Jims Carpets) - Bona Cleaner x2 - VMH -	67.50	13.50	81.00
97391	BP	7300	14/06/2025	DD - 18957 - NW1	Tesco - Mobile Top Up (BP) - Y.Centre	15.00	0.00	15.00
97392	BP	7300	14/06/2025	DD - 18957 - NW1	Tesco - Mobile Top Up (BP) - Museum	7.50	0.00	7.50
97393	BP	7300	14/06/2025	DD - 18957 - NW1	Tesco - Mobile Top Up (BP) - SWC	7.50	0.00	7.50
97394	BP	6111	14/06/2025	DD - 18957 - NW1	Amazon - Green Card - Half Term Craft Event - Museum	23.24	4.64	27.88
97395	BP	7303	14/06/2025	DD - 18957 - NW1	Amazon (E.Tomlinson) - String Balls x3 - Office	6.24	0.00	6.24
97396	BP	6111	14/06/2025	DD - 18957 - NW1	Amazon - Circle Punches x3 - Half Term Craft Event -	9.78	1.95	11.73
97397	BP	7206	14/06/2025	DD - 18957 - NW1	Prestige Doors - Supply/Fit New R.Shutter O.Lock &	111.32	22.26	133.58
97398	BP	7206	14/06/2025	DD - 18957 - NW1	Prestige Doors - Service R.Shutter - Churchill Toilets	90.00	18.00	108.00
97399	BP	6017	14/06/2025	DD - 18958 - NW1	BP Rustington - Plant Fuel - Mower	25.86	5.17	31.03
97400	BP	6017	14/06/2025	DD - 18958 - NW1	BP Rustington - Plant Fuel - Mower	33.21	6.64	39.85
97401	BP	5007	14/06/2025	DD - 18958 - NW1	BP Rustington - Diesel - Council Vehicle	52.33	10.47	62.80
97402	BP	5007	14/06/2025	DD - 18958 - NW1	Shell Rustington - Car Wash - Council Vehicle	7.46	1.49	8.95
97436	BP	7204	19/06/2025	DD - 18961 (...)	Crown Gas & Power - Gas - W.Centre - R1 to 31-May	243.51	12.18	255.69
97437	BP	7204	19/06/2025	DD - 18962 (...)	Crown Gas & Power - Gas - W.Centre - R2 to 31-May	28.21	1.41	29.62
97438	BP	7204	19/06/2025	DD - 18963 (...)	Crown Gas & Power - Gas - Y.Centre to 31-May	87.89	4.39	92.28
97439	BP	6011	10/06/2025	18964 - BankPay	Dolphin Court (R'ton) Ltd - Annual Rent - Broadstrand	425.25	0.00	425.25
97444	BP	7310	01/06/2025	DD - TV L	TV Licence - Youth Centre	15.00	0.00	15.00
97445	BP	7321	18/06/2025	DD - Sage	Sage - People Manager	68.60	13.72	82.32
97446	BP	7201	24/06/2025	DD - ADC	ADC - Rates - R'ton Youth Centre	474.00	0.00	474.00
97447	BP	7201	25/06/2025	DD - ADC	ADC - Rates - The Woodlands Centre	649.00	0.00	649.00
97448	BP	7201	26/06/2025	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	144.50	0.00	144.50
97449	BP	7201	26/06/2025	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	144.50	0.00	144.50
Totals						£ 6,366.90	246.41	6,613.31

Imprest Account - Petty Cash Requirements - 13 June 2025

Chq.No.7666 - Office	160.00
Grand Total:	<u>160.00</u>

Rustington Parish Council
Bank Payment Summary - 25 May 2025

Salaries (Gross) - Employees	£	28,359.07
<i>Includes Mileage Claim (N/Code: 7101)</i>	£	-
Employers - N.I.	£	3,503.25
Employers - Superann.	£	2,351.15
Legal & General - Ill Health Liability Insurance	£	-
Total Employers Liabilities	£	<u>34,213.47</u>

Rustington Parish Council**Reconciled Balances as at 31 May 2025**

NatWest Bank:-		
Current Account	£	16,638.59
Imprest Account	£	979.22
Reserve Accounts:		
General Fund	£	373,907.75
35-Day Notice (276) - Earmarked Reserves	£	10,984.33
35-Day Notice (284)	£	237,765.28
35-Day Notice (670) - Section 106 Funds	£	21,674.62
Museum Reserve	£	2,832.15
Plant Equipment Renewal	£	4,161.53
Capital Accounts:		
Opportunity and Special Purchases	£	1,518.39
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	£	124,518.09
Petty Cash	£	274.48
Total in Accounts		
	£	895,254.43
Un-Reconciled Payments		
	£	1,347.15
Grand Total		
	£	<u>893,907.28</u>

Date: 13/06/2025
Time: 12:49:09

Rustington Parish Council
Current Account - Bank Receipts

Page: 12

Date From: 09/05/2025
Date To: 13/06/2025
Transaction From: 1
Transaction To: 99,999,999

Bank From: 1200
Bank To: 1200

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
96846	BR	7348	14/05/2025	DD - 18878 -	Amazon - Postage Charge Refund - VE Day	1.87	0.38	2.25
97121	BR	7307	12/05/2025	Card Receipt	Staff Reimbursement (CW)	8.70	0.00	8.70
97122	BR	7104	12/05/2025	Card Receipt	Staff Reimbursement (CW)	59.03	11.80	70.83
97123	BR	7104	14/05/2025	Card Receipt	Staff Reimbursement (EL)	8.44	1.69	10.13
97124	BR	4040	19/05/2025	102152	Museum - Donation (Talk)	34.00	0.00	34.00
97125	BR	4040	19/05/2025	102152	Museum - Books	11.80	0.00	11.80
97126	BR	7348	19/05/2025	102152	VE Day Concert - Offertory Collection - Blind	690.00	0.00	690.00
97127	BR	4040	19/05/2025	102152	Museum - Chaucery Memorial Book	3.00	0.00	3.00
97128	BR	4025	22/05/2025	Bank Receipt	L'ton AF & VBC - Seat Donation 50%	750.00	0.00	750.00
97303	BR	2102	28/05/2025	Bank Receipt	F.Neame-White - Deposit - SWC - 20-Jul	50.00	0.00	50.00
97304	BR	4025	30/05/2025	Bank Receipt	D.Jacobs - Seat Donation 50% (M.McKeown)	750.00	0.00	750.00
97329	BR	2102	04/06/2025	Bank Receipt	Cancer United - Deposit - SWC - 18-Oct	200.00	0.00	200.00
97511	BR	2102	10/06/2025	Bank Receipt	C.Moreira - Deposit - W.Centre - 21-Jun	50.00	0.00	50.00
Totals £						<u>2,616.84</u>	<u>13.87</u>	<u>2,630.71</u>

Date: 13/06/2025

Time: 12:49:51

Rustington Parish Council

Page: 13

Current Account - Customer Receipts

Date From: 09/05/2025
Date To: 13/06/2025Bank From: 1200
Bank To: 1200Transaction From: 1
Transaction To: 99,999,999Customer From:
Customer To: ZZZZZZZZ

Bank	1200	Currency	Pound Sterling					
No	Type	A/C	Date	Ref	Details	Net	Tax	Gross
97108	SR	PLAYERS	09/05/2025	Bank Receipt	Sales Receipt	85.00	0.00	85.00
97109	SR	LHCONBAN	09/05/2025	Bank Receipt	Sales Receipt	313.00	0.00	313.00
97110	SR	WADARS	13/05/2025	Bank Receipt	Sales Receipt	88.00	0.00	88.00
97111	SA	ARUNU3A	14/05/2025	Bank Receipt	Payment on Account	1,070.00	0.00	1,070.00
97112	SA	ARUNU3A	14/05/2025	Bank Receipt	Payment on Account	92.00	0.00	92.00
97113	SR	WOODTTC	19/05/2025	102152	Sales Receipt	560.00	0.00	560.00
97114	SR	SPASENSA	19/05/2025	102152	Sales Receipt	140.00	0.00	140.00
97115	SR	AGEUKWSX	19/05/2025	Bank Receipt	Sales Receipt	378.00	0.00	378.00
97116	SR	DRISCOLL	20/05/2025	Bank Receipt	Sales Receipt	159.00	0.00	159.00
97117	SR	RUSTPLSC	22/05/2025	Bank Receipt	Sales Receipt	482.00	0.00	482.00
97118	SR	RUSTPLSC	22/05/2025	Bank Receipt	Sales Receipt	215.00	0.00	215.00
97119	SR	JUSTSHUT	23/05/2025	Bank Receipt	Sales Receipt	396.00	0.00	396.00
97120	SR	RNID	28/05/2025	Bank Receipt	Sales Receipt	53.67	0.00	53.67
97305	SR	RUSTFC	29/05/2025	Bank Receipt	Sales Receipt	167.80	0.00	167.80
97306	SR	WSCC-CHI	29/05/2025	Bank Receipt	Sales Receipt	136.00	0.00	136.00
97307	SR	THEATREA	30/05/2025	Bank Receipt	Sales Receipt	432.00	0.00	432.00
97308	SR	BABYSUPE	30/05/2025	Bank Receipt	Sales Receipt	176.00	0.00	176.00
97309	SR	WRIGHTMA	30/05/2025	Bank Receipt	Sales Receipt	215.00	0.00	215.00
97310	SR	RUSTOTTE	30/05/2025	Bank Receipt	Sales Receipt	1,524.00	0.00	1,524.00
97311	SR	ARUNFAIR	30/05/2025	Bank Receipt	Sales Receipt	301.00	0.00	301.00
97312	SR	GWCASOLI	02/06/2025	Bank Receipt	Sales Receipt	762.00	0.00	762.00
97313	SR	ADFAS	02/06/2025	Bank Receipt	Sales Receipt	90.00	0.00	90.00
97314	SR	VIRTUOSO	02/06/2025	Bank Receipt	Sales Receipt	320.00	0.00	320.00
97315	SR	HERITAGE	02/06/2025	Bank Receipt	Sales Receipt	40.00	0.00	40.00
97316	SR	PLAYERS	02/06/2025	Bank Receipt	Sales Receipt	291.94	0.00	291.94
97317	SR	SLIMWORL	02/06/2025	Bank Receipt	Sales Receipt	280.50	0.00	280.50
97320	SR	YASYOGA	03/06/2025	Bank Receipt	Sales Receipt	158.00	0.00	158.00
97321	SR	NEAME-WH	03/06/2025	Bank Receipt	Sales Receipt	73.34	0.00	73.34
97322	SR	ARUNHER	04/06/2025	Bank Receipt	Sales Receipt	86.00	0.00	86.00
97323	SR	DRISCOLL	06/06/2025	Bank Receipt	Sales Receipt	269.00	0.00	269.00
97324	SR	AGEUKWSX	06/06/2025	Bank Receipt	Sales Receipt	252.00	0.00	252.00
97325	SR	DANCEBEA	09/06/2025	Bank Receipt	Sales Receipt	214.00	0.00	214.00
97326	SR	RCCGOASI	09/06/2025	Bank Receipt	Sales Receipt	310.50	0.00	310.50
97327	SR	RCCGOASI	09/06/2025	Bank Receipt	Sales Receipt	74.00	0.00	74.00
97328	SR	BELINSKA	05/06/2025	Card Receipt	Sales Receipt	140.00	0.00	140.00
97496	SR	PLAYERS	02/06/2025	Bank Receipt	Sales Receipt	87.55	0.00	87.55
97497	SR	RUSTWI	02/06/2025	Bank Receipt	Sales Receipt	127.00	0.00	127.00
97498	SR	TATERON	02/06/2025	Bank Receipt	Sales Receipt	558.00	0.00	558.00
97499	SR	SHORTMAT	02/06/2025	Bank Receipt	Sales Receipt	640.00	0.00	640.00
97506	SA	DIMITROV	10/06/2025	Card Receipt	Payment on Account	140.00	0.00	140.00
97507	SR	HOBDENS	12/06/2025	Bank Receipt	Sales Receipt	176.00	0.00	176.00
97508	SR	HOBDENS	12/06/2025	Bank Receipt	Sales Receipt	65.00	0.00	65.00
97509	SA	MOREIRAC	12/06/2025	Bank Receipt	Payment on Account	79.00	0.00	79.00
97510	SR	ARUNFAIR	12/06/2025	Bank Receipt	Sales Receipt	11.00	0.00	11.00
Totals						£ 12,228.30	0.00	12,228.30

Caroline Harris

Rustington Parish Council

17 June 2025

Dear Caroline

Rustington Parish Council

Final Internal Audit 24-25

The internal audit for the 24-25 financial year is now complete. I am pleased to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for with no comments.

The Council will need to mark box 7 on the Annual Governance Statement for 24-25 as “No”, because of recommendations raised by external audit. Whilst I believe the external audit reporting to be excessive, this must be done to avoid further comment. Details are set out in section N of this report.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 24-5. Recommendations are set out at Appendix A. I set out a schedule of tests not completed at this audit at Appendix B, these tests are not relevant to this Council.

The audit was carried out in two stages. The interim audit was carried out on 20 January , with the year end audit completed when I visited the Council on 17 June.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

A: Books of Account

Interim Audit

The Council uses the Sage 50 system for accounting and payroll. I have tested the brought forward balances on Sage at 1.4.24 against the audited prior year annual return and can confirm these have been brought forward correctly. Box 7 on the audited accounts for 23-24 was £523,846. This agrees to the period 0 balance sheet on Sage at 1.4.24.

Reconciliations tested were up to date at the time of the audit. The cashbook was also up to date, and referencing on Sage was sufficiently detailed to enable me to locate supporting documentation.

The Council's most recent VAT return was for the three months to the end of September 2024. VAT of £8,603 was reclaimed, this was paid in to the Council's bank account on 12 November 2024. I checked that balances in the return could be agreed to schedules produced from the accounting system. VAT outstanding was agreed to the balance sheet at 30.9.24, so I am satisfied that the VAT control account is fairly stated. The next VAT claim, for the period of October to December 2024 is being worked on at present and is due to be submitted by mid-February.

Final Audit

The accounting statements have been agreed back to year end reports produced from the Sage accounting system. Agreement was to the following reports from Sage:

- Income and expenditure – profit and loss report
- Balances carried forward – balance sheet
- Cash and short term investments - Cash balances on balance sheet.

Comparative figures have been agreed to audited accounts for 23-24 published on the Council website.

I confirmed that the VAT return for period January to March 25 has been completed and submitted to HMRC. This has a SAGE generated submitted date stamp of 29 April. VAT of £10,152 was reclaimed, and paid into the Council's bank account by HMRC on 6 May. VAT reclaimed has been agreed to a schedule of transactions on the Sage VAT report for quarter 4 24-25. There is a small imbalance on the VAT control account. VAT reclaimed at 31.3.25 was £10,152, the Sage balance sheet is showing a balance of £10,174 for VAT owed to the Council, the difference is £22. This should be reviewed and cleared.

The Council reviewed my interim audit report at the March meeting of Full Council, as part of the annual internal audit review – minute 75/25. Minutes show proper consideration of points raised.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

B: Financial Regulations & Payments **Interim Audit**

Financial Regulations and Standing Orders were last reviewed at Governance and Audit Committee in February 2022. The Rustington documents are based on NALC templates. (Minute 40/22 for standing orders, Minute 41/22 for Financial Regulations.). Financial Regulations are now out of date, and do not incorporate changes made to the NALC template in April 2024. The Council has identified inconsistencies between NALC template standing orders and financial regulations, and has contacted the County Association. This should be followed up, and the financial regulations review completed before the end of the financial year.

The Council has a well ordered process for making payments to suppliers. Invoices are sent into the office, these are collated with purchase orders and goods received notes by the finance team. Invoices are checked by the RFO, then loaded on to Sage and coded to an appropriate nominal ledger code. Twice a month a payment batch report is prepared on Sage. This is sent to the Chairman / Vice Chairman and Clerk for approval to pay. Once the batch is approved, the payments are loaded on to the Council's bank account by the RFO, payments are then approved at bank by a second signatory (Clerk or councillor) . Payments are reported to Council meetings and this is minuted.

I selected a sample of 10 transactions from the cashbook for the period April to December 2024. I was able to confirm for all transactions that:

- Transactions could be agreed back to invoice
- Clerk and councillor had certified the invoice as ready for payment
- Invoice included in a payment run document, payment set up at bank by RFO and authorised by Clerk or councillor, in line with financial regulation requirements
- VAT accounting correct
- Expenditure appropriate for the Council

I note that additional councillor signatories are have now been set up, four councillors plus Clerk have been set up to ensure adequate contingency arrangements are in place in case of absence. 2 signatories are required to authorise all payments.

The Council is still working on proposals for the Woodland Centre Project. I remind the Council to follow financial regulations closely when letting contracts. This includes advertising all contracts over £25K on the Contract Finder website.

Final Audit

Non pay expenditure per box 6 to the accounts amounted to £ 581,463 up from £515,091 in 23-24 .

The Council has reviewed Financial Regulations and Standing Orders since my last audit, these were approved at the Full Council meeting in March 2025 (minutes 76 and 77). I have reviewed the Financial Regulations, these are published on the Council website, and can confirm these are now up to date with NALC templates.

I tested 6 further payments from months 8-12 and confirmed the following:

- Payment per cash book agreed to invoice
- Expenditure appropriate for this council
- Invoice signed off by Clerk and 1 councillor on face of invoice
- Payment list approved by 2 councillors by email and with physical signature.
- VAT accounting correct

The RFO confirmed that payments are approved at bank by one of 2 signatories (Clerk and one councillor). The RFO confirmed that 4 councillors are now set up to authorise payments – this addresses a recommendation I raised in my 23-24 audit.

C: Risk Management & Insurance **Interim Audit**

I will review the risk assessment at my year end audit. I remind the Council to ensure that the risk assessment is discussed at a meeting of Full Council before 31 March and that this review is minuted.

The Council is insured with Hiscox, arranged by Gallaghers on a standard local government policy . I have seen the insurance policy; insurance was in date “ continuous cover from 1.10.24 until the policy is cancelled”.

Asset cover appeared consistent with the asset register. 6 buildings are insured, at an insurance value of £5.9 million . Asset coverage is set out below.

☎ 07958 990310

✉ mike@aprilsbies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

April Skies

Accounting

Item description	Excess	Amount Insured
Total Buildings	£250	£5,883,846
Gates and fences	£250	£35,108
Fixed outside equipment	£250	£56,562
Street furniture	£250	£366,998
War memorials	£250	£55,620
Playground equipment	£250	£190,083
Sports surfaces	£250	£27,944
Other surfaces	£250	£0
Rent receivable	£250	£0

Buildings were last revalued for insurance purposes in 2023. This is in date per the terms of the insurance policy.

The Council has separate cyber insurance with Coalition. This was in place at the time of my audit, with renewal due in November 2025.

I confirmed that back up of data on the Sage system is taken around twice a week . This is stored in the Y drive on the Council network. The IT provider has confirmed in a recent email that this drive is included in the Council's data back-up routines, and that the back up is tested every three months.

I confirmed that the most recent internal audit report was properly considered by Councillors at the June meeting of Full Council and an appropriate minute recorded (minute 160/24).

Final Audit

The risk register and risk management strategy was considered at the March meeting of Full Council (minute 80/25). I have reviewed the risk assessment and it appears sufficient for a council of this size. There is evidence of update in year.

D. Budget, Precept & Reserves

Interim Audit

The Council is the process of finalising the budget and precept for 25-26. Finance Committee approved the budget in December, with Full Council approval due at meeting on 27 January. I will review the formal approval at my year end audit.

I have confirmed that regular budget monitoring reports are issued to all councillors and to Finance Committee. I have reviewed minutes and a monthly report was delivered to the November 24 meeting of the committee. A detailed report is produced from the accounting system, together with a short explanation of any variances within the budget report. I am satisfied budget monitoring is occurring regularly as required by Financial Regulations.

📞 07958 990310

✉️ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

Final Audit

Reserves at 31 March 2025 were £606,600 (23-24 £523,846).

Year- end earmarked reserve balances are set out below:

Earmarked Reserves:

Grant Funding (AirS)	2,470.00
Chaucery Memorial	1,560.71
Building Improvement Fund - W.Centre	8,391.97
CIL Funding	4,179.68
Legal Fees (WPSF) - New Lease	500.00
Website Upgrade	500.00
Opportunity Purchases Fund	1,515.50
Equipment Renewal Reserve	4,153.61
Museum Reserve	2,826.76
Capital Reserve Projects (1)	100,000.00
Capital Reserve Projects (2)	123,909.17
Section 106 Funding Account	21,583.34

Total Earmarked Reserves	£271,591
--------------------------	----------

This leaves a general reserve of £335K. This represents 42% of precept, which is at the mid- point of recommended levels set out in the NALC Practitioners' Guide. (minimum recommended general reserve balance is 25% of net revenue expenditure). I again note that the Council has very small earmarked reserves for asset maintenance, given the size and age of the asset base at this Council, from which the Council received significant income streams. The Council should ensure that adequate reserves are set aside for maintenance of the extensive asset base , this should be considered carefully before setting the 26-27 precept.

The Council has finalised the budget setting process for the 25-26 financial year. The precept was approved at the Full Council meeting on 27 January 2025 – minute **10/24 b)** following recommendations made by the F&GP Committee. A precept of £786,000 was set. The final budget for 25-26 was approved at the March meeting of Full Council (minute 78/25).

I note that the Council has submitted a PWLB loan application for the capital works at Woodland Centre . I remind the Council to:

- Ensure financial regulations are followed when letting contracts for works on this project
- Finalise VAT advice to ensure VAT recovery is maximised
- Ensure adequate contingency is included in the budget for the project

E: Income

Interim Audit

The Council obtains income from a number of sources beyond the annual precept. These include:

- Room Hire and Functions - Woodland Centre / Youth Centre / Samuel Wickens Centre
- Sponsored flower beds
- Allotments
- Sports pitches

I confirmed fees and charges for 24-25 had been properly approved at meetings of the Council. Invoices for hall bookings are generated from the Hallmaster system. This is a diary based system, which is uploaded periodically into Sage – invoices are produced from this data. I tested a sample of credits recorded on the ledger for the first 9 months of the financial year. I tested

- sage entry to invoice raised
- checked invoice was raised at the correct rate, as approved by Council
- checked invoice to booking period as recorded on Hallmaster
- I also tested a bank interest payment from CCLA. There was a small difference between the amount credited from CCLA and the value of the credit recorded on the monthly statement – the RFO has contacted CCLA about this.

I reviewed the Council's debtors ledger. At the time of my audit debts outstanding were £77K. The balance was high due to recent invoices raised to Store Property and Arun DC. Debts over 60 days were £2,099, one debt with Rustington Sports and Social is 99% of this balance. This is being followed up by the RFO. The sundry debtors ledger is well managed.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

Final Audit

Precept per box 2 to the accounts was £786,000 (23-24 £759,000). This has been agreed to third party documentation provided by central government.

Income per box 3 to the accounts was £287,927 (23-24 £188,423).

I reviewed a four further income credits from the final four months of the financial year, amounting , mainly room hire income (other areas tested at the interim audit). I tested income per sage back to invoice, and from there to room booking on the booking system. A credit for sponsorship income was agreed to a contract for floral display sponsorship,

The sales ledger at 31.3.25 was reviewed. Balances outstanding were £15K, no debt older than 30 days, so the sales ledger has been brought up to date since my last audit.

F. Petty Cash

Petty cash is held at the office , museum and information centre. Books and receipts are brought into the office every month. Year-end balance was £220. There is evidence of a year-end count on the petty cash books. Count was completed by the Finance Officer, reviewed and signed by the RFO and a councillor - councillor review checked to petty cash book.

G. Payroll

Final Audit

Staff costs per box 4 to the accounts were £409,710 (23-24 £394,414).

Payroll is processed in house using the Sage payroll application. The Finance Officer sets up the payroll each month for members of staff, and posts changes such as approved overtime to the payroll. Payroll is then run by the RFO and reviewed by the Clerk. Once this has been approved, payments are set up on the bank account. Payroll is reviewed by councillor signatories who sign off the payroll and approve the bank payments.

I reviewed the February 2025 payroll. The nominal ledger posting for February was agreed to payroll month end outputs from Sage. Individual staff payments were agreed to Sage payroll documentation, and authorisation by 2 councillors was confirmed to the payroll file

Pension payments and HMRC payments were agreed from bank back to SAGE payroll reports. I confirmed submission of payroll data to HMRC by checking output from Government Gateway.

📞 07958 990310

✉️ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

H. Assets and Investments

Final Audit

Fixed assets per box 9 to the accounts were £ 3,126,587 (23-24 £3,086,790) – increase of £39,797

I have agreed the balance in the accounts back to the asset register. The asset register appears complete and to record assets at cost or proxy cost, as required by regulations, with sufficient detail to locate all assets listed.

The RFO supplied a schedule of movements on the fixed asset register to explain the year on year movement. Additions have been added to the asset register at cost and a schedule of deleted items has been provided.

- Additions to the asset register - £106K – the main items are expenditure on the MUGA - £47K / stage lighting system - £10K / outdoor fitness equipment £30K – all added to the asset register at cost, as required by regulations.
- Deletions from the asset register - £67K. Christmas lights with an asset register value of £24K were scrapped alongside old outdoor fitness equipment, with an asset register value of £29K.

The RFO has provided a clear audit trail for changes to the asset register in 24-25 and these have been accounted for in line with regulations.

I: Bank Reconciliations

Interim Audit

Reconciliations for all bank accounts are carried out regularly and in accordance with regulations. This is clearly evidenced in the Council's bank reconciliation file and within minutes of the Finance Committee. The December 2024 bank reconciliation was tested in detail. I confirmed the following.

- The bank statements and the bank reconciliation had been signed off as checked by the reviewing councillor, Councillor Warren
- All balances on the bank reconciliation were agreed back to bank statements / cashbooks
- Arithmetic checked for accuracy
- I confirmed that the bank reconciliations are reported to councillors in the monthly accounts for payment report.

The Council has an investment policy in place, as required for any council with cash and investment assets in excess of £100K. This has not been reviewed since 2020. The policy should be reviewed annually, as set out in section 4 of the Investment Policy. This should be actioned before the end of the financial year, and the Council should look to improve returns on cash holdings where possible.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

Final Audit

Borrowings per box 10 to the accounts were £nil (23-24 £nil)

Cash per box 8 to the accounts was £634,092 (23-24 £587,440)

I reviewed the bank reconciliation file. I was able to note that the bank reconciliation has continued to be completed promptly throughout the financial year, and that there is evidence of councillor review of the bank reconciliation at least quarterly, as required by Financial Regulations.

I reperformed the year end bank reconciliation. I agreed all balances in the bank reconciliation back to the accounting system reports and to bank statements. The year end bank reconciliation was found to be accurate and evidence of review on both the reconciliation and the bank statements was provided by a councillor.

Investment policy review has been completed since my last audit. (March meeting Full Council). Council resolved to retain cash in current accounts, pending expenditure on capital works at Woodland Centre.

J. Year-end accounts

Rustington PC has produced accounts on an accruals basis, this is required as income / expenditure is above £200k. A reconciliation between Box 7-8 of the accounts has been prepared, for external audit review, and creditor and debtor listings support this reconciliation. There is also a variance analysis in place for review by external audit.

L: Exercise of Public Rights - Inspection of Accounts

Inspection periods for 23-24 AGAR were set as follows

Inspection - Key date	23-24 Actual
Accounts approved at Full Council	20 June
Date Inspection Notice Issued and how published	25 June – website
Inspection period begins	26 June
Inspection period ends	6 August
Correct length	Yes 30 working days

All regulatory requirements were met.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

Yes, the Council meets the requirement of the Code by publishing information on the Council website, mainly on the Financial Transparency page. I checked that the following information was up to date at the time of the interim audit:

- Payments data – published to end of March 2025 - monthly finance report
- CIL Report for 23/24 – published on the website

N: Publication requirements 23-4 AGAR

The Council has published the Accounts, Annual Governance Statement and the external audit certificate on the Council website. The Conclusion of Audit Certificate was published 24 September 2024 before the statutory deadline of 30 September. The external auditors issued their audit certificate on 29 August. The Council has met its obligations in this area. The Council was informed of the outcome of the audit at the meeting on 23 September 2024(minute 226/24).

The external auditors qualified the audit certificate – see below

Box 11a was not initially completed on Section 2 Accounting Statements when the form was submitted. The form was resubmitted with a 'No' answer to Box 11a which was in line with our expectation. Whilst this was amended with no further concerns, this issue was also raised on the prior year's External Audit Report and hence this issue was not appropriately actioned. The Council therefore should have answered 'No' to Assertion 7 of Section 1 of the Annual Governance and Accountability Return which relates to taking appropriate action on matters reported from internal and external audit.

I consider this to be an excessive response from the external auditor, for a minor omission by the Council. However, given that the omission occurred in 24-25, for completeness the Council should mark assertion 7 as “NO” in 24-25

0. Trusteeship

The Council disclosed that it was not a sole trustee for a trust fund in the 23-24 AGAR. The RFO confirms this is still the case.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

April Skies

Accounting

I attach my invoice for your consideration together with the internal audit report from the AGAR. I would like to take this opportunity to thank you for your help with the audit. I look forward to working with you again next year, in the meantime please do not hesitate to contact me if I can be of any assistance.

Yours sincerely

Mike Platten CPFA

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

Appendix A

Matters Arising Interim Audit

Matter Arising	Recommendation	Council Response
Financial Regulations are now out of date, and do not incorporate changes made to the NALC template in April 2024. The Council has identified inconsistencies between NALC template standing orders and financial regulations, and has contacted the County Association.	This should be followed up, and the Financial Regulations review completed before the end of the financial year.	Reviewed and amended at March 25 Full Council
I also tested a bank interest payment from CCLA. There was a small difference between the amount credited from CCLA and the value of the credit recorded on the monthly statement	The RFO has contacted CCLA about this.	Balanced at year end audit
The Council has an investment policy in place, as required for any council with cash and investment assets in excess of £100K. This has not been reviewed since 2020.	The policy should be reviewed annually, as set out in section 4 of the Investment Policy. This should be actioned before the end of the financial year, and the Council should look to improve returns on cash holdings where possible.	Reviewed and amended at March 25 Full Council

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

Appendix A

Matters Arising Final Audit

Matter Arising	Recommendation	Council Response
I again note that the Council has very small earmarked reserves for asset maintenance, given the size and age of the asset base at this Council, from which the Council received significant income streams.	The Council should ensure that adequate reserves are set aside for maintenance of the extensive asset base , this should be considered carefully before setting the 26-27 precept.	Agreed - Arrangements for an Inspection of the Council's buildings to be made in order that an earmarked reserve can be considered before the next precept is set.
I note that the Council has submitted a PWLB loan application for the capital works at Woodland Centre .	I remind the Council to: <ul style="list-style-type: none"> - Ensure financial regulations are followed when letting contracts for works on this project - Finalise VAT advice to ensure VAT recovery is maximised - Ensure adequate contingency is included in the budget for the project 	Noted - Finance Manager already in contact with Parkinson Partnerships for advice.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

APPENDIX B

Internal Audit Control Objectives – Marked as not covered

Control Objective	Area for Audit	Why this has not been audited
K	Exemption from limited assurance review	Council had limited assurance review in 23-24
0	Trusteeship	No Trusts

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP