

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 20 October 2025

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

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

53/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Allen (Personal) and Bennett (Work)

54/25 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

55/25 MINUTES

The Minutes of the Meeting held on 18 August 2025 were signed by the Chairman as a correct record.

56/25 WOODLANDS RECREATION GROUND

(a) Rustington Football Club

The Deputy Clerk explained that the following update, had been received, regarding matters relating to the Club:-

- *The Season had started very well - the First Team's move to Wick FC has worked well so far with the Team on 14 points from 7 games played*
- *The newly established Reserves side have enjoyed their first few games at the Woodlands Recreation Ground and the new team and members have seen a positive impact for both the Football Club and Sports and Social Club*
- *The youth teams have all started really well with all the boys teams still in the Sussex County Cups and all performing well in their league fixtures. The development teams; under 11s and below, have all done very well and are playing some really good football*
- *Both of the girls teams have started their campaigns very well - The U15s Blue Team are in the Sussex County Cup Quarter Final game away to Eastbourne Borough FC U15s*
- *We had a small issue with one of our pitch venues as the pitch was unplayable but thankfully Tivoli/ADC agreed to mark out at 7v7 pitch for us to use weekly at the Southfields Recreation Ground. The Trustees at the 7th Littlehampton Air Scouts, Southfields Road, have kindly allowed us to store the 7v7 metal goals on their site. It was a bit of hassle for a few days but thankfully concluded with the best outcome for us*
- *All teams are now training mid-week at The Littlehampton Academy - some teams have also chosen to continue to train on Saturday morning on the North Field at the Woodlands Recreation Ground.*

The Deputy Clerk also reported that the Football Club had emailed to express that the pitch was in 'great condition'.

The Committee was pleased to NOTE this information.

(b) Charges for Sports Facilities

Following detailed consideration of a Report from the Deputy Clerk, the Committee RECOMMENDED that the charges for the Sports Clubs using the Council's facilities for the year commencing 1 April 2026 be as follows:-

- | | |
|---------------------------------------|--|
| (i) Cricket Clubs | <ul style="list-style-type: none">- £85.50 per game played- £46.00 per game played (Colts)- £46.00 per friendly game played- £46.00 per game cancelled by Club |
| (ii) Football Clubs | <ul style="list-style-type: none">- £57.95 per game played- £34.00 per friendly game played- £34.00 per game cancelled by Club |
| (iii) Youth/Children's Football Clubs | <ul style="list-style-type: none">- £17.50 per week for the pitch to be 'marked-up' at Woodlands Recreation Ground when no adult game is scheduled- £26.60 per game played at all sites |

(c) Summer Active Play Sessions

The Deputy Clerk referred to the Report produced by the Active Communities Team and previously circulated to Members. She reminded Members that the Council had agreed to fund one session per week throughout the 2025 Summer School Holidays.

She added that the two-hour Sessions had been free-of-charge and encompassed sport, games, arts and crafts and a bouncy castle. She explained that the Sessions were aimed at children aged from 5-12 years and were designed to be inclusive to all despite any socio-economic challenges that families may face as a result of the current cost of living crisis.

The Deputy Clerk then confirmed that all of the sessions had taken place with just one having to end early due to adverse weather conditions. She added that the six sessions had attracted 297 children in total and that feedback from attendees had been very positive.

She added that an Ice Cream concession had attended on four occasions and had generated a pitch fee income of £120.00 for the Council.

She explained that the Council had now been approached regarding booking for the 2026 Summer Holidays. She confirmed that each session would cost £200.00 and that the total cost for one session per week, for six weeks, would cost a total of £1,200.00.

Following a detailed discussion, the Committee RECOMMENDED that the Freedom Leisure Active Play Sessions be booked for Summer 2026 at a total cost of £1,200.00.

(d) Possible Disposal of Grounds Maintenance Equipment

Councillor Lee reported that he had met with the Leisure and Amenities Officer on 9 October 2025 to review the current level of grounds maintenance equipment in the Council's ownership. He explained that he had undertaken an extensive appraisal of the variety and quantity of equipment held including the Council's tractor. He confirmed that, following a discussion with the Leisure and Amenities Officer, it was evident that the tractor was rarely used and could be considered for disposal. He added that should the Council decide that disposal of the tractor was a favoured option then an additional cutting deck and rotovator, both of which were used in conjunction with the tractor, could also be disposed of.

Following a lengthy discussion, the Committee RECOMMENDED the following:-

- (a) That the option for disposal of the Council's tractor, cutting deck and rotovator be further explored and a valuation of the aforementioned equipment be obtained
- (b) An assessment be presented to the next Meeting of the Committee detailing the benefits versus possible implications of disposal in regard to future Council grounds maintenance.

(e) **Sage House Dementia Advisory Bus**

The Deputy Clerk referred to Minute 40/25(c) and reported that the Wayfinder Service and Dementia Bus had delivered a successful session, despite appalling wet weather, at the Woodlands Recreation Ground on 3 September 2025. She explained that she had subsequently been contacted by a representative of Sage House, Dementia Support Team to deliver a further session on Thursday 30 October 2025, to coincide with the Barclays Bank Local Service, which operated from The Woodlands Centre on Thursdays. She confirmed that she would, once again, be providing support in respect of promotion and advertising.

The Committee was pleased to NOTE this information.

(f) **Mobile Cinema**

The Deputy Clerk reported that an approach had recently been made to the Chairman, and subsequently the Council, by the Windmill Cinema Limited regarding the potential siting of an 80-seat Mobile Cinema at the Woodlands Recreation Ground for a period of two weeks from 19 November 2025 to 4 December 2025.

She explained that the Clerk and herself had met with representatives from the Windmill Cinema to discuss the location, health and safety and logistical considerations of hosting the mobile unit at the Recreation Ground. She confirmed that the unit would be sited at the far end of the main Woodlands Centre Car Park and that additional fencing and security measures would be in place. She added that the public toilets would remain open whilst the Cinema was in operation, but that additional security had been requested by Officers to ensure that the toilets would not be subject to anti-social behaviour, with the costs to be borne by Windmill Cinema Limited.

She confirmed that an application for a Premises Licence had been made to Arun District Council by the Windmill Cinema Limited. She also advised that a full risk assessment and evidence of Public Liability Insurance had also been requested by the Parish Council.

She explained that no charge would be levied for using the Recreation Ground on this occasion, to establish the level of success of facilitating this new initiative in Rustington. She added that it was the first time that the Mobile Cinema had been in operation within the Arun District and it was hoped that, if successful, it would return to the Recreation Ground in the future.

The Chairman of the Council expressed his support and enthusiasm for the unique opportunity that Rustington was being afforded and added that he hoped that, if successful, there would be many more occasions for the Parish Council to facilitate the Mobile Cinema at the Woodlands Recreation Ground.

The Committee was pleased to NOTE this information.

(g) **North-Western Boundary Trees**

The Clerk referred to email correspondence, previously circulated to Members, regarding concerns raised by a local resident in relation to the height of the trees located on the north-western boundary of the Recreation Ground. The Clerk confirmed that works had been undertaken in respect of reducing any overhanging branches and would, once again, be authorised in the near future, she also clarified that no works to the group of trees in question had been identified in the most recent Tree Survey.

She explained that to ensure the Council's legal position a "Right to Light" Survey had been commissioned from the Council's Chartered Surveyor, Martin Rackham, at a cost of £500.00, the outcome of which was currently awaited.

Following a detailed discussion, the Committee RECOMMENDED that, subject to the 'Right to Light' Survey indicating that there was no 'Right to Light' for the occupiers of properties adjacent to the Woodlands Recreation Ground or North Field, no further works, other than any suggested by the Council's Tree Contractors, should be carried out on trees at the aforementioned locations. If, however, the Survey advised to the contrary, the Clerk said that quotations would be obtained for any such works required for subsequent consideration by the Committee or the Full Council.

57/25 THE WOODLANDS CENTRE

(a) Current Lettings

The Deputy Clerk provided a progress report on the Lettings against Budget and said that the income for the period from 1 April 2025 to 30 September 2025 was currently above the 2025/2026 Estimate of £60,000.00 at 15%.

She said that the total income to the aforementioned date was £34,477.28, which represented 57.5% of the Budget.

The Committee was pleased to NOTE this information.

(b) Review of Rents

Following detailed consideration of a Report from the Finance Manager/RFO and Clerk of the Council, the Committee RECOMMENDED that the proposed Structured Charging System in respect of hirings for The Woodlands Centre and all associated equipment, with effect from 1 April 2026, should be as shown in the attached Schedules.

58/25 SAMUEL WICKENS CENTRE

(a) Current Lettings

The Deputy Clerk provided a progress report on the Lettings against Budget and said that the income for the period from 1 April 2025 to 30 September 2025 was currently above the 2025/2026 Estimate of £15,500.00 by approximately 5%.

She said that the total income to the aforementioned date was £8,141.70, which represented 52.53% of the Budget.

The Committee NOTED this information.

(b) Review of Rents

The Deputy Clerk said that she had previously circulated Schedules of the proposed hiring charges with effect from 1 April 2026. She reminded the Committee that these charges had been set to correspond with those for similar facilities at The Woodlands Centre.

Following a brief discussion, the Committee RECOMMENDED that the Hiring Charges for the Samuel Wickens Centre and all associated equipment, with effect from 1 April 2026, be as shown in the attached Schedules.

(a) Current Lettings

The Deputy Clerk provided a progress report on the Lettings against Budget and said that the income for the period from 1 April 2025 to 30 September 2025 was currently below the 2025/2026 Estimate of £20,000.00 by approximately 74.5%.

She said that the total income to the aforementioned date was £5,136.16, which represented 25.7% of the Budget.

The Committee NOTED this information.

(b) Review of Rents

The Deputy Clerk said that she had previously circulated Schedules of the proposed hiring charges with effect from 1 April 2026. She reminded the Committee that these charges had been set to correspond with those for similar facilities at The Woodlands Centre.

Following a brief discussion, the Committee RECOMMENDED that the Hiring Charges for the Youth Centre and all associated equipment, with effect from 1 April 2026, be as shown in the attached Schedules.

(c) Review of Youth Provision

The Deputy Clerk referred to Full Council Minute 252/25 and confirmed that the final Session of the Arun Youth Projects Youth Club had taken place on 2 October 2025. She explained that Arun Church had, following consultation with the Parish Council, issued a statement via Social Media detailing the closure of the session, she added that no representations had been received to date.

The Deputy Clerk explained that, following initial representations to the Chairman of the Council, the Deputy Clerk and herself had met with two local organisations with a view to providing alternative inclusive youth activities. She confirmed that these opportunities were being progressed, and it was anticipated that the Youth Club could be being utilised on at least three nights per week from early 2026. She added that further opportunities were still to be explored.

The Committee was pleased to NOTE this information.

The Deputy Clerk referred to a Report, previously circulated, from the Museum Manager.

She explained that the new Manager had settled into the role well and had made significant progress in the collation of the 2026 Exhibitions, Public Talks and Family Activities programmes.

The Deputy Clerk reminded Members that the Museum Manager had invited the Committee along to the Public Talk, "Death by Chocolate" on the 19 November 2025. She added that that the new Manager would very much like the opportunity to meet with and welcome Members into the Museum.

The Committee NOTED the Report.

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

(a) Rustington Otters Youth Football Club

The Deputy Clerk explained that the following update, had been received, regarding matters relating to the Club:-

- *U12's and U13's Girl's football is going strong. Girl's training numbers are up in the 20+, we will be looking to start a younger team/s later in the 2025/26 Season*
- *Coaching for U4's and U5's has started in order to meet demand and have there is an established U6 squad*
- *There are 15 teams actively playing matches on a Sunday with 2 more registered with the League. The number of young people participating means that there is the potential for a further two teams*
- *RFC U12 are continuing to use WPSF for their home games. This is working well but there are now six teams asking for 9v9 pitches, it works... just*
- *The Club has invested in 200ft length of netting to run along the A259. This has become essential due to a couple of balls going into the road, no accidents, but it's important to safeguard the teams*
- *A 'Robo' line marker is being used for pitch markings, this allows easy change of pitch formation if we have a certain requirement*
- *Clearance will be completed end October to remove the old road build barriers as they are no longer required*
- *CCTV is now in operation monitoring the perimeter of the compound within which the changing facilities are located.*

The Committee NOTED this information.

(b) Extension of Lease

The Clerk referred to Minute 45/25 and said that she could now report that the completion of the new Lease and Underlease was now in its final stages. She said that the County Council had recently requested confirmation of all authorised signatories and was hoping to complete the Lease in the current month.

She advised that, unfortunately the Council's appointed Solicitor, who had dealt with the matter for the past year, had now left the Company, and a Locum Solicitor was overseeing the work until its conclusion. She reminded the Committee that the Lease Renewal had taken in excess of two years to complete.

The Committee NOTED this information.

(a) Public Convenience Cleansing Contract 2026-2034

The Clerk referred to Minute 46/25 and reported that the existing Cleansing Contract held with Biffa would expire on 31 January 2026. She confirmed that unfortunately Biffa had not yet been able to forward the new Cleansing Contract Offer to the Parish Council due to their own internal administrative controls. She explained that the quotation for a Public Convenience Cleansing Contract with Biffa would now be presented to the November Meeting of Full Council.

The Committee NOTED this information.

(b) Loo of the Year Awards

The Deputy Clerk explained that the results of the Parish Council's entry into the 2025 Competition were eagerly awaited.

She said that the outcome was anticipated prior to the publication of the next Issue of the Parish Council Newsletter and that an article would appear within it, and a Press Release would also be issued for advertisement in the local Press, as well as on social media and the Council's Website.

The Committee was NOTED this information.

63/25 PUBLIC SEATS - PROGRESS REPORT

The Clerk reported on the current situation in respect of new and replacement seats as follows:-

- 5 x Seats - Greensward - Donor requests currently on hold
- 1 x Seat - Greensward or Broadmark Lane - Donor request currently on hold
- 3 x Seats - Greensward - Installed 16 October 2025

The Committee NOTED this information.

64/25 MAINTENANCE OF BEACH SHELTER AND BUS SHELTERS

The Clerk referred to Minute 48/25(c) and reported that a further five wooden Bus Shelters had been refurbished, with only one remaining, namely in Sea Road opposite its junction with Harsfold Road, that required a major renovation or possible replacement. She said that other minor repairs and maintenance had been carried out on the Beach Shelter and one or two of the Wooden Bus Shelters.

She then reminded the Committee that at the present time there were three commercially owned glass shelters still located in the Village in Station Road, Ash Lane and Worthing Road. She said that the fourth glass shelter had been removed by the owners, Clear Channel, following extensive damage earlier in the year.

The Committee NOTED this information.

65/25 REMEMBRANCE SUNDAY PARADE AND SERVICE

The Deputy Clerk reported that the required Event Management Plan and Road Closure application had been submitted to Arun District Council and that communication received to date had confirmed that the documents were in good order.

The Clerk reported that she had ordered the wreaths, as in previous years, for the various Groups, Organisations and Individuals to lay at the War Memorial on Remembrance Sunday. She added that the Parade Timings, Service Sheet and essential Health and Safety documents would be circulated to Members in due course.

The Committee NOTED this information.

66/25 WAR MEMORIAL

The Deputy Clerk referred to Minute 50/25 and confirmed that a Purchase Order, dated 1 April 2026, had been placed with The War Memorial Conservation Company for a replacement Portland Limestone Memorial to match the existing. She explained that the Quotation Price, given in August 2025, of £33,280.00 would be honoured and that provision had been made to cover the full cost within the proposed 2026/27 Estimates, which would be being considered later in the Meeting.

She confirmed that the Wreath Wire System had been installed in readiness for Remembrance Sunday.

The Committee were pleased to NOTE this information.

67/25 REPLACEMENT OF VILLAGE FLAGPOLE

The Clerk explained that, unfortunately, the Flagpole located behind the War Memorial in the Methodist Church Garden had, unfortunately, been vandalised and had subsequently become inoperable and beyond repair. She confirmed that a replacement seven metre glass fibre flagpole, complete with gold finial, and internal halyard system, had been installed at a cost of £1,819.99. She added that a new high-quality Union Jack had been ordered and would be in situ for Remembrance Sunday.

The Committee was pleased to NOTE this information.

68/25 GARDENS COMPETITION

The Clerk referred to Minute 51/25 and a Report by the Chairman of the Rustington In-Bloom Committee, Councillor Gary Lee, previously circulated, as follows:-

- 1. Members will recall that the Leisure and Amenities Committee, at its Meeting on 18 August 2025, recommended that the Rustington In-Bloom Committee should be approached to request its assistance with the Committee's desire to review and possibly redesign the format of the Annual Gardens Competition*
- 2. I can confirm that the In-Bloom Committee considered this request at its Meetings on 2 September 2025 and 8 October 2025, and agreed that whilst it might in principle, following further deliberation, be prepared to assume responsibility for the Gardens Competition, it would like to ask the Council to consider if it would be prepared for the responsibility to transfer with effect from 2027*
- 3. The In-Bloom Committee would also like further details as to the Council's expectation of the extent of responsibility it might like to devolve, e.g. revisions and redesign of format, administration, advertising, judging and presentation of awards, thereby alleviating the Council of any involvement, apart from bearing the total costs associated with the Competition*
- 4. The Committee would welcome the opportunity for duly appointed representatives to meet with the Chairman and Vice-Chairman of the Leisure and Amenities Committee, together with the Clerk and/or PA to the Clerk, to discuss this matter in greater detail, so that it can fully understand the exact role it would be assuming and the implications, as far as the level of resources that would be required are concerned, prior to formally responding to the Council.*

Following a brief discussion, the Committee AGREED that the Chairman, Vice-Chairman, together with the Clerk and her Personal Assistant, who was currently responsible for the entire administration of the Competition in its current form, should meet with representatives of the Rustington In-Bloom Committee to discuss exactly what would be involved, together with all of the implications, should the complete organisation and administration of the Competition be assumed by the Rustington In-Bloom Committee from 2027.

69/25 BIENNIAL TREE SURVEY

The Deputy Clerk referred to the comprehensive Arboricultural Survey that had been previously circulated to Members, and said that it was pleasing to note that no works were required at the Penfold Lane Allotment Site or the Samuel Wickens Centre. She confirmed that all of the works highlighted for action at the Woodlands Recreation Ground would be undertaken by the Leisure and Amenities Officer.

She reminded Members that the trees in Ash Lane and The Street belonged, in the main, to the County Council but that the Parish Council had, for many years, overseen any minor maintenance works highlighted as part of a Tree Survey. She explained that the Survey had highlighted some significant works over the Highway, and therefore, it had been deemed necessary to forward the findings onto the County Council, as had been the case on previous occasions, for its own consideration as to how to progress the recommendations. She explained that she was awaiting confirmation from the County Council's Arboriculturist that these works would be undertaken independently and at no cost to the Parish Council.

The Committee NOTED this information.

70/25 FESTIVE LIGHTING

The Deputy Clerk confirmed that the Festive Lighting was scheduled to be switched on from Friday 21 November 2025 through to 3 January 2026, from Noon until 11.30pm each day. She explained that a large proportion of the scheme had already been installed.

The Committee NOTED this information.

71/25 INCOME AND EXPENDITURE FOR 2024/25, 2025/26 and 2026/27

The Committee considered a Report previously circulated by the Clerk of the Council.

The Committee RECOMMENDED that the Income and Expenditure requirements for the Leisure and Amenities Committee be as shown in the attached Schedules.

72/25 DATES OF FUTURE MEETINGS

The Deputy Clerk advised the Committee that the suggested dates for the 2026 Meetings would be included as part of the 2026 Diary Dates for the Council's consideration at its Meeting on 27 October 2025.

There being no further business the Meeting concluded at 7.32 pm.

Chairman: Date:



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Schedule A

THE WOODLANDS CENTRE

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

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

All prices are inclusive of VAT

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

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

A returnable deposit is payable when booking is made:-

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

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

Oct-25



Working for the local Community

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Schedule B

THE WOODLANDS CENTRE

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

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

All prices are inclusive of VAT

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

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

A returnable deposit is payable when booking is made:-

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

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

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Schedule C

THE WOODLANDS CENTRE

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

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

All prices are inclusive of VAT

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

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

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATES

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

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

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

NEW YEAR'S EVE (EVENING SESSION ONLY)

Village Memorial Hall	£	469
John de Bohun Room	£	312



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A returnable deposit is payable when booking is made:-

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

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

Oct-25

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Schedule A

SAMUEL WICKENS CENTRE

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

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

* PREMISES TO BE VACATED BY 11.30 PM

This Facility also offers the use of the garden area

A returnable deposit is payable when booking is made:-

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

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

Oct-25



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E-mail: enquiry@rustingtonpc.org Website: www.rustingtonpc.org

Schedule B

SAMUEL WICKENS CENTRE

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

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

* PREMISES TO BE VACATED BY 11.30 PM

This Facility also offers the use of the garden area

A returnable deposit is payable when booking is made:-

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

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

Oct-25



Working for the local Community

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

VAT Registered: 946 2052 29



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Schedule C

SAMUEL WICKENS CENTRE

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

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

* PREMISES TO BE VACATED BY 11.30 PM

This Facility also offers the use of the garden area

SPECIAL ALL DAY RATE (SUNDAY TO FRIDAY)

Community Hall (including Kitchen) £ 184 all inclusive

SPECIAL ALL DAY RATE (SATURDAY)

Community Hall (including Kitchen) £ 265 all inclusive

A returnable deposit is payable when booking is made:-

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

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

Oct-25



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Schedule A

RUSTINGTON YOUTH CENTRE

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

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

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

A returnable deposit is payable when booking is made:-

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

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

Oct-25



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Schedule B

RUSTINGTON YOUTH CENTRE

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

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

* PREMISES TO BE VACATED BY 11.30 PM

A returnable deposit is payable when booking is made:-

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

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

Oct-25



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Schedule C

RUSTINGTON YOUTH CENTRE

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

	Morning 9.30-12.30				Afternoon 2.00-5.00				Evening 5.30-11.00*			
	Sun-Fri		Sat		Sun-Fri		Sat		Sun-Fri		Sat	
Kilhams Hall	£	55	£	79	£	59	£	89	£	89	£	136
Kitchen (Including Cutlery & Glasses)	£	20	£	20	£	20	£	20	£	20	£	20
Kitchen (Teas only)	£	8	£	8	£	8	£	8	£	8	£	8
Norfolk Lounge	£	46	£	46	£	49	£	49	£	56	£	56

* PREMISES TO BE VACATED BY 11.30 PM

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATE

Kilhams Hall £ 290 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

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

Kilhams Hall £ 871 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

NEW YEAR'S EVE (EVENING SESSION ONLY)

Kilhams Hall £ 312

A returnable deposit is payable when booking is made:-

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

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



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VAT Registered: 946 2052 29

Oct-25

Museum Report – Leisure & Amenities Committee – October 2025

Documentation

I have started working on accessioning items refamiliarizing myself with using Modes following going through a number of items, with Shelia Marsden, prior to Tamlyn's departure. Shelia has also been in to work on the accessioning of Rustington Heritage Association Collection. In the coming months it is hoped that Shelia will attend the Museum, on a voluntary basis, to continue her invaluable work with the Museum Collection.

Disposals

No disposals have been identified since the August report.

Collection Care and Storage

I have worked on tidying the Woodlands store, following the return of the objects used for the 'Rustington at Home' display. This has included returning items and moving the map collection onto the shelves, to allow space for the storage of the crates, which the Chocolate Exhibition was delivered in. During this process I started to accession some of the maps, so we have a detailed record of the maps the Museum has.

In the long run I would like to continue the tidying up of the store as there are items loose on the shelf which should be in boxes, and the desk in there is currently piled with an assortment of boxes and lids which prevents having somewhere suitable to sit and work.

The store at SWC has also been tidied and is being maintained.

At some point in the future, it may be necessary to purchase some new collection boxes as we have limited available, and several boxes being used for collection storage which should be replaced.

Acquisitions

Recent donations have included a painting of The Street, by Olive Brook, a collection of photographs including images of the local Home Guard and a collection of Goad maps transferred to us from Worthing Library.

Social Media

The website was down for two days, due to a network failure at the Datacentre which hosts the website. This did delay the updates regarding the forthcoming public talk and exhibition, but it has since been updated.

The Museum Facebook page continues to grow, from 742 (last Report) to 750 followers.

Events

We hosted the Director of the Worthing Philharmonic Orchestra, Dominic Grier in conversations with Richard Amey. The talk was interesting and had a positive response.

I have the October half term event planned and children will be offered the opportunity of designing Halloween wooden decorations.

Plans for a December festive craft activity, to coincide with the Father Christmas visit organised by the Littlehampton Lions in the Village on 13 December 2025, are underway.

Unfortunately, the August talk, which was due to be delivered by the former Museum Manager, was cancelled as Tamlyn left shortly before, and it was not possible to secure an alternative speaker.

I have tried to plan the November and December talks around the Chocolate Exhibition focusing in on different elements including The Chocolate Poisoner (of Brighton) and a local Chocolatier.

As I am unable to attend the Leisure and Amenities Meeting, I would like to invite Members along to the November Talk on Wednesday 19th November at 2pm, as an opportunity for us to meet. I will reserve 8 spaces and hope that you will be able to join us for an entertaining afternoon of tales about the Victorian Brighton based Chocolate Poisoner!

DATE	No of attendees	Talk Title
Feb 19 th	48	Sussex Coast Smuggling by Chris Hare
March 5 th (rearranged)	10	Rustington Players by Colin Bolton
April 16 th	23	Rachel Poulton Photography
May 7 th	60	Graeme Taylor VE Day
Sat May 10 th 1pm	60	Sussex Wildlife Trust Opening Event
June 18 th	53	Chris Hare - Folklore
July 16 th	15	Sussex Wildlife Trust
August 20 th	Cancelled	How to Run a Museum with Tamlyn
September 17 th	32	Worthing Philharmonic Orchestra
October 15 th		West Sussex & Local Blue Plaques – Bognor Regis Heritage & Arts Partnerships
November 16 th		The Chocolate Cream Killer
December 10 th		Jonathan Jones- A Christmas Carol- A dramatised reading of Charles Dickens "A Christmas Carol",

Managers Update

The Collections Surgery project has been put on hold, for now, while I fully get my feet under the desk as Manager. This may be something we revisit in the future.

The foyer case has been used as part of the chocolate exhibition to entice visitors when they come in the foyer.

The bookshop has been moved to the old Clerk's desk, but sales have remained low.

I attended Sussex Museums Group (SMG) meeting in East Grinstead. The talks were on Informal Learning in Museums were interesting and some nice ideas to develop for future half term and family activities. SMG change their venue every meeting and in discussions with their current chair, I offered the museum as a future host for a meeting.

Visitor figures

August 2025	215	August 2024	322
September 2025	129	September 2024	153
October 2025 (current)	15	October 2024	155

Visitor numbers for August and September are lower than in the previous year; this is partly as a result of not being able to fulfil the full summer holiday activities programme due to unexpected staff changes and uncertainty. It is hoped that visitor numbers will pick up with the Chocolate Exhibition and the October half term crafts.

Outreach

The Church's Pantry programme came for a visit to host their weekly meeting here for a change of scene. During the event one woman fainted due to the heat, this was dealt with by the group leader, first aid administered, and the paramedics called. I checked in with the group leader the following week and the woman was fine after a short stay in hospital.

The leader of a Widowers group held at Our Lady Star of the Sea Roman Catholic Church, emailed asking for Tamlyn to make an outreach visit next April, which I have replied to, explained the situation and offered to go step in.

Families

Turn out for the summer family craft activities was unfortunately low, I think this is partly due to advertising. We took the decision to reduce the normal amount of repeated promotion as it was an uncertain time in terms of what would be realistically achievable in levels of delivery, as some of the sessions were cancelled because of the aforementioned staff changes. However, the feedback from attendees, we did receive was positive.

The Georgian Gardens Community Primary School Chatterbooks Group's scarecrow was on display in the SWC foyer for the summer months. They designed him as Willy Wonka and he received a positive response in the competition coming second and drew extra visitors to the Information Centre. I have contacted the three local Primary Schools asking for contacts with their history programme with the view of developing handling boxes on suitable topics. To date I have not had responses. However, all the schools have

confirmed that we can circulate our posters for family events to them, so I will be sending them the October Half Term poster.

Exhibitions

The Community Cabinets have been working well. Over the summer months we had stories from the Chatterbooks group in the cabinet opposite the Local Studies area and in another centre a display of miniature Ice Cream Vans from a local collector.

Two of the cases have now temporarily been repurposed for the Chocolate Exhibition display to ensure as many chocolate related exhibits as possible can be displayed.

The Ice Cream vans are being returned end of October, and I am planning a display of the museums three Death Pennies for early November in time for Remembrance.

The new museum enquiries form, that was recently instigated, is working well and I have had positive feedback of the system from Emma, Jules and Linda on the desk.

Exhibition Programme

Mon 23 rd June – Sun 21 st Sept 2025 12 weeks	Northbrook Art & Design Graduate show. Selection from 15 Degree Courses.
Mon 22 nd – Thurs 25 th Sept	De-install & install
Mon 28 th September 2025 – Sat 17 th January 2026	Chocolate – From Bitter Bean to Sweet Treat
Mon 19 th - Fri 23 rd January	Exhibition change over
Monday 25 th January – End of March 2026	JM Barrie – Peter Pan Exhibition Curated by museum.

Work by Volunteers

Photographer Collections Volunteer, Janet Greene, came in to photograph objects that may be used for a future fired earth exhibition. But during this process I brought in a light box in to be used to aid photography. Janet found it useful for lighting and to give the objects a clear background and requested the museum purchase our own one which has now been done.

Shirley-Anne and Graham both helped with the children's activities over the summer and are both signed up to help during the October half term activities.

Holly Parsons
Museum Manager
10th October 2025

LEISURE AND AMENITIES COMMITTEE

EXTERNAL SPORTS AND LEISURE FACILITIES AND YOUTH CENTRE

EXPENDITURE	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
Salaries, Employer's NI and Pension	25,500.00	25,010.48	28,200.00	26,500.00	28,200.00
Personnel Training/Mileage Claims	50.00	-	200.00	50.00	200.00
Maintenance/Improvements/External Contractors - Woodlands Recreation Ground & Car Park	23,000.00	22,021.22	24,000.00	23,000.00	25,000.00
Provision and Repair of Plant	500.00	203.91	1,000.00	500.00	1,000.00
Signs	500.00	-	500.00	500.00	500.00
Play Area	1,000.00	717.98	2,000.00	1,000.00	2,000.00
Play Area Improvement Fund	-	-	20,000.00	20,000.00	20,000.00
Fencing	3,500.00	-	500.00	4,500.00	500.00
Tree Works	1,000.00	-	3,000.00	3,000.00	2,000.00
Rent - Woodland Park Sportsfield	2,625.00	1,250.00	4,000.00	2,875.00	4,500.00
Maintenance/External Contractors - Woodland Park Sportsfield	11,500.00	8,331.79	7,000.00	10,000.00	10,000.00
Horticultural Supplies	500.00	255.88	1,000.00	500.00	1,000.00
Miscellaneous/Contingencies	5,500.00	4,980.35	5,700.00	6,500.00	6,000.00
Equipment Renewal Fund	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Outdoor Fitness Equipment /MUGA	40,000.00	83,551.03	-	-	-
Maintenance of Cricket Square	7,300.00	7,300.00	7,300.00	7,300.00	7,300.00
Youth Centre - Operational Costs	35,803.00	27,716.00	32,590.00	37,265.50	25,350.00
TOTAL EXPENDITURE	159,278.00	182,338.64	137,990.00	144,490.50	134,550.00

INCOME	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
Rent - Football Clubs	3,000.00	4,803.00	3,000.00	3,000.00	3,100.00
Rent - Cricket Club	2,232.10	2,232.10	2,300.00	2,252.20	2,350.00
Rent - Sports and Social Club	16,500.00	17,325.00	16,500.00	16,500.00	16,500.00
Miscellaneous	3,677.00	51,176.74	3,700.00	3,300.00	3,700.00
Equipment Renewal Fund - Interest	55.00	55.95	60.00	55.00	55.00
TOTAL INCOME	25,464.10	75,592.79	25,560.00	25,107.20	25,705.00
NET EXPENDITURE	133,813.90	106,745.85	112,430.00	119,383.30	108,845.00

YOUTH CENTRE

EXPENDITURE	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
Salaries, Employer's NI and Pension	6,500.00	5,961.89	4,500.00	4,500.00	4,700.00
Gas	2,500.00	1,860.99	3,500.00	2,500.00	3,500.00
Electricity	3,000.00	1,986.64	4,000.00	3,000.00	4,000.00
Telephone	800.00	682.82	850.00	-	-
Non-Domestic Rates	4,741.00	4,740.50	5,000.00	4,740.50	5,000.00
Water and Sewage Charges	1,200.00	829.86	1,300.00	1,300.00	1,600.00
Bank and Credit/Debit Card Charges	280.00	273.88	290.00	290.00	300.00
Building Repairs/Maintenance/External Contractors	12,000.00	14,183.05	14,000.00	18,000.00	28,000.00
Furniture and Equipment	500.00	14.20	1,500.00	1,000.00	1,500.00
Refuse Collection	740.00	682.95	800.00	800.00	850.00
Stationery	-	-	-	-	-
Insurance	3,012.00	2,700.30	3,150.00	2,855.00	3,000.00
Tuck Shop Supplies	250.00	257.33	250.00	200.00	-
Youth Activities	1,000.00	925.00	2,000.00	500.00	4,000.00
Youth Workers & Support Workers	8,000.00	5,906.68	8,000.00	8,000.00	-
Out of Hours Caretaking	1,200.00	1,098.84	1,500.00	1,200.00	1,300.00
Miscellaneous/Contingencies	1,400.00	1,387.17	1,200.00	1,400.00	1,600.00
VAT Adjustment	850.00	535.99	1,000.00	850.00	1,000.00
TOTAL EXPENDITURE	47,973.00	44,028.09	52,840.00	51,135.50	60,350.00

INCOME	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
Youth Subscriptions	120.00	119.61	150.00	120.00	-
Lettings	11,800.00	15,932.00	20,000.00	13,500.00	35,000.00
Grants/Donations	-	-	-	-	-
Tuck Shop	250.00	260.48	100.00	250.00	-
TOTAL INCOME	12,170.00	16,312.09	20,250.00	13,870.00	35,000.00
NET EXPENDITURE	35,803.00	27,716.00	32,590.00	37,265.50	25,350.00

Notes:- For Information

Net Expenditure Figure incorporated in Leisure and Amenities Committee Estimates

LEISURE AND AMENITIES COMMITTEE

THE WOODLANDS CENTRE

EXPENDITURE	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
Salaries, Employer's NI and Pension	2,500.00	2,384.76	4,500.00	4,000.00	4,700.00
Electricity	9,000.00	6,564.74	11,000.00	9,000.00	11,000.00
Gas	10,000.00	8,061.51	14,000.00	10,000.00	14,000.00
Rates	6,500.00	6,487.00	6,800.00	6,487.00	6,800.00
Building Repairs/Maintenance/External Contractors	31,000.00	33,338.85	33,000.00	34,000.00	35,000.00
Telephone	360.00	179.64	380.00	-	-
Water/Sewage Charges/Refuse Collection	3,500.00	3,112.22	4,000.00	3,800.00	4,500.00
Furniture and Equipment	2,000.00	662.25	2,000.00	2,000.00	2,000.00
Miscellaneous/Contingencies	2,000.00	1,729.77	2,000.00	2,360.00	2,380.00
Setting Up Costs - Hall/Rooms	2,800.00	2,690.00	2,800.00	2,700.00	2,800.00
Improvement Fund	10,000.00	20,008.03	35,000.00	35,000.00	10,000.00
Out of Hours Caretaking	5,300.00	5,374.16	5,500.00	5,500.00	5,500.00
Loan Servicing - Refurbishment/Reconfiguration	-	-	20,000.00	-	54,000.00
Refurbishment/Reconfiguration Project	-	24,120.83	-	-	-
TOTAL EXPENDITURE	84,960.00	114,713.76	140,980.00	114,847.00	152,680.00

INCOME	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
Lettings	62,000.00	70,693.55	60,000.00	65,000.00	60,000.00
Setting Up Costs - Hall/Rooms	1,000.00	1,124.96	1,000.00	1,000.00	1,000.00
Reimbursement - Gas for Girl Guide Headquarters	800.00	1,368.83	1,200.00	1,400.00	1,500.00
Miscellaneous	-	75.00	-	-	-
TOTAL INCOME	63,800.00	73,262.34	62,200.00	67,400.00	62,500.00
NET EXPENDITURE	21,160.00	41,451.42	78,780.00	47,447.00	90,180.00

LEISURE AND AMENITIES COMMITTEE**GENERAL AMENITIES (INCLUDING MUSEUM AND SAMUEL WICKENS CENTRE)**

EXPENDITURE	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
War Memorial	1,275.00	1,275.00	1,300.00	2,500.00	34,000.00
Seats	4,000.00	4,794.94	2,000.00	10,500.00	3,000.00
Street Maps/Noticeboards	500.00	115.45	1,000.00	500.00	1,000.00
Bus Shelters and Beach Shelter	15,000.00	14,356.99	3,000.00	3,000.00	3,000.00
Tree and Bulb Planting/Tree Works	1,500.00	-	1,500.00	2,000.00	1,500.00
Gardens Competition	862.00	861.98	1,000.00	525.00	1,000.00
Planting & Maint. of Amenity Areas	53,000.00	49,944.47	55,000.00	55,000.00	57,000.00
Maintenance of Public Toilets	54,000.00	57,718.15	56,000.00	60,000.00	63,000.00
Miscellaneous/Contingencies	2,650.00	3,107.47	2,000.00	3,000.00	1,000.00
Christmas Lighting	10,000.00	7,013.33	10,000.00	10,000.00	10,000.00
Street Lighting - Electricity, Maintenance & Repairs	3,870.00	3,869.99	3,900.00	3,629.16	3,900.00
Defibrillators and Associated Equipment	500.00	456.09	1,000.00	2,000.00	1,000.00
Changing Places Toilet	20,800.00	20,752.08	-	-	-
Museum - Operational Costs	61,676.00	57,860.65	86,128.00	71,642.10	84,639.00
Samuel Wickens Centre - Op. Costs	33,312.00	29,489.58	51,310.00	39,177.10	48,070.00
ESTIMATED EXPENDITURE	262,945.00	251,616.17	275,138.00	263,473.36	312,109.00

INCOME	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
Insurance Claims	710.00	710.00	-	-	-
Seat Contributions	-	-	-	7,986.00	-
ADC - Public Toilets Contrib./Maint.	6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
ADC Changing Places Toilet - Grant	40,000.00	40,000.00	-	-	-
Sponsorship of Planters/Flower Beds	-	-	-	8,000.00	8,000.00
Miscellaneous	7,820.00	8,285.00	7,820.00	800.00	800.00
TOTAL INCOME	55,230.00	55,695.00	14,520.00	23,486.00	15,500.00
<u>NET EXPENDITURE</u>	207,715.00	195,921.17	260,618.00	239,987.36	296,609.00

RUSTINGTON MUSEUM

EXPENDITURE	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
Salaries, Employer's NI and Pension	43,000.00	41,558.99	63,000.00	51,000.00	61,000.00
Electricity	3,000.00	2,251.72	4,000.00	3,000.00	4,000.00
Non-Domestic Rates	1,450.00	1,447.10	1,550.00	1,447.10	1,500.00
Water & Sewage Charges	350.00	175.81	400.00	250.00	300.00
Bank and Credit/Debit Card Charges	200.00	197.17	200.00	200.00	200.00
Building Repairs/Maintenance/External Contractors	5,500.00	4,303.90	6,000.00	5,000.00	6,000.00
Furniture & Equipment (inc. Website)	3,300.00	3,282.46	3,000.00	3,000.00	3,100.00
Stationery	200.00	176.92	400.00	300.00	400.00
Photocopier/Printing	350.00	296.76	350.00	400.00	400.00
Insurance	1,250.00	1,774.34	1,270.00	1,200.00	1,270.00
Personnel Training/Development	-	-	300.00	300.00	300.00
Out of Hours Caretaking	700.00	599.40	1,000.00	650.00	700.00
Miscellaneous/Contingencies	750.00	593.76	1,000.00	800.00	1,000.00
Personnel Travel Expenses	18.00	38.25	100.00	75.00	100.00
Exhibitions & Displays etc.	1,000.00	477.38	3,000.00	3,000.00	3,500.00
Events & Activities	550.00	533.04	500.00	550.00	600.00
Advertising	100.00	-	100.00	100.00	100.00
Collections Care & Insurance	1,100.00	1,102.25	1,100.00	1,300.00	1,200.00
TOTAL EXPENDITURE	62,818.00	58,809.25	87,270.00	72,572.10	85,670.00

INCOME	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
Grants	-	-	-	-	-
Bank Interest	42.00	39.23	42.00	30.00	31.00
Miscellaneous/Donations	1,100.00	909.37	1,100.00	900.00	1,000.00
TOTALS	1,142.00	948.60	1,142.00	930.00	1,031.00
NET EXPENDITURE	61,676.00	57,860.65	86,128.00	71,642.10	84,639.00

Notes:- For Information

Net Expenditure Figure incorporated in Leisure and Amenities Committee Estimates

SAMUEL WICKENS CENTRE

EXPENDITURE	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
Salaries, Employer's NI and Pension	54,000.00	50,219.20	68,500.00	60,000.00	65,000.00
Bank and Credit/Debit Card Charges	280.00	229.32	290.00	230.00	250.00
Building Repairs/Maintenance/External Contractors	5,500.00	5,649.19	6,000.00	5,000.00	6,000.00
Electricity	3,000.00	2,251.67	4,000.00	3,000.00	4,000.00
Furniture and Equipment	-	14.20	1,000.00	-	1,000.00
Insurance	1,250.00	1,774.35	1,270.00	1,200.00	1,270.00
Miscellaneous/Contingencies	60.00	26.61	500.00	300.00	500.00
Non-Domestic Rates	1,450.00	1,447.10	1,550.00	1,447.10	1,500.00
Office Equipment (inc. Website)	1,500.00	1,475.74	1,600.00	1,900.00	1,900.00
Personnel Training/Development	-	-	300.00	-	300.00
Personnel Travel Expenses	-	-	-	-	-
Photocopier/Printing	32.00	31.09	50.00	300.00	300.00
Refuse Collection	630.00	612.98	650.00	650.00	700.00
Out of Hours Caretaking	700.00	679.40	1,000.00	650.00	700.00
Stationery	80.00	79.00	100.00	100.00	100.00
Subscriptions	1,100.00	1,101.96	1,200.00	1,100.00	1,200.00
Water and Sewage Charges	380.00	410.21	400.00	400.00	450.00
VAT Adjustment	350.00	374.23	400.00	400.00	400.00
TOTAL EXPENDITURE	70,312.00	66,376.25	88,810.00	76,677.10	85,570.00

INCOME	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
Contribution from Store Property Investments Limited	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00
Lettings	15,000.00	14,886.67	15,500.00	15,500.00	15,500.00
Miscellaneous	-	-	-	-	-
TOTAL INCOME	37,000.00	36,886.67	37,500.00	37,500.00	37,500.00
NET EXPENDITURE	33,312.00	29,489.58	51,310.00	39,177.10	48,070.00

Notes:- For Information

Net Expenditure Figure incorporated in Leisure and Amenities Committee Estimates