

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 18 May 2026

PRESENT: Councillors J Bennett (Chairman), Mrs C Broomfield, M Broomfield, Mrs A Cooper, A Cooper, D Rogers and P Warren

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

37/26 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs Partridge (Personal). This apology was accepted by the Committee.

38/26 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

39/26 MINUTES

The Minutes of the Meeting held on 27 April 2026 were signed by the Chairman of the Meeting as a correct record.

40/26 PAYMENT OF ACCOUNTS

The Committee retrospectively APPROVED the payment of the Monthly Accounts.

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

41/26 MONTHLY BUDGET REPORT

(a) Monthly Budget Report to 6 May 2026

The Committee NOTED the Monthly Budget Report to 6 May 2026 which had been previously circulated to all Members.

There being no further business the Meeting concluded at 6.20 pm.

Chairman: **Date:**

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

18 May 2026

Date: 06/05/2026
Time: 08:33:20

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

Page: 1

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

Date From: 01/04/2026
Date To: 06/05/2026

A/C: ARUN Name: Arun District Council

No	Type	Date	Ref	Details	Amount	Outstanding
103192	PI	26/04/2026	19712	Annual Licencing Fee - W.Centre	180.00	180.00
Total:						<u>180.00</u>

A/C: ARUNBUS Name: Arun Business Supplies

No	Type	Date	Ref	Details	Amount	Outstanding
103193	PI	24/04/2026	19713	Copier Paper	156.90	156.90
103194	PI	30/04/2026	19714	Twinlock Crown Sheets (Minute Books)	191.48	191.48
Total:						<u>348.38</u>

A/C: BAILEYPA Name: Paul Bailey

No	Type	Date	Ref	Details	Amount	Outstanding
103195	PI	16/04/2026	19715	Remove/Make Good - Graffiti on Bus Stop inc Primer	165.00	165.00
Total:						<u>165.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
103196	PI	23/04/2026	19716	Monthly Electrical Maintenance, ELT & Works - All Centres	447.70	447.70
Total:						<u>447.70</u>

A/C: FERRING Name: Ferring Nurseries

No	Type	Date	Ref	Details	Amount	Outstanding
103203	PI	21/04/2026	19717	Maintenance & Floral Contract - Apr	4,862.78	4,862.78
Total:						<u>4,862.78</u>

A/C: H20GEO Name: H20Geo Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
103204	PI	28/04/2026	19718	RE365 Soakage Testing - W.Centre - RPoW (Deposit)	1,005.00	1,005.00
Total:						<u>1,005.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
103205	PI	14/04/2026	19719	Fencing Repairs - WPSF	1,097.25	1,097.25
Total:						<u>1,097.25</u>

A/C: SCOTTAY Name: Scott Taylor Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
103206	PI	28/04/2026	19720	Stage 4 - Project Management Services inc Mileage	2,936.98	2,936.98
103207	PI	28/04/2026	19721	Stage 4 - Architect Services	4,510.22	4,510.22
Total:						<u>7,447.20</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
103208	PI	27/04/2026	19722	Window Cleaning (Extn) - Apr - W.Centre/Y.Centre	132.00	132.00
Total:						<u>132.00</u>

Date: 06/05/2026

Time: 08:33:20

Rustington Parish Council

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Supplier Invoices Recommended Payments/Payments Made

A/C: SOUTHCLE Name: Southern Cleaning Services

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103210	PI	01/05/2026	19723	Contract Cleaning - 27-Mar to 01-May - W.Centre & Offices	2,250.00	2,250.00
103211	PI	01/05/2026	19724	Machine Scrub & Clean VMH Floor x2 - Apr	140.40	140.40
103212	PI	01/05/2026	19725	Contract Cleaning - 29-Mar to 26-Apr - Y.Centre	1,680.00	1,680.00
Total:						<u>4,070.40</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>
103213	PI	23/04/2026	19726	Cleaning Materials - Mop Heads - All Sites	67.44	67.44
Total:						<u>67.44</u>

A/C: SOUTHCO Name: South Coast Coffee Co

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103217	PI	28/04/2026	19727	Office Supplies	181.00	181.00
Total:						<u>181.00</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>
103222	PI	14/04/2026	19731	Multi-Use Penetrating Oil & Gate Catch - Rec.Ground	9.78	9.78
Total:						<u>9.78</u>

A/C: WATTSMRJ Name: Mr J Watt

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103218	PI	15/04/2026	19728	Clean Seafront Shelter	55.00	55.00
Total:						<u>55.00</u>

A/C: WELMEDIC Name: WEL Medical Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103219	PI	01/04/2026	19729	63032 IPAD SP1/SP2 AED Batteries x6 - Defib Units	1,677.89	1,677.89
Total:						<u>1,677.89</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>
103221	PI	01/05/2026	19730	Subscription Fee - May-26	11.94	11.94
Total:						<u>11.94</u>

A/C: WSALC Name: West Sussex ALC Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103220	PI	01/04/2026	19729	WSALC/NALC Subscriptions - 2026-27	2,877.72	2,877.72
Total:						<u>2,877.72</u>

Grand Total 24,636.48

Date: 06/05/2026
Time: 09:31:54

Rustington Parish Council
Current Account - Recommended Payments/Payments Made

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Date From: 21/04/2026
Date To: 31/05/2026

Bank From: 1200
Bank To: 1200

Transaction From: 103,162
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	
103162	BP	7130	21/04/2026	DD - 19697	WorldPay - Monthly Transactions Fee for Mar (65%)	9.75	0.00	9.75	
103163	BP	7130	21/04/2026	DD - 19697	WorldPay - Monthly Transactions Fee for Mar (25%)	3.75	0.00	3.75	
103164	BP	7130	21/04/2026	DD - 19697	WorldPay - Monthly Transactions Fee for Mar (10%)	1.50	0.00	1.50	
103165	BP	7130	21/04/2026	DD - 19697	WorldPay - Monthly Payment Approvals	0.36	0.07	0.43	
103166	BP	7130	21/04/2026	DD - 19697	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80	
103167	BP	7203	27/04/2026	DD - 19698	SSE - Electric - Churchill Toilets to 31-Mar - SM	215.36	10.77	226.13	
103168	BP	7203	27/04/2026	DD - 19699	SSE - Electric - SWC to 31-Mar - SM	279.44	55.89	335.33	
103169	BP	7203	27/04/2026	DD - 19699	SSE - Electric - Museum to 31-Mar - SM	279.45	55.89	335.34	
103170	BP	7405	27/04/2026	19696 - Bank Pay	W.Phillips - Garage	87.54	0.00	87.54	
103174	BP	7203	24/04/2026	DD - TBR	SSE - Electric - DD Cancelled - TBR	303.50	0.00	303.50	
103175	BP	2103	05/05/2026	19700 - Bank Pay	A.Burroughs - Deposit & Raised Bed Refund - Allots - 37	100.00	0.00	100.00	
103176	BP	2103	05/05/2026	19701 - Bank Pay	K.Keates - Deposit Refund - W.Centre	50.00	0.00	50.00	
103177	BP	7106	05/05/2026	19702 - Bank Pay	E.Neno (Specsavers) - Glasses (EN)	40.00	0.00	40.00	
103178	BP	2103	05/05/2026	19703 - Bank Pay	A.Parkes - Deposit Refund - Allots - 10 PL	50.00	0.00	50.00	
103179	BP	2103	05/05/2026	19704 - Bank Pay	P.Shayler - Deposit Refund - Rec.Ground	200.00	0.00	200.00	
103180	BP	7300	15/05/2026	DD - 19705 (...)	BT - Office Mobile (Emergency Phone)	14.07	2.81	16.88	
103181	BP	7321	01/05/2026	DD - 19706	Sage - Finance Support Package - May	549.50	109.90	659.40	
103182	BP	7203	07/05/2026	DD - 19707	SSE - Electric - W.Centre to 31-Mar - SM	788.00	157.60	945.60	
103183	BP	7203	07/05/2026	DD - 19708	SSE - Electric - Broadmark Toilets to 31-Mar - SM	82.86	4.14	87.00	
103184	BP	7203	06/05/2026	DD - 19709	SSE - Electric - The Street Toilets to 31-Mar - SM	75.11	3.76	78.87	
103185	BP	7203	07/05/2026	DD - 19710	SSE - Electric - Y.Centre to 31-Mar - SM	303.19	15.16	318.35	
103186	BP	7130	19/05/2026	DD - 19711	WorldPay - Monthly Transactions Fee for Jan (40%)	6.00	0.00	6.00	
103187	BP	7130	19/05/2026	DD - 19711	WorldPay - Monthly Transactions Fee for Jan (25%)	3.75	0.00	3.75	
103188	BP	7130	19/05/2026	DD - 19711	WorldPay - Monthly Transactions Fee for Jan (25%)	3.75	0.00	3.75	
103189	BP	7130	19/05/2026	DD - 19711	WorldPay - Monthly Transactions Fee for Jan (10%)	1.50	0.00	1.50	
103190	BP	7130	19/05/2026	DD - 19711	WorldPay - Monthly Payment Approvals	0.28	0.06	0.34	
103191	BP	7130	19/05/2026	DD - 19711	WorldPay - Safer Payments Programme Fee	4.00	0.80	4.80	
103223	BP	2103	06/05/2026	19732 - Bank Pay	R.Alam - Deposit Refund - W.Centre	200.00	0.00	200.00	
103224	BP	2103	06/05/2026	19733 - Bank Pay	S.Lamley - Deposit Refund - W.Centre	200.00	0.00	200.00	
103225	BP	2103	06/05/2026	19734 - Bank Pay	H.Lewis - Deposit Refund - W.Centre	50.00	0.00	50.00	
103226	BP	2103	06/05/2026	19735 - WorldPay	D.Hopkins - Deposit Refund - SWC	50.00	0.00	50.00	
103227	BP	7310	02/05/2026	DD - TVL	TV Licence - Youth Centre	14.95	0.00	14.95	
103228	BP	7201	24/05/2026	DD - ADC	ADC - Rates - The Woodlands Centre	598.00	0.00	598.00	
103229	BP	7405	25/05/2026	SO - WP	W.Phillips - Garage	20.21	0.00	20.21	
103230	BP	7201	25/05/2026	DD - ADC	ADC - Rates - R'ton Youth Centre	450.00	0.00	450.00	
103231	BP	7201	26/05/2026	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	148.80	0.00	148.80	
103232	BP	7201	26/05/2026	DD - ADC	ADC - Rates - Samuel Wickens Centre - 50%	148.80	0.00	148.80	
Totals						£	5,337.42	417.65	5,755.07

Rustington Parish Council
Bank Payment Summary - 25 May 2026

Salaries (Gross) - Employees	£ 27,772.24
<i>Includes Mileage Claim (N/Code: 7101)</i>	£ -
Employers - N.I.	£ 3,415.22
Employers - Superann.	£ 1,670.22
Legal & General - Ill Health Liability Insurance	£ -
Total Employers Liabilities	<u>£ 32,857.68</u>

Rustington Parish Council

Reconciled Bank Balances as at 30 April 2026

NatWest Bank:-	
Current Account	£ 10,441.21
Imprest Account	£ 739.96
Reserve Accounts:	
General Fund	£ 536,124.26
35-Day Notice (276) - Earmarked Reserves	£ 31,303.22
35-Day Notice (284)	£ 242,479.99
35-Day Notice (670) - Section 106 Funds	£ 22,104.40
Museum Reserve	£ 2,857.83
Plant Equipment Renewal	£ 6,989.25
Capital Accounts:	
Opportunity and Special Purchases	£ 1,532.15
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 as at 31 March 2026	£ 130,459.11
Total on Bank Statements	
£ 1,085,031.38	
Un-Reconciled Payments	
£ (1,263.37)	
£ 1,083,768.01	
Petty Cash	
£ 193.37	
Grand Total	
£ 1,083,961.38	

Date: 06/05/2026

Time: 16:52:15

Rustington Parish Council
Current Account - Bank Receipts

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Date From: 16/04/2026
Date To: 06/05/2026

Bank From: 1200
Bank To: 1200

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

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1200 Currency: Pound Sterling

No	Type	N/C	Date	Ref	Details	Net	Tax	Gross
103131	BR	2102	16/04/2026	Bank Receipt	M.Alam - Deposit - W.Centre - 03-May	200.00	0.00	200.00
103132	BR	2102	23/04/2026	Bank Receipt	M.Hemphill - Deposit - SWC - 23-May	50.00	0.00	50.00
103133	BR	2102	30/04/2026	Bank Receipt	J.Wisdom - Deposit - W.Centre - 31-May	50.00	0.00	50.00
103282	BR	7203	02/05/2026	DD - TBR	SSE - Electric - DD Cancelled -	303.50	0.00	303.50
103294	BR	7130	05/05/2026	Bank Receipt	NatWest Bank - ?	0.38	0.00	0.38
103301	BR	2102	06/05/2026	Card Receipt	D.Anchev - Deposit - W.Centre - 11-Jul	200.00	0.00	200.00

Date: 06/05/2026

Time: 16:55:39

Rustington Parish Council
Current Account - Customer Receipts

Date From: 16/04/2026
Date To: 06/05/2026

Bank From: 1200
Bank To: 1200

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

Customer From:
Customer To: ZZZZZZZZ

Bank 1200 Currency Pound Sterling

No	Type	A/C	Date	Ref	Details	Net	Tax	Gross	
103122	SR	STOREP	16/04/2026	Bank Receipt	Sales Receipt	660.24	0.00	660.24	
103123	SR	AGEUKWSX	17/04/2026	Bank Receipt	Sales Receipt	630.00	0.00	630.00	
103124	SR	DANCEBEA	20/04/2026	Bank Receipt	Sales Receipt	360.00	0.00	360.00	
103125	SR	BLINDVET	20/04/2026	Bank Receipt	Sales Receipt	91.00	0.00	91.00	
103126	SR	RUSTPLSC	22/04/2026	Bank Receipt	Sales Receipt	215.00	0.00	215.00	
103127	SR	RUSTPLSC	22/04/2026		Sales Receipt	617.00	0.00	617.00	
103128	SA	HEMPHILL	23/04/2026	Bank Receipt	Payment on Account	73.00	0.00	73.00	
103129	SR	PLAYERS	27/04/2026	Bank Receipt	Sales Receipt	1,050.30	0.00	1,050.30	
103130	SA	BABYSUPE	28/04/2026	Bank Receipt	Payment on Account	138.00	0.00	138.00	
103173	SA	ALAMMDRA	21/04/2026	WorldPay	Payment on Account	152.00	0.00	152.00	
103278	SA	VIRTUOSO	01/05/2026	Bank Receipt	Payment on Account	247.50	0.00	247.50	
103279	SA	THEATREA	01/05/2026	Bank Receipt	Payment on Account	370.00	0.00	370.00	
103280	SA	ARUNFAIR	01/05/2026	Bank Receipt	Payment on Account	312.00	0.00	312.00	
103281	SA	SLIMWORL	01/05/2026	Bank Receipt	Payment on Account	361.96	0.00	361.96	
103283	SA	ACTIV8NU	05/05/2026	Bank Receipt	Payment on Account	1,800.00	0.00	1,800.00	
103284	SA	RUSTWI	05/05/2026	Bank Receipt	Payment on Account	131.00	0.00	131.00	
103285	SA	ADFAS	05/05/2026	Bank Receipt	Payment on Account	355.00	0.00	355.00	
103286	SA	TATERON	05/05/2026	Bank Receipt	Payment on Account	378.00	0.00	378.00	
103287	SA	MARLEYST	05/05/2026	Bank Receipt	Payment on Account	68.00	0.00	68.00	
103288	SA	ARUNU3A	05/05/2026	Bank Receipt	Payment on Account	94.00	0.00	94.00	
103289	SA	DIAMONDD	05/05/2026	Bank Receipt	Payment on Account	137.00	0.00	137.00	
103290	SA	HERITAGE	05/05/2026	Bank Receipt	Payment on Account	41.00	0.00	41.00	
103291	SA	ARUNU3A	05/05/2026	Bank Receipt	Payment on Account	950.00	0.00	950.00	
103292	SA	SHORTMAT	05/05/2026	Bank Receipt	Payment on Account	691.50	0.00	691.50	
103293	SA	YASYOGA	05/05/2026	Bank Receipt	Payment on Account	246.00	0.00	246.00	
103295	SA	WRIGHTMA	05/05/2026	Bank Receipt	Payment on Account	246.00	0.00	246.00	
103296	SA	WOODTTC	05/05/2026	Bank Receipt	Payment on Account	574.00	0.00	574.00	
103297	SR	RNID	06/05/2026	Bank Receipt	Sales Receipt	53.67	0.00	53.67	
103298	SA	ARUNU3A	06/05/2026	Bank Receipt	Payment on Account	176.00	0.00	176.00	
103299	SA	GEARINGS	06/05/2026	Bank Receipt	Payment on Account	57.00	0.00	57.00	
103300	SA	LHCONBAN	06/05/2026	Bank Receipt	Payment on Account	324.00	0.00	324.00	
Totals						£	11,600.17	0.00	11,600.17