RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 22 June 2026

PRESENT: Councillors A Cooper (Chairman), J Ceiriog-Hughes, Mrs A Cooper, Mrs P Gregory, R Grevett, G Lee, Mrs S Partridge, D Rogers, Mrs C Stevens, J Street and P Warren

In attendance: Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk of the Council) and Mrs C Harris (Finance Manager/RFO)

152/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Work), Mrs Broomfield (Indisposition), Broomfield (Indisposition) and Ms Revell (Holiday). These apologies were accepted by the Council.

The Clerk reported that formal apologies for absence had also been received from Councillor Ms Lloyd, who had, unfortunately, suffered three consecutive close family bereavements since March 2026.

The Clerk advised the Council that Councillor Ms Lloyd had not attended a Council Meeting since January 2026 and said that if she was unable to attend the next Monthly Meeting then the six-month rule for Councillors would apply. She reminded Members that Section 85 of the Local Government Act 1972 stated that:-

'If a member of a local authority fails throughout a period of six consecutive months from the date of his/her last attendance to attend any meeting of the authority, he/she shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority'.

Attendance as a Member at a meeting of any committee or sub-committee of the authority, or at a meeting of any joint committee, joint board or other body by whom for the time being any of the functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the authority at a meeting of any body of persons, shall be deemed for the purposes of subsection (1) above to be attendance at a meeting of the authority."

She said that she had also obtained further advice in relation to apologies that could be accepted to form part of attendance and it was key that the following action was taken at the Meeting, as it was not just a case of simply noting the apologies:-

- *The reason for the absence was to be noted and formally approved at the Parish Council Meeting To enable this, Councillors would need to send their apologies along with the reason for their absence before a Meeting*
- *If the Parish Council approved their reason for absence then this would effectively reset the six month rule*
- *The approval would need to be minuted, merely noting or accepting the apologies was not enough and the reason for absence could be approved retrospectively. If a Councillor had not attended a meeting for six consecutive months, and their reason for absence had not been approved, then they were no longer a Councillor and the District Council should be informed of the vacancy to start the election or co-option process.*

Following a brief discussion, the Council RESOLVED unanimously to APPROVE Councillor Ms Lloyd's apologies in view of her current personal circumstances as detailed above.

153/26 DECLARATIONS OF INTEREST

Councillor Mrs Cooper declared a personal interest in Minute 161/26 (Minutes 52/26(o) of the Finance and General Purposes Committee Meeting - 22 June 2026 refers). She remained in the Meeting during consideration of this item.

Councillor Lee declared a personal interest in Minute 161/26 (Minutes 52/26(o) of the Finance and General Purposes Committee Meeting - 22 June 2026 refers). He remained in the Meeting during consideration of this item.

Councillor Mrs Partridge declared a personal interest in Minute 161/26 (Minutes 52/26(o) of the Finance and General Purposes Committee Meeting - 22 June 2026 refers). She remained in the Meeting during consideration of this item.

154/26 MINUTES

The Minutes of the Annual Meeting held on 18 May 2026 were signed by the Chairman as a correct record.

155/26 SUSSEX POLICE

An apology for absence had been received from PCSO Raju.

(a) Matters Arising

The Clerk advised that there had again been an issue with a young person riding across the recreation ground, which was the cause of much concern, due to the irresponsible and hazardous manner of the driving. She said that the individual concerned had been able to be identified and all details had been passed to PCSO Raju who was now dealing with the issue, and had, she understood, visited the young person's parents. She said that there had been no further incidents to date.

She also referred to a recent spate of graffiti on various items of street furniture throughout the Village. She said that the Leisure and Amenities Officer had, on the day the reports were received, cleaned/removed the graffiti as effectively as possible, with the exception of one location, which was on the hoardings around a privately owned vacant retail unit (the former Original Factory Shop), which was being dealt with by the Freeholders of the property.

She confirmed that the Deputy Clerk had dealt with all enquiries received in this regard, via the Council's Facebook page and by email, etc., and had made a full report to the Police, who had subsequently advised that the crime report had now been closed as a valid line of enquiry had not been identified.

The Council recorded its thanks and appreciation to the Leisure and Amenities Officer and the Deputy Clerk for their prompt and effective action in this regard.

The Clerk then reported that a representation received from a local resident regarding irresponsible and hazardous driving by an individual on an' electric motorbike' in Sea Lane had been forwarded on to the Police and Anti-Social Behaviour Team at the Arun District Council for attention and anticipated action.

She concluded by referring to the recent incidents of at least two different individuals 'begging' outside of Iceland and Tesco Express in The Street. She said that these incidents had been reported to the Anti-Social Behaviour Team at the District Council and the Police.

The Council was concerned to NOTE this information.

Councillor Lee then reported that there had been 57 reported crimes in April, which was a significant decrease from the figure of 98 in the previous month. He said that these were mainly anti-social behaviour, shoplifting and violence/sexual offences. He reminded the Council that many of the violence/sexual offences' crimes were often minor.

He then said that PCSO Raju had advised that for the current month, so far, there had been 35 reported crimes, the bulk of which were anti-social behaviour and shoplifting incidents. He said there had been no burglaries reported, which was good news.

Councillor Mrs Cooper then referred to her recent attendance at the Arun District Council Fraud Awareness and Prevention Presentation and said that Members would be concerned to note that fraud was now the most prevalent crime type in England and Wales, with over half of the crimes reported being fraud related.

The Council was extremely concerned to NOTE this information.

The Clerk then reminded Members that the Arun District Weekly Bulletins were still being circulated via email as soon as they were received.

(b) Arun All Parishes Meetings - 21 May 2026

The Clerk reported that she had attended the Meeting, hosted by Inspector Ross Wickings, on 21 May 2026.

She said that Inspector Wickings had provided information on the Police Operation as follows:-

Force Level Matters

- *Decision made as to how NPT areas will be identified - Some use County Council Electoral Boundaries, some use District and some use Parish - Will be moving to use District instead of County - Might lead to changes in PCSOs and Sergeants' coverage areas - Changes to take place very soon*
- *Big push currently ongoing for public facing website*

Divisionally

- *Recruitment process for Coaches currently taking place - Some being trained in Arun - Three month training period then will be placed permanently in various areas*
- *Two big Operations still running, although at 'Business as Usual' stage - Op Sonar and Op Redeem*

Locally

- *Mobile Engagement Pod - Now awaiting delivery of two Pods - One for Chichester and one for Arun - First locations likely to be Bognor Regis then Littlehampton, followed possibly by Arundel and then other Parishes, particularly rural ones*
- *Unauthorised Encampments - Not a major problem at the present time - A couple of small encampments so far this year, but no major issues caused - Police working well with County and District - Emails now being sent out to partners to explain Police rationale in dealing with encampments*
- *Recently adopted PSPO - Pleased to see that new PSPO is now in place which will hopefully help with faster enforcement measures, etc.*

Inspector Wickings responded to a number of questions in connection with the information that he had provided.

A number of local issues were then raised by the Parish and Town Council representatives that were present, including a question about the purpose of the Mobile Engagement Pods, illegal encampments and the level of Police response, recent fires on Bersted Brooks, speeding at various locations, youth anti-social *behaviour, car break-ins and attempted burglaries, dangerous/inconsiderate driving of e-scooters and e-bikes, and shoplifting.*

The Council NOTED this information.

156/26 DISTRICT COUNCILLORS

Apologies for absence had been received from Councillors Ms Edwards and Gunner.

Councillor Mrs Cooper then reported on District Council matters as follows:-

- Environment Committee - New Enforcement Contractor appointed - Likely to be concentrating on Bognor Regis and Littlehampton
- Waste Collection Contract - Remaining bins should be collected by the end of the month - Still many issues ongoing with new service in Rustington
- Housing - Problems continuing although repair service has improved - Anti-Social Behaviour, Fire and Vulnerable Tenants still major issues
- Football Foundation to support Angmering Sports Hub with £2 Million of the required funding
- Watersmead (Former Body Shop Headquarters) - Council still in negotiation with Developers regarding possible Section 106 Funding for Rustington and Littlehampton.

The Council NOTED the above information and the Chairman thanked Councillor Mrs Cooper for her attendance and for responding to the questions raised as far as practicably possible.

157/26 COUNTY COUNCILLORS

Councillor Mrs Cooper, in her capacity as a County Councillor, then reported on County Council matters as follows:-

- Full Council Meeting - 22 May 2026 - New Administration set up - Chairman appointed, Councillor Donna Johnson, Independent Member from Selsey - Next Meeting of Full Council on 17 July 2026
- Hopeful that Government will make announcement on Local Government Re-organisation prior to above mentioned Meeting, so it can be considered at that time.

The Council NOTED the above information and the Chairman thanked Councillor Mrs Cooper for her Report.

158/26 CLERK'S REPORT

The Clerk said that she had nothing to report at the present time.

159/26 CHAIRMAN'S REPORT

The Chairman reported on his official representation and attendance at Meetings, Events and Functions since the last Monthly Meeting as follows:-

- Public Meeting - Future of Zachary Merton Hospital - 21 May 2026

He then thanked Councillor Lee for attending and co-hosting, along with the Conductor of the Littlehampton Concert Band, the 70th Anniversary of the Festival of Britain Musical Concert on 13 June 2026.

The Council NOTED this information.

160/26 PLANNING COMMITTEE

The Council NOTED the Report of the Planning Committee Meeting held on 18 May 2026.

(Prior to consideration of the following item, Councillors Mrs Cooper, Lee and Mrs Partridge had declared a personal interest in their capacity as Committee Members of Rustington In-Bloom - Minute 52/26(o) refers)

161/26 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received the Report of the Finance and General Purposes Committee Meeting held on 22 June 2026. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 22 June 2026 be APPROVED.

162/26 ASSERTION 10

The Clerk said that she had previously circulated a Report from the Finance Officer (inc. RFO), as follows:-

1. *The Council is reminded that the 2025 edition of the Practitioners' Guide produced by NALC referred to Assertion 10 - Digital and Data Compliance being included as part of the Annual Governance and Accountability Return (AGAR) for 2025-26.*

2. *The purpose of this Report is to advise Members of the progress made to date in this regard and for the Council to acknowledge where it is in respect of Assertion 10.*

3. *I can advise you that, in this connection, the Domain Name 'rustington-pc.gov.uk' has been purchased. The Council is also currently working with Breakthrough Communications on a Data Mapping Project and has subscribed to its Council Hive package.*

4. *It is anticipated that the Council will be fully compliant with Assertion 10 once the Data Mapping Project is completed and any recommendations have been actioned, and any training recommended for both Councillors and members of Personnel has been undertaken.*

5. *The Council's Internal Auditor, Mike Platten of April Skies, has stated in his end of year Internal Audit to 31 March 2026:-*

   'The Council appears largely compliant with the requirements of the Practitioners Guide in this regard, specifically:

   - *Council has email accounts in Council owned domain rustingtonpc.org*
   - *Council has assessed accessibility standard of website and considers it meets required standards, this is published in the accessibility statement on the website*
   - *Council has an IT policy*
   - *Council publishes required transparency data*
   - *Council follows data protection standards and is carrying out a review of these standards with an external consultant to ensure best practice is followed*

   I am therefore able to sign off that the Council complies with this control objective.'

Following a further discussion, the Council AGREED to NOTE the above Report.

163/26 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) - AUDIT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

The Clerk reported that the Accounts for the year ending 31 March 2026, prepared under the Accounts and Audit Regulations 1996, had been completed and were ready for Audit. She said that it was now necessary for the Council to formally consider and approve the Accounts, prior to submission to the External Auditors.

(a) Annual Internal Audit Report 2025/2026

The Council considered and NOTED the Annual Internal Audit Report 2025/2026 (AGAR - Page 3).

(b) Annual Governance Statement 2025/2026

The Council then considered the Annual Governance Statement 2025/2026 (AGAR - Page 4) and RESOLVED unanimously that this should be APPROVED.

(c) Accounting Statements 2025/2026

The Council also considered the Accounting Statements 2025/2026 (AGAR - Page 5) and RESOLVED unanimously that these should be APPROVED.

A copy of the Annual Return, together with all of the associated documentation, as circulated, is attached and forms a part of these Minutes.

It was further AGREED that the Chairman of the Council be AUTHORISED to sign the Annual Governance Statement, the Statement of Accounts, together with any other relevant documentation, on behalf of the Council.

164/26 LEISURE AND AMENITIES COMMITTEE

The Council received the Report of the Leisure and Amenities Committee Meeting held on 1 June 2026.

The Council RESOLVED that the Recommendation and Decisions contained in the Report of the Leisure and Amenities Committee Meeting held on 1 June 2026 be APPROVED.

165/26 ALLOTMENTS COMMITTEE

The Council received the Report of the Allotments Committee Meeting held on 1 June 2026.

The Council RESOLVED that the Report of the Allotments Committee Meeting held on 1 June 2026 be APPROVED.

166/26 THE WOODLANDS CENTRE - MAJOR REDESIGN AND REFURBISHMENT PROJECT

The Council considered the Summary Notes of the Design Workshop held on 3 June 2026. A copy of these Notes is attached and forms a part of these Minutes.

The Clerk then referred to Minute 141/26 and said that there had been a Meeting of the Working Party held earlier in the day, when certain changes/amendments/additions had been considered and were now being recommended to the Council to be implemented as follows:-

- Proposed Museum Store and Meeting Room - Dividing wall to be relocated to provide extra cubic storage for Museum Store
- Village Memorial Hall to be redecorated and refurbished in addition to contracted works during closure period

- Proposed rooflight in John de Bohun Room to be removed as considered unnecessary and could achieve cost savings
- Proposed hard surfacing area to be extended to include the side passage adjacent to the Parish Council Offices.

Following a detailed discussion, the Council RESOLVED to approve the above Recommendations.

The Clerk then reported on the Meeting to agree on evaluation and score weighting of non-priced elements of PQQs in the Tender Process held on 19 June 2026, which had also been reported to the Working Party, as follows:-

The Project Manager and Quantity Surveyor assessed, analysed and evaluated all 12 qualifying questionnaires received and scores were agreed, based on the quality (non-priced elements) of the Companies questionnaire submissions, where they were asked to demonstrate their previous experience working on projects of a similar type and scale to The Woodlands Centre. This represented weighting of 70% of total scoring.

The Project Manager and Quantity Surveyor were of the opinion that this was a strong response from the Market, with seven or eight submissions scoring highly for the non-priced elements. Many companies that applied had submitted project examples of a similar scale, demonstrating experience of working on public buildings in live environments, where sequencing was a fundamental aspect of the works.

The Quantity Surveyor was now analysing and evaluating all submissions in respect of priced elements, which represented weighting of 30% of the total scoring.

Once final scores had been confirmed by the Quantity Surveyor - anticipated on Tuesday 23 June, three or possibly five of the Companies would be advised that they had been successful in being short-listed and would be being invited to take part in the second stage of the process, to provide a full Tender.

The Tender documents would be issued on Monday 29 June 2026, with a closing date of Friday 31 July 2026. Decision to be made by Council (F&GP Committee) on Monday 17 August 2026, followed by '8 Day Standstill'. Contract to be awarded to successful Contractor as soon as practicably possible after the Standstill, but by the end of August at the latest.

Estimated Contract Start Date: 21 September 2026.

The Council was pleased to NOTE this information.

167/26 CLIMATE CHANGE

(a) Arun District Council - Town and Parish Councils' Climate Change Group Meeting - 20 May 2026

Councillor Mrs Stevens reported on her attendance at the Town and Parish Councils' Climate Change Group Meeting held on 20 May 2026. She said that the majority of items covered had subsequently been reported to the Council's Working Party in this regard. She said that the next Meeting of the Group would be being held in September 2026.

The Council NOTED this information.

(b) Climate Change Working Party Meeting - 5 June 2026

The Council considered the Report of the Climate Change Working Party Meeting held on 5 June 2026 as follows:-

1. *The first Meeting of the newly formed Working Party took place on 5 June 2026.*

2. *It was agreed that Councillor Mrs Stevens should take the lead on the Working Party, taking account of the fact that she had already attended a number of the Arun District Council Town and Parish Climate Change Group Meetings, and was happy to continue to do so.*

3. *Councillor Mrs Stevens provided the Working Party with a detailed Report on the last Meeting, held on 20 May 2026, which had included an informal update session to share Town and Parish Councils' progress, challenges and learning, together with a Presentation by the District Council's Habitat Banking Officer.*

4. *Councillor Mrs Stevens also referred to a number of small Projects that were being/had been undertaken by other Town and Parish Councils, which could be achievable by the Council, as follows:-*

   No Spray - Several villages have asked Arun not to spray their Villages with Glyphosate pesticide
   Great Big Green Week 2027
   Eco Church - St Mary's East Preston
   PV for community buildings using community energy groups.

5. *Following a detailed discussion, the Working Party is RECOMMENDING that the Council should, in the first instance, progress the following initiatives as the first steps in its 'Going Green' Campaign:-*

   No Spray - Investigate this possibility for the Council's own spraying and contact to be made with the Council's Maintenance Contractors, West Sussex County Council and the Arun District Council to request that the Village should not be sprayed with a Glyphosate pesticide.

   Great Big Green Week 2027 - To progress a Rustington Green Week for 2027.

   Eco Churches - Council to approach the Reverend of St Peter and St Paul's Parish Church in the first instance, followed possibly with an approach to the Methodist Church, in this regard.

   A Refill Scheme (A City to Sea Campaign - refill.org.uk) - To look into the possibility of setting up a Scheme in Rustington, as part of this National Campaign, initially by approaching Cafes, Restaurants, Pubs/Bars, etc., in the Village and encouraging them to participate by refilling water bottles free of charge, and advertising this visibly with signage on the front windows/doors of their establishments.

   Solar Panels - To make an initial approach to the major freeholder of retail and business units in the Village to ask them to consider the installation of solar panels to their properties, where possible.

6. *The Working Party concluded by agreeing that a further Meeting should be held, prior to any action being taken, once the full Council had considered the Recommendations contained in this Report.*

Following a brief discussion, the Council RESOLVED that the Recommendations contained in the Working Party's Meeting Report should be APPROVED.

(c) <u>Arundel Big Green Week</u>

The Council NOTED the following Report received from Councillor Mrs Stevens:-

I attended two events at the Arundel Big Green Week, namely Pond Creation and No Spray.

<u>Pond Creation at Arundel Museum</u>

An excellent talk by the famous Pete the Pond and his parrot Mango. He is amazing, engaging and passionate about the environment. He looks after ponds all over the United Kingdom, writes for Monty Don and Alan Titmarsh, and you might have recently seen him on Channel 4's Great Woodland Restoration with Sandi Toksvig. I don't know how Arundel booked him, but he really is a fantastic speaker for adults and children.

<u>No Spray</u>

This Event was run by the Green Arundel Committee along with Arundel Town Councillor Carole Beaty (who is on the Greening Committee) and Steve Hill, WSCC Parish & Community Engagement Co-ordinator.

> ***<u>carolebeaty@arundeltowncouncil.gov.uk</u>***
> ***<u>Steve.hill@wscc.gov.uk</u>***

The Greening Arundel Committee is very helpful and would be happy to come and give a talk on any of their Projects and share information.

After a few minutes at this Event, it was clear that it's not an easy thing to do. Steve Hill suggested that we might have a two-tier system in Rustington, as it's not a simple process to get Arun to stop spraying.

- *ADC/WSCC spray all the roads twice a year*
- *Rustington has Contractors to do additional spraying.*

This is the process Arundel went through:-

Firstly, it's a lot easier to request WSCC to stop spraying if your Town/Village is one of the following statuses:-

> ***Bee Friendly Town/Village** - Arundel is a Bee Friendly Town*
>
> ***Nature Town/Village***

1. *When the group approached WSCC, they were advised of the health and safety reasons for spraying, and that they now use a more diluted solution of glyphosate weed killer and encourage people to report any over spraying*.*

   WSCC identified three categories of plant that must be removed once spraying has ceased and how to deal with the different surfaces appropriately.

   It was noted that WSCC's Steve Hill had been instrumental in helping the Group throughout the Project.

   The three groups identified for removal:- ***Invasive - Harmful - Damaging***

**At the Arun District Council Town and Parish Climate Meeting, the WSCC representative had also said that Glyphosate is highly soluble in water. This means it affects every area of nature even in water settings.*

2. *Contacting Residents - The next step was to email all residents detailing, importance of No Spray, why Greening Arundel and the Town Council wanted to undertake a No Spray Project, requesting that the residents support the No Spray on their own properties, and to ask if any streets wanted to be involved in a No Spray Project.*

3. *Response - The feedback from a lot of residents was surprise that this was still being carried out and there was both lots of support and a little resistance. The outcome was:-*

    - *Three roads were chosen*
    - *Each road was assigned two co-ordinators and they were provided with high vis and a kit, including first aid*
    - *Each road must remove weeds from the three identified categories.*

4. *In addition to these three roads, other areas under the Town Council and residents' control have joined the No Spray. For example, the allotments are no longer sprayed and the new Tenancy Agreements for allotment holders now included section on not using pesticide etc., on the allotments.*

5. *They are now in the process of reviewing what went well and what didn't work.*

I visited two of the roads, and they look fantastic with lots of beautiful plants that have popped up against walls now spraying has stopped. These areas have so much more wildlife and it means they can encourage and support wildlife in those areas, whereas they can't in other areas still being sprayed, as it would be cruel and counterproductive.

Another interesting point from Steve Hill was something called Social Value. This means WSCC vendors should be offering the community things like free wood chip after clipping the hedges. Greening Arundel seems to be the only group tapping into this resource and so far, they have received:-

- ***Tons of wood chip***
- ***4 tons of topsoil***
- ***Lots of wood***

Other Helpful Groups - Pesticide Action Group and Wildlife and Heritage Group.

Greening Arundel has a future Project to join up with other parishes and work on joint Projects. They are a great team!

Summing Up

It's not an easy Project but very much a rewarding one which would require volunteers.

At the very least we could start with the areas we have some control over, raise awareness and reward the residents that do support pesticide free areas and take part in our initiative.

The Council NOTED the above Report and the Chairman, on behalf of the Council, expressed his thanks and appreciation to Councillor Mrs Stevens, for all of her hard work and commitment in this regard.

168/26 <u>RUSTINGTON IN-BLOOM</u>

Councillor Lee reported that two of the newly constructed wooden planters had now been installed on the east side of Sea Lane at the northern end. He said that two more planters had been made and would be being installed very soon. He also referred to the railing planters in North Lane and said these would be being replanted soon.

He then advised that the Committee was still progressing its plans to clear and plant up the brick bed under a large tree near Churchill Court.

He also reported that the Committee would be having a stall at the Rustington Street Fayre, selling various items, on 11 July 2026.

He concluded by confirming that the next Meeting of the Committee would be being held on 24 June 2026.

The Council was pleased to NOTE this information.

169/26 75TH ANNIVERSARY OF THE FESTIVAL OF BRITAIN MUSICAL CONCERT - 13 JUNE 2026

The Vice-Chairman referred to Minute 143/26 and said that the Festival of Britain 75th Anniversary Concert held on Saturday 13 June 2026 was extremely successful and enjoyed by all. He said that the Retiring Collection had raised £422.80 for Blind Veterans UK Rustington.

He then said that he had received an email from Jo Parker-Smith, Blind Veterans UK Rustington, expressing her thanks and appreciation to the Council for the fabulous Concert which was "very much enjoyed by their whole party. We were very grateful for the opportunity to attend, and appreciated as always, the warm hospitality shown to us - the reserved seating was perfectly accessible and comfortable for our group. It means a great deal to our veterans to be included in community events in this way, and we are also very grateful to have been the recipients of the retiring collection".

Councillor Lee expressed his special thanks and appreciation to the members of personnel in attendance, namely Rosie Costan, Elaine Lamb, Nicky Cook, Jenny Millard and Jim Burch, together with Councillor Jon Street and his wife, Donna.

The Council was pleased to NOTE this information.

The Clerk referred to Minute 16/26 and reminded the Council of its previous decision to acknowledge the Band's major contribution to this Concert by way of a donation of £300.00, to demonstrate its thanks and appreciation of its continued support for the benefit of the community of Rustington. She said that arrangements were in hand for the donation to be forwarded to the Band's nominated account.

170/26 CANCELLATION OF 2026 COMMUNITY CAROL CONCERT

The Chairman referred to Minute 110/26 and said that, unfortunately, it had not been possible to secure an alternative venue within the Village for the Annual Community Carol Concert and, therefore, following consultation with the Clerk, it had been agreed that the Carol Concert should be cancelled.

He said that, as an alternative, an approach had been made to the Littlehampton Concert Band to ask if it would be prepared to participate in a Scottish themed Concert, as a celebration of 'Burns Night' on the afternoon of Sunday 24 January 2027, when the Village Memorial Hall would be able to facilitate the event.

The Clerk then advised that the Band had confirmed its participation and the Conductor was already working on a Programme which would include a medley called Scottish Rhapsody, Amazing Grace, a medley from the film, How to Train Your Dragon, Seal Lullaby (from the Hebrides), Going Home from the film, Local Hero, Highland Cathedral and Auld Lang Syne. He was also trying to source Scotland the Brave as the opening number, Skye Boat Song, the theme from Disney's Brave, Wild Mountain Thyme and Skyfall.

The Conductor had indicated that there would be room for an additional three or four pieces and would welcome any ideas from Members the Council. He was also suggesting that there should be readings of Burns' poems like 'To a Mouse', and 'Address to a Haggis', for either Councillors or Members of the Band to deliver, and a Piper might also be able to feature in the Concert.

Councillor Street said that he might be able to find a contact for a Piper.

The Clerk said that the Hall could be appropriately decorated, with themed prizes for a Free Programme Draw.

She said that she would report further on the detailed arrangements later in the year.

The Council was pleased to NOTE this information.

171/26 <u>FUTURE OF ZACHARY MERTON HOSPITAL AND LAND</u>

The Chairman referred to Minute 144/26 and said that the Public Meeting had been an overwhelming success, albeit without any specific outcome at its conclusion.

He recorded his thanks and appreciation to Alison Griffiths MP for helping to facilitate the Meeting and for continuing to raise concerns surrounding Zachary Merton Hospital at a National level.

He said that, at the Meeting, parishioners were able to hear about the ongoing representations being made to Government, including requests for a further review of the decisions affecting the site and future NHS provision in the area.

He advised that the turnout at the Meeting had demonstrated clearly the depth of feeling that existed within the local community about Zachary Merton Hospital, its heritage, and its future.

He then referred to the number of significant issues and concerns raised at the Meeting, including:-

- The historic importance of Zachary Merton Hospital to local people and concerns over the loss of community healthcare facilities over many years

- The condition and maintenance of the site, including how the building was allowed to deteriorate to its current state

- Concerns regarding any future disposal or redevelopment of the land, particularly around transparency, green space, heritage, infrastructure, and the need for meaningful consultation before any decisions were finalised

- The role of Section 106 and Community Infrastructure Levy (CIL) funding, and whether funding generated through local development was being adequately used to support healthcare infrastructure in this area

- The future direction of NHS care, including the move toward "neighbourhood health" and community-based care models, alongside concerns from residents that local facilities, beds, diagnostics, rehabilitation and accessible healthcare provision must not be lost altogether.

He confirmed that the NHS representatives at the Meeting had stated that no final decision had yet been taken regarding the future of the site and committed to ongoing communication and engagement with the community. It was also confirmed that written responses would be provided to questions submitted prior to the Meeting by parishioners.

He concluded by saying that he had assured the Meeting that the Parish Council would continue to listen carefully to its parishioners and would press for openness, accountability and genuine engagement as discussions moved forward.

He then reminded Members that Mrs Griffiths had requested that the Secretary of State review the closure decision and would continue pressing for that process to move forward. She would also be continuing to challenge where important questions remain unanswered and would be pressing for greater transparency around decisions affecting local healthcare provision.

He said that it was most encouraging to know that Mrs Griffiths' position remained unchanged, in that she wanted to secure a long-term future for healthcare services at the Zachary Merton site and to ensure the local community had a meaningful voice in decisions affecting it.

The Clerk said, that in the absence of any further updates from Mrs Griffiths, she would make contact with her Office to request an update on any of the avenues she was exploring, and in respect of the questions received prior to, and during, the Meeting, which had been forwarded on to the NHS for its responses.

Councillor Mrs Cooper then updated the Committee on the West Sussex Health and Adult Social Care Scrutiny Committee, and she had again been appointed as a Member. She said that Councillor Dr Walsh had also been co-opted to the Committee as the Arun District Council representative. She said that she had already raised the question of the closure of Zachary Merton Hospital with the Committee but would be raising it further at the next Meeting of the Business Planning Group of which she was also a Member.

She also requested that the Council should mention, when contacting Mrs Griffiths' Office, that the Meeting of HASC would be taking place in early July, and so it would be beneficial to have confirmation of the up-to-date position as far as Mrs Griffiths was concerned at that time.

Councillor Rogers asked if the NHS Trust Meetings were open to the public to attend.

Councillor Mrs Cooper said that they were, and she would find the details of the upcoming Meetings, so that Members could attend if they so wished.

The Council NOTED this information.

172/26 ARUN DISTRICT COUNCIL - FRAUD AWARENESS AND PREVENTION PRESENTATION - 3 JUNE 2026

Councillor Lee reported on his attendance at the above Presentation on 3 June 2026. He said that the session provided members with information about the key frauds and scams taking place, and provided details of the steps people could take to reduce the risk of becoming victims.

He particularly referred to the top forms of fraud which were as follows:-

- Courier Fraud
- Doorstep Rogue Traders (Police Operation Signature Ongoing)
- Romance Fraud
- Investment Scams

Councillor Lee concluded by asking how the Council felt that it could get the message spread publicly.

Following a further discussion, the Council RESOLVED that space should be dedicated in a future Newsletter for an article on Fraud and Scams, to help parishioners to become more aware of these risks and threats, and any associated leaflets should be distributed via the Information Centre at the Samuel Wickens Centre.

The Council NOTED this information.

173/26 ARUN DISTRICT COUNCIL - LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP) PHASE 2 - BRIEFING SESSION - 9 JUNE 2026

The Clerk referred to Minute 146/26 and reminded Members that she has previously circulated an email received from Mark Pengelly, Principal Planning Officer (Policy & Conservation), together with attached slides from the Consultants and a link to a recording of the Briefing Session.

In his email, Mr Pengelly said that he hoped that everyone would participate in the LCWIP Consultation, which was now due to commence on 29 June 2026 to 9 August 2026, and spread the word to relevant areas to comment as well.

Councillor Lee then reported on his attendance at the Briefing Session. He said that the Session covered the proposed cycle routes and walking zones that would form part of the phase 2 consultation, and said that the Plan would identify priority walking, wheeling, and cycling routes across the District and would support future investment in sustainable travel. He reminded Members that the slides presented at the Briefing Session had been circulated and were self explanatory.

The Council NOTED this information and the Chairman, on behalf of the Council, expressed his thanks and appreciation to Councillor Lee for representing the Council at the Briefing.

174/26 WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS - ADALC MEETING - 12 MAY 2026

The Council NOTED the Minutes of the Meeting held on 12 May 2026.

175/26 ARUN DISTRICT COUNCIL - STREET TRADING CONSENT - LICENCE APPLICATION NUMBER: 123356 - LITTLEHAMPTON DISTRICT LIONS CLUB

The Clerk reminded Members that she had previously circulated an email received from the Environmental Health Department, together with details of a Licence Application for an Occasional Markets and Events Trading Consent in respect of the required Road Closure and Street Trading Consent for the Rustington Street Fayre. The applicant was the Littlehampton District Lions Club.

Following a brief discussion, the Council AGREED to take no further action in respect of this Application.

176/26 ARUN DISTRICT COUNCIL - UPDATE ON LOCAL GOVERNMENT REORGANISATION - SECOND CONSULTATION

The Clerk said that she had previously circulated an email received from Dawn Hudd, Chief Executive Officer, together with the June 2026 issue of Shaping West Sussex, a copy of which is attached and forms a part of these Minutes.

She reminded Members that the Government's second technical Consultation on the options for Local Government Re-organisation across Sussex, had formally closed on 15 June 2026.

177/26 WHITE LINING - VILLAGE CENTRE

Councillor Warren advised that the white lining for car parking spaces in the centre of the Village was in an extremely poor state, with many lines completely faded out.

The Clerk and Deputy Clerk advised that this issue had been reported to the County Council, who had advised that the lines in question would be being re-painted in the very near future.

178/26 SAMUEL WICKENS CENTRE - EXTERNAL WOODEN FASCIA AND SIGNAGE

Councillor Warren referred to the external wooden fascia and signage at the Samuel Wickens Centre and said that this needed refurbishment.

The Clerk said that she had been in contact with the Landlord of the Centre, Store Property Investments Limited, and had spoken about the external appearance of the wood cladding and signage. She advised that the Finance Manager was due to meet with the Company's Property Manager in the near future, to carry out an inspection of the building, and agree on what works the Council would need to undertake, and the Landlord's preferred Contractors.

179/26 DOCUMENTS AND PUBLICATIONS CIRCULATED

The Council NOTED the following Documents and Publications previously circulated for Members' information:-

(a) Arun & Chichester Citizens Advice - ACCA News - Spring Edition
(b) CAGNE - Bill in House of Lords Tuesday
(c) Care UK - Free event: Planning Future Care at Ayton House
(d) East Preston Parish Council News - 21 May 2026, 28 May 2026, 4 June 2026 and 11 June 2026
(e) National Association of Local Councils - Chief Executive's Bulletin - 21 May 2026, 28 May 2026 and 11 June 2026
(f) National Association of Local Councils - Hi Carole, help shape the future of the sector
(g) Public Sector Network Newsletter - May 2026
(h) RHS - RHS Communities June Update
(i) RHS - Now Open: Growing Together Award 2026
(j) Stonepillow - Open air cinema coming this July
(k) Sussex Community NHS Foundation Trust - Living Well Programme - New Course Dates
(l) Turning Tides - Latest News this May! Incredible people & exciting events!
(m) WSALC Summer Newsletter 2026
(n) West Sussex County Council - Highways, Transport and Planning Parish Newsletter
(o) West Sussex County Council - News Release - 8 May 2026, 1 June 2026, 4 June 2026, 12 June 2026, 15 June 2026 and 17 June 2026
(p) West Sussex County Council - Residents' eNewsletter - May 2026 Edition and June 2026 Edition
(q) West Sussex County Council - West Sussex Emergency Management - Moderate Air Pollution Alert for West Sussex
(r) West Sussex County Council - West Sussex Emergency Management - Met Office Yellow Heat Health Alert

There being no further business the Meeting concluded at 8.08 pm.

Chairman: .... **Date: ....**

There were no questions received for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.

MONTHLY COUNCIL MEETING

22 JUNE 2026

Audit of Accounts for the year ended 31 March 2026 - Submission of Accounts prior to Audit

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2025/26

RUSTINGTON PARISH COUNCIL

www.rustingtonpc.org

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✔		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✔		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✔		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✔		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✔		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✔		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✔		
H. Asset and investments registers were complete and accurate and properly maintained.	✔		
I. Periodic bank account reconciliations were properly carried out during the year.	✔		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✔		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✔
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✔		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✔		
	Yes	No	Not applicable
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✔

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

08/12/2025 01/06/2026

Name of person who carried out the internal audit

MIKE PLATTEN CPFA

Signature of person who carried out the internal audit

Date 01/06/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

RUSTINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			*'Yes' means that this authority:*
	Yes	*No**		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✔			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✔	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✔			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

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Section 2 – Accounting Statements 2025/26 for

RUSTINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	523,846	606,600	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	786,000	786,000	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	287,927	203,062	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	409,710	412,174	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	581,463	481,934	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	606,600	701,554	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	634,092	732,315	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,126,587	3,129,123	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✔		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of RUSTINGTON PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Rustington Parish Council

Income & Expenditure Account
For the year ended 31 March 2026

Year ended 31 March 2025 £		Year ended 31 March 2026 £
	INCOME	
786,000.00	Precept	786,000.00
73,262.34	Woodlands Centre Income	72,277.01
6,142.60	Allotments Income	6,454.62
27,536.84	Playing Fields Income	25,602.48
21,198.21	Interest Received	17,293.55
10,978.96	Other Income	19,627.57
88,000.00	Discretionary Grants	-
909.37	Museum Income	369.39
36,886.67	Samuel Wickens Centre (Community Hall)	39,251.05
6,700.00	Concurrent Functions Grant	6,700.00
16,312.09	Youth Centre Other Income	15,486.29
1,073,927.08	**TOTAL INCOME**	989,061.96
	EXPENDITURE	
375,730.83	General Administration	370,462.69
4,475.00	Section 137	4,869.20
1,500.00	Other Grants	1,500.00
1,902.02	Section 106 Funding	67.00
	Running Expenses	
114,713.76	Woodlands Centre Expenditure	104,952.98
5,749.46	Allotments	6,548.32
153,622.64	Playing Fields	70,244.63
160,395.95	Amenities	149,525.97
3,869.99	Street Lighting	3,629.16
44,028.09	Youth Centre	53,921.66
58,809.25	Museum Expenditure	59,547.81
66,376.25	Samuel Wickens Centre (Community Hall)	68,839.01
991,173.24	**TOTAL EXPENDITURE**	894,108.43
82,753.84	**NET INCOME/(EXPENDITURE)**	94,953.53
	GENERAL FUND	
274,745.21	General Fund O/B	352,610.98
82,753.84	Net Income/(Expenditure)	94,953.53
357,499.05	Total General Fund before Transfers	447,564.51
(4,888.07)	Transfers (to)/from Reserves	(9,910.51)
352,610.98	General Fund Balance as at 31 March	437,654.00

Rustington Parish Council

Balance Sheet
For the year ended 31 March 2026

Year ended 31 March 2025 £		£	Year ended 31 March 2026 £
	CURRENT ASSETS		
634,091.77	Cash in Hand	732,315.03	
15,045.23	Debtors	11,139.51	
1,339.81	Stock	1,191.32	
1,628.21	Prepayments	2,831.46	
10,174.28	VAT recoverable	1,972.49	
662,279.30	**TOTAL ASSETS**		749,449.81
	CURRENT LIABILITIES		
55,679.94	Creditors, Accruals & Deposits	47,892.25	
-	Temporary Borrowing	-	
-	VAT due	4.67	
55,679.94	TOTAL CURRENT LIABILITIES		47,896.92
606,599.36	**NET ASSETS**		701,552.89
	REPRESENTED BY		
352,610.98	General Fund Balance		437,654.00
	Earmarked Reserves:		
	Included in General Fund Balance:		
	Building Improvement Fund - W.Centre	− 30,891.97	
	Chaucery Memorial	550.71	20,002
	CIL Funding	4,179.68	
	Defribrillator Equipment	1,399.00	
	Grant Funding (AirS)	2,470.00	
	Legal Fees (WPSF) - New Lease	500.00	
	Twinning Association	5,532.32	
	Website Upgrade	500.00	
	Reserve Accounts:		
1,515.50	Opportunity Purchases Fund		1,531.08
4,153.61	Equipment Renewal Reserve		6,984.37
2,826.76	Museum Reserve		2,855.84
100,000.00	Capital Reserve Projects (1)		100,000.00
123,909.17	Capital Reserve Projects (2)		130,459.11
21,583.34	Section 106 Funding Account		22,068.49
606,599.36			701,552.89

The above statements represent fairly the financial position of the Parish Council and reflect its Income and Expenditure during the year.

Signed:

Chairman RFO

Dated:

Rustington Parish Council

Final Accounts 2025/2026
Bank Reconciliation

		£
Per Bank Account		
	Current Account	11,999.81
	Imprest Account	798.28
	General Fund	182,247.20
	35-Day Notice Account (276) - Earmarked Reserves	31,252.36
	35-Day Notice Account (284)	242,086.02
	35-Day Notice Account (670) - Section 106 Funds	22,068.49
	Public Sector Deposit Fund	100,000.00
	35-Day Saver Account	130,459.11
	Equipment Renewal Account	6,984.37
	Opportunity Purchases Fund	1,531.08
	Museum Reserve	2,855.84
	Petty Cash	193.37
		732,475.93
Less:	Unpresented Items	
	Current Account per attached list	56.00
	Imprest Account per attached list	104.90
		160.90
Per Balance Sheet		732,315.03

Responsible Finance Officer

Date

Chairman

Date

Approved by Council

Date

Rustington Parish Council

External Audit 2025-2026

Supporting Statement Variance Analysis

Box 1 - Balances Brought Forward

From:	31-Mar-25	523,846	To:	31-Mar-26	606,600
Variance:	15.80%	82,755			

Box 2 - Annual Precept

From:	31-Mar-25	786,000	To:	31-Mar-26	786,000
Variance:	0.00%	-			

Box 3 - Total Other Receipts

From:	31-Mar-25	287,927	To:	31-Mar-26	203,062
Variance:	-29.47%	(84,865)			

2024-25 audit included £88,000 grant funding which increased the Council's Receipts for that financial year.
2025-26 - The Council had no grant funded projects.

Box 4 - Staff Costs

From:	31-Mar-25	409,710	To:	31-Mar-26	412,174
Variance:	0.60%	2,464			

Box 5 - Loan Interest/Capital Repayments

From:	31-Mar-25	-	To:	31-Mar-26	-
Variance:	0.00%	-			

Box 6 - Total Other Payments

From:	31-Mar-25	581,463	To:	31-Mar-26	481,934
Variance:	-17.12%	(99,529)			

2024-25 audit includedgrant/match funded projects in excess of £100,000
2025-26 - The Council had no grant funded projects.

Rustington Parish Council

External Audit 2025-2026

Supporting Statement Variance Analysis

Box 7 - Balances Carried Forward

From:	31-Mar-25	606,600	To:	31-Mar-26	701,554
Variance:	15.65%	94,954			

Maintenance/Improvements of Recreation Ground & Car Park	6,000.00
Lettings Over Budget - All Centres	8,400.00
Budgeted - Building Improvement Fund	22,500.00
Interest on Investment Account (CCLA) (Capital Projects)	4,116.00
Interest on Investment Account (Nationwide) (Capital Projects)	6,549.94
Interest on Investment Account (NatWest) (Refurbishment Works)	5,322.00
Budgeted - Fencing	1,500.00
Budgeted - Christmas Lighting	2,265.00
Budgeted - Electric, Gas and Water Charges	6,615.00
Budgeted - Defribrillators & Associated Equipment	1,399.00
Budgeted - Tree Works	1,500.00
Budgeted - Subscriptions	2,283.00
Budgeted - Consultants/Legal Fees	978.00
Budgeted - Members' Expenses (inc Allowances & Training)	1,963.00
Budgeted - Salaries,Employers NI & Superannuation	23,825.00
	95,215.94

Box 8 - Total Cash and Short Term Investments

From:	31-Mar-25	634,092	To:	31-Mar-26	732,315
Variance:	15.49%	98,223			

Box 9 - Total Fixed Assets and Long Term Assets

From:	31-Mar-25	3,126,587	To:	31-Mar-26	3,129,123
Variance:	0.08%	2,537			

Box 10 - Total Borrowings

From:	31-Mar-25	-	To:	31-Mar-26	-
Variance:	0.00%	-			

Rustington Parish Council

Explanation of Difference between Balance Carried Forward (Box 7) and Total Cash and Short Term Investments (Box 8) at 31 March 2026

Reconciliation of Box 7 -				
Balances Carried Forward at 31-Mar-26				**£ 701,552.89**
Reconciliation of Box 8 -				
Total Cash and Short Term Investments at 31-Mar-26				**£ 732,315.03**
	Difference			**£ 30,762.14**
Liabilities:				
Creditors, Accruals and Deposits Held		£ 47,892.25		
VAT Due		£ 4.67		
	Total Liabilities		**£ 47,896.92**	
Assets:				
Debtors		£ 11,139.51		
Prepayments		£ 2,831.46		
Stock		£ 1,191.32		
VAT Recovered		£ 1,972.49		
	Total Assets		**£ 17,134.78**	
	Difference between Liabilities and Assets			**£ 30,762.14**

Rustington Parish Council

Final Accounts 2025/2026
Cash Book Reconciliation

Opening Balance on 1 April 2025			634,091.77
add	Income	1,087,390.35	
less	Expenditure	989,167.09	
Closing Balance at 31 March 2026			732,315.03

Rustington Parish Council

Final Accounts 2025/2026

Schedule of Debtors and Creditors

Creditors	
Alonso Marshall Associates	1,844.97
Barcombe Landscapes	2,892.00
Gundon Waste Management	559.06
Marble Electrical Contractors	150.00
Trade UK	210.87
Total for Creditors	**5,656.90**
Accruals	
Store Property for SWC	17,000.00
HMRC - VAT Outstanding - 01-Jan-25 to 31-Mar	4.67
Business Stream	554.35
SSE	3,210.09
Crown Gas & Power	1,243.59
TS Implacable NTC Band - Donation Rem Day	300.00
E.Neno - Travel Expenses	15.30
Card Factory/Amazon - Retirement Lunch (BP)	53.12
Amazon - Monitor/Laptop Stands	71.57
Amazon - Keyboards/Mouse	89.95
BP Rustington - Plant Fuel	34.91
Halfords - Plant Maintenance	33.31
Groundsman Tools - Line Marking Paint	287.60
Store Property - Car Park Permit	160.00
InfoAktiv - Diagnose Problems	90.00
Beskpoke Scientific - Replace Displays	40.95
Biffa - March	3,806.26
P.Collins - Laptop Setup - Offices	850.00
K.Anscombe - Park Lock-ups - March	18.00
Southern Cleaning Services - W.Centre - Mar	1,617.00
Southern Cleaning Services - Y.Centre - Mar	1,400.00
Southern Cleaning Services - Y.Centre - J/F/M	300.00
Southern Cleaning Services - Museum - J/F/M	300.00
Southern Cleaning Services - SWC - J/F/M	300.00
Canon - Photocopy/Printing to 31-Mar	244.35
Total for Accruals	**32,025.02**
Deposits Held (as per attached Sheet)	**10,215.00**
Grand Total	**47,896.92**

Debtors	
Activ8 For Kids	2,140.64
Age UK	630.00
Alzheimers Society	141.00
Arts Society Arun	90.00
Arun East u3a	1,069.00
Arun Fairs	312.00
Baby Superstars	(195.00)
Blind Veterans	91.00
Cancer United	44.10
Dance Beat Studio	360.00
Ellen Driscoll Zumba	212.00
Girguiding Rustington	1,430.31
H.Lewis	83.00
JRs Rustlers Line Dancing	(10.00)
K.Anscombe	147.00
M.Wright	(1.00)
RCCG Oasis of Love	346.00
Royal National Institute of the Deaf	53.67
Rustington Football Club	309.75
Rustington Ottters Football Club	129.25
Rustington Platinum Social & Fitness Club	832.00
Rustington Players	1,050.30
Rustington Horticultural Assn	321.00
S.Mayne	(148.00)
Sea Estate Residents' Association	86.00
South East Reserve Forces & Cadets	250.00
Store Property	660.24
West Sussex County Council	310.25
YasYoga	395.00
Total for Debtors	**11,139.51**
VAT Reclaim - 01-Jan-25 to 31-Mar-26	**1,972.49**
Stock	**1,191.32**
Prepayments	
Postage Stamps	1,800.44
Refreshments - Carol Concert to A.Assemb	90.00
L&G - Ill Health Insurance Premium	943.08
Allotment Rent 2026 - Overpayment	(2.06)
Total Prepayments	**2,831.46**
Grand Total	**17,134.78**

Rustington Parish Council

Deposits Held at 31 March 2026

Allotments					
	Conbar Avenue				
		Opening Balance	**2,480.00**		
		Deposits Taken		400.00	
		Deposits Returned			320.00
		Closing Balance	**2,560.00**		
	Penfold Lane				
		Opening Balance	**3,335.00**		
		Deposits Taken		450.00	
		Deposits Returned			400.00
		Closing Balance	**3,385.00**		
	Worthing Road				
		Opening Balance	**620.00**		
		Deposits Taken		100.00	
		Deposits Returned			100.00
		Closing Balance	**620.00**		
Samuel Wickens Centre					
		Opening Balance	**300.00**		
		Deposits Taken		700.00	
		Deposits Returned			750.00
		Closing Balance	**250.00**		
Woodlands Centre					
		Opening Balance	**2,460.00**		
		Deposits Taken		4,000.00	
		Deposits Returned			4,060.00
		Closing Balance	**2,400.00**		
Woodlands Rec					
		Opening Balance	**-**		
		Deposits Taken		200.00	
		Deposits Returned			200.00
		Closing Balance	**-**		
Woodland Park Sportsfield					
		Opening Balance	**-**		
		Deposits Taken		200.00	
		Deposits Returned			200.00
		Closing Balance	**-**		
Youth Centre					
		Opening Balance	**150.00**		
		Deposits Taken		1,150.00	
		Deposits Returned			300.00
		Closing Balance	**1,000.00**		
	Opening Balances at 01 April 2025		**9,345.00**		
	Deposits Taken			**7,200.00**	
	Deposits Returned				**6,330.00**
	Closing Balances at 31 March 2026		**10,215.00**		

RUSTINGTON PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested.

For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:- Mrs Carole Ward, Clerk of the Council, Council Offices, 34 Woodlands Avenue, Rustington, West Sussex, BN16 3HB, via email to: enquiry@rustington-pc.gov.uk, or by telephone: 01903 786420, commencing on Wednesday 24 June 2026 and ending on Tuesday 4 August 2026.

Local Government Electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the Council.

The appointed auditor can be contacted at the address shown below for this purpose between the above dates only.

The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore (Ref AP/HD)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ

Issued by: ....
Caroline Harris
Finance Manager (inc RFO)

Date: 23 June 2026

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.

STUDIO SCOTT TAYLOR

Woodland's Centre

Stage 4
Design Workshop 04
SUMMARY NOTES

Issued 08/06/26

Location	Date/Time
Woodlands Centre - Parish council Woodlands Avenue Rustington	3rd June 2026 / 09:30

Attendee / Company	Initial
James Taylor / Studio Scott Taylor / Architect	JT
Emily Scott / Studio Scott Taylor / Architect	ES
Carole Ward / Parish Clerk	CW
Rosie Costan / Deputy Parish Clerk	RC

Item	Description
1.0	**Design Decisions Agreed**
1.1	No intruder alarm system will be included within the hireable areas of the building. Existing intruder alarm located in Parish Council Offices to remain as existing.
1.2	Minor amendments to socket positions were discussed and have been communicated to the services engineer for incorporation into the electrical layouts.
1.3	Automatic door operators will not be provided at front entrance doors. Doors will instead incorporate a hold-open hinge function.
1.4	Lighting strategy in new Roger Montgomeri and John de Bohun was well received.
1.5	An impact-resistant ceiling finish with flush-mounted lighting will be provided within the JdeB Hall. This ceiling providesa good level of acoustic performance, allowing the extent of additional acoustic wall treatment to be reduced
1.6	Suspended light fittings will not be used within circulation spaces. All hallway lighting will be ceiling-mounted.
1.7	Batten lighting within stores to have cages on to prevent damage to lights.
1.8	A slimline dishwasher is to be included within Kitchen A.R.05.
1.9	The extent of proposed external hard surfacing was reviewed and agreed. This has been increased to include the side passage adjacent to the Parish Council offices, providing a continuous hard-surfaced route to the bin storage area. This area will require resurfacing to facilitate the installation of new below-ground drainage runs serving the development.

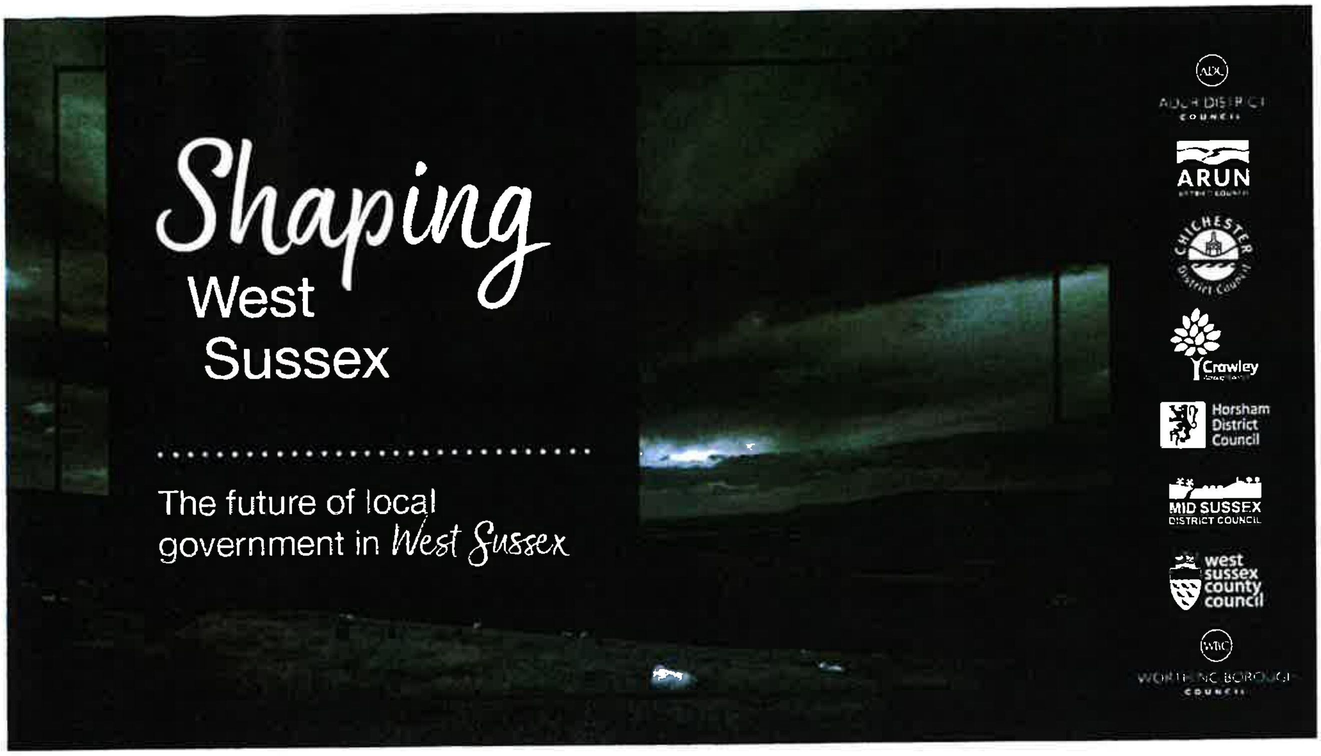
STUDIO
SCOTT
TAYLOR

Woodland's Centre

Stage 4
Design Workshop 04
SUMMARY NOTES

Issued 08/06/26

Item	Description
2.0	**Actions**
2.1	Query the quantity and distribution of data points shown on the electrical layouts with the services engineer.
2.2	Studio Scott Taylor to compare the cubic storage capacity of the existing museum store with the proposed museum store and advise whether relocation of the proposed wall should be considered to increase storage provision.
2.3	Studio Scott Taylor to prepare and issue design options for the potential redecoration and refurbishment of the Memorial Hall.
2.4	Following receipt of tender returns, the proposed rooflight to the JdeB Hall will be reviewed as a potential value engineering item if cost savings are required. Any savings achieved could potentially be redirected towards improvements within the Memorial Hall.
3.0	**Cost Plan and Tender Considerations**
3.1	The Quantity Surveyor has been requested to identify any items now included within the design that were not accounted for within the original cost plan. These items will be highlighted as part of the tender analysis process.
3.2	It was noted that the original cost plan represented an estimate based upon the level of design information available at the time. As the design has become more detailed and specific, some movement in projected construction costs should be expected.
3.3	Tender returns should be considered as an initial market response and may be subject to further refinement during contractor interviews, clarification exercises and value engineering discussions.
3.4	Tender returns may present opportunities for value engineering, with final project costs to be established following completion of the tender review process.
3.5	The final size and specification of the proposed soakaway system remains subject to further investigation. Infiltration testing undertaken to date has not yielded a positive result due to the presence of clay soils to a depth of approximately 2.0m. As a result, the Structural Engineer has included a provisional soakaway design for tender purposes. The soakaway works will therefore be included within the tender as a Provisional Sum and may be subject to amendment and cost fluctuation following further site investigation, detailed design development and negotiation with building control.
4.0	**Summary** The above notes are intended as a summary of key decisions and actions arising from the meeting. Should any attendee consider these notes to be inaccurate or incomplete, comments should be provided within 7 days of issue.



June 2026

Second consultation on local government reorganisation in West Sussex closes

We are writing to provide an update on the government's second technical consultation regarding local government reorganisation (LGR) in West Sussex, which formally closed on 15 June 2026. Thank you to all who contributed at this stage and during the earlier government consultation.

All West Sussex councils continue to work in close partnership as we navigate this important process. We remain committed to working together and are determined to continue building on our partnership with our stakeholders to achieve the very best outcome for our residents.

Government will now consider all representations received for the area in full. Ministers will then decide which, if any, models for reorganisation will be taken forward for Sussex. Government has said that all responses and representations received for all consultations will be considered and no final decisions have yet been made, all reorganisation options consulted on for the area remain open for consideration.

Our understanding is that we can expect to have a decision for our area before the summer parliamentary recess which begins on 16 July. The overall timescale for reorganisation remains, with elections to the new shadow unitary authorities expected in 2027 preparing for the new authorities to formally launch in 2028.

The Ministry of Housing, Communities & Local Government have provided a summary of the local government reorganisation process at: https://www.gov.uk/government/publications/local-government-reorganisation-letter-to-areas-invited-to-submitted-final-proposals/summary-of-the-local-government-reorganisation-process

You can find more information including details of all the cases being considered for our area at: www.shapingwestsussex.org

We reassure residents that there will be no immediate changes. All eight West Sussex Councils will continue to operate and deliver services until the handover to these new authorities in 2028. Our priority is, and will continue to be, the people and communities we serve.

We will keep you informed as we go through this process of reorganisation.

Yours sincerely,

Dawn Hudd, Chief Executive, Arun District Council
On behalf of all West Sussex Councils