

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 22 June 2026

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

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

42/26 ELECTION OF CHAIRMAN

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

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

43/26 ELECTION OF VICE-CHAIRMAN

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

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

44/26 CHAIRMAN OF THE MEETING

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

45/26 APOLOGIES FOR ABSENCE

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

46/26 DECLARATIONS OF INTEREST

Councillor Mrs Cooper declared a personal interest in Minute 52/26(o). She remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Lee declared a personal interest in Minute 52/26(o). He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Mrs Partridge declared a personal interest in Minute 52/26(o). She remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

47/26 MINUTES

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

48/26 MATTERS ARISING FROM THE MINUTES

The Meeting Clerk advised that Councillor Lee's name had been omitted from the attendance list of the Committee Meeting held on 18 May 2026, although he had been recorded as being present in the Attendance Register.

She apologised for the mistake and advised the Committee that the Minutes of the Meeting held on 18 May 2026 had been amended to include Councillor Lee as an attendee.

The Committee NOTED this information.

49/26 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.

50/26 MONTHLY BUDGET REPORT

(a) 2025/2026 Final Monthly Budget Report to 31 March 2026

The Chairman of the Meeting reminded Members that the 2025/2026 Final Monthly Budget Report to 31 March 2026 had been previously circulated to all Members.

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

(b) Monthly Budget Report to 13 June 2026

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

51/26 INTERNAL AUDIT 2025/2026

The Committee considered and NOTED the Internal Audit Report 2025/2026 received from Mike Platten of April Skies Accounting.

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

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

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

52/26 APPLICATIONS FOR GRANT AID FROM LOCAL ORGANISATIONS

The Chairman of the Meeting said that a comprehensive Report from the Deputy Clerk had been previously circulated.

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

She then advised the Committee that the 2026/2027 Grant Aid Programme had had an exceptional response, with 18 applications received, requesting a total of £9,906.00, more than twice the allocated

Annual Grant Aid Budget. She was, therefore, requesting the Committee to consider foregoing the second round of applications in early 2027 and to instead allocate the remaining £4,500.00 of the 2026/2027 Annual Grant Aid Budget at this Meeting.

Following a brief discussion, the Committee AGREED to forego the second round of applications in early 2027 and to instead allocate the remaining £4,500.00 of the 2026/2027 Annual Grant Aid Budget at this Meeting.

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

She reminded the Committee that, so far, during the year commencing 1 April 2026, the Council had awarded the following:-

Littlehampton District Lions Club	£500.00
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The Chairman of the Meeting said that a Report had been previously circulated, which included details of applications as follows:-

(a) **4Sight Vision Support**

A request for financial assistance towards the production of a bi-monthly accessible newsletter.

(b) **Age UK**

A request for financial assistance towards ten pin bowling at Out of Bounds in Rustington.

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

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

(d) **Arun Community Transport**

A request for financial assistance towards two training sessions - Volunteer Training Programme: Dementia Awareness and Mental Health First Aid Awareness.

(e) **Arun Counselling Centre**

A request for financial assistance towards sessions of confidential, professional counselling/ psychological therapy for local residents in Rustington.

(f) **Arun Youth Aqua Centre**

A request for financial assistance towards sailing clothing.

(g) **Chichester Diocesan Association for Family Support Work (FSW)**

A request for financial assistance towards supporting Active Horizons - Rustington: Outings and play work for children and young people in the Rustington area.

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

A request for financial assistance towards Volunteer training.

(i) Littlehampton Child Contact Centre

A request for financial assistance towards session costs including room hire, toys and books, craft/arts materials and refreshments.

(j) LPOS Musical Productions

A request for financial assistance towards the set-up of an inclusive Children and Youth Performing Arts Group.

(k) Outlaw All Stars Cheerleaders

A request for financial assistance towards Junior Coach Programme.

(l) 1st Rustington Scout Group

A request for financial assistance for the replenishment of old and worn-out cooking equipment for Scout camps.

(m) Rustington Community Primary School PTA

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

(n) Rustington Heritage Association

A request for financial assistance towards Rustington HistoryFest.

(o) Rustington In-Bloom

A request for financial assistance towards the purchase of equipment and public liability insurance.

(p) St Peter & St Paul Pantry

A request for financial assistance towards Christmas food platters.

(q) The Friendship Singers

A request for financial assistance towards the purchase of musical scores.

(r) Tylers Trust

A request for financial assistance towards activity sessions for local families with children with life-threatening illnesses and their families; provision of overnight emergency parental bags; provide resources within parents' room at Worthing and Chichester hospitals.

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

(a) 4Sight Vision Support

Grant Aid of £108.00 be awarded.

(b) Age UK

Grant Aid of £200.00 be awarded.

(c) Air Ambulance Charity Kent Surrey Sussex

Grant Aid of £100.00 be awarded.

(d) Arun Community Transport

Grant Aid of £300.00 be awarded.

(e) Arun Counselling Centre

Grant Aid of £200.00 be awarded.

(f) Arun Youth Aqua Centre

Grant Aid of £200.00 be awarded.

(g) Chichester Diocesan Association for Family Support Work (FSW)

Grant Aid of £300.00 be awarded.

(h) Home-Start Arun, Worthing and Adur

Grant Aid of £300.00 be awarded.

(i) Littlehampton Child Contact Centre

Grant Aid of £150.00 be awarded.

(j) LPOS Musical Productions

Grant Aid of £200.00 be awarded.

(k) Outlaw All Stars Cheerleaders

Grant Aid of £360.00 be awarded.

(l) 1st Rustington Scout Group

Grant Aid of £432.00 be awarded.

(m) Rustington Community Primary School PTA

Grant Aid of £450.00 be awarded.

(n) Rustington Heritage Association

Grant Aid of £400.00 be awarded.

(o) Rustington In-Bloom

Grant Aid of £200.00 be awarded.

(p) St Peter & St Paul Pantry

Grant Aid of £250.00 be awarded.

(q) The Friendship Singers

Grant Aid of £280.00 be awarded.

(r) Tylers Trust

Grant Aid of £50.00 be awarded.

The Committee thanked the Deputy Clerk for her most informative Report, a copy of which is attached and forms a part of these Minutes.

53/26 APPOINTMENT OF REPRESENTATIVES ON SUB-COMMITTEES

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

(a) Internal Audit Sub-Committee

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

(b) Personnel Sub-Committee

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

54/26 EXCLUSION OF THE PUBLIC AND PRESS

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

55/26 CLERK OF THE COUNCIL APPRAISAL

The Committee considered a Report prepared by Councillor Cooper, Chairman of the Council.

Following a brief discussion, the Committee RECOMMENDED that the Report be APPROVED.

56/26 PERSONNEL APPRAISALS

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

Following a brief discussion, the Committee RECOMMENDED that the Report be APPROVED.

57/26 LONG SERVICE AWARDS

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

Following a brief discussion, the Committee RECOMMENDED that the Report be APPROVED, subject to the inclusion of the amendment that the Long Service Award financial award should be set at £300.00.

The Chairman of the Council said that the Clerk had exceeded 25 years' service with the Council, as she had now been employed for in excess of 30 years, and requested that she should also be considered for a Long Service Award.

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

Chairman: Date:

Rustington Parish Council

MONTHLY ACCOUNTS FOR RETROSPECTIVE APPROVAL

22 June 2026

Date: 02/06/2026
Time: 15:37:01

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: 30/06/2026

A/C: ACEDRAIN Name: Ace Drainage

No	Type	Date	Ref	Details	Amount	Outstanding
103611	PI	04/05/2026	19736	Attend/Clear/Pressure Jet/Check Drains - Churchill Toilets	528.00	528.00
Total:						528.00

A/C: ALONSOM Name: Alonso Marshall Associates Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
103612	PI	30/04/2026	19737	Mechanical & Electrical Consulting Eng. Services - WC -	3,689.95	3,689.95
103655	PI	31/05/2026	19747	Mechanical & Electrical Consulting Eng. Services - WC -	7,379.91	7,379.91
Total:						11,069.86

A/C: ANSCOMB Name: Mr K Anscombe

No	Type	Date	Ref	Details	Amount	Outstanding
103613	PI	25/05/2026	19738	Premises Checks & Other Tasks - May-26	2,216.42	2,216.42
Total:						2,216.42

A/C: APRILSKI Name: April Skies Accounting

No	Type	Date	Ref	Details	Amount	Outstanding
103642	PI	01/06/2026	19739	Final Internal Audit to 31-Mar-26 Inc.Travel	423.30	423.30
Total:						423.30

A/C: ARUNSEC Name: Arun Security Centre

No	Type	Date	Ref	Details	Amount	Outstanding
103643	PI	19/05/2026	19740	x3 Mul-T-Lock Keys for o/head Barrier - WPSF	57.60	57.60
Total:						57.60

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

No	Type	Date	Ref	Details	Amount	Outstanding
103644	PI	01/04/2026	19741	Quantity Surveying Services - W.Centre - RPoW	1,267.20	1,267.20
Total:						1,267.20

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

No	Type	Date	Ref	Details	Amount	Outstanding
103645	PI	12/05/2026	19742	Upgrade Christmas Lighting - Bay Trees	1,799.10	1,799.10
103646	PI	12/05/2026	19743	Batteries - Dorgards - W.Centre	119.70	119.70
103647	PI	18/05/2026	19744	Supply/Install/Disposal - Beko Fridge Freezer - SWC	389.00	389.00
103648	PI	29/05/2026	19745	Monthly Electrical Maintenance, ELT & Works - All Centres	230.50	230.50
103653	PI	02/06/2026	19746	Supply/Install/Disposal - u/counter Larder Fridge - SWC	339.99	339.99
Total:						2,878.29

A/C: BIFFA Name: Biffa Waste Services Limited

No	Type	Date	Ref	Details	Amount	Outstanding
103656	PI	11/05/2026	19748	Public Toilet Cleansing Contract - Apr - inc T.Rolls	4,645.82	4,645.82
Total:						4,645.82

Date: 02/06/2026
Time: 15:37:01

Rustington Parish Council
Supplier Invoices Recommended Payments/Payments Made

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A/C: BREWERS Name: Brewers Decorator Centres

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103658	PI	30/04/2026	19749	5l Sadolin & Brush - Bus Shelter	94.48	94.48
Total:						<u>94.48</u>

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

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103659	PI	01/06/2026	19750	Engineering Insurance - Boilers/Lifts/Hoists to 31-May-27	1,306.69	1,306.69
Total:						<u>1,306.69</u>

A/C: COASTALD Name: Coastal Drains Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103662	PI	02/06/2026	19751	CCTV Survey & Report - W.Centre - RPoW	1,080.00	1,080.00
Total:						<u>1,080.00</u>

A/C: DAVIDOCO Name: David O'Connor Designs Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103663	PI	13/05/2026	19752	Website Design Update & Training - Museum	900.00	900.00
Total:						<u>900.00</u>

A/C: FERRING Name: Ferring Nurseries

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103664	PI	21/05/2026	19753	Maintenance & Floral Contract - May	4,862.78	4,862.78
Total:						<u>4,862.78</u>

A/C: GRUNDON Name: Grundon Waste Management Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103665	PI	30/04/2026	19754	Wheelie Bins - W.Centre/Offices	361.93	361.93
103667	PI	30/04/2026	19755	Wheelie Bins - Rec.Ground/Y.Centre	173.54	173.54
103669	PI	30/04/2026	19756	Wheelie Bins - SWC/Museum	152.56	152.56
Total:						<u>688.03</u>

A/C: H20GEO Name: H20Geo Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103671	PI	14/05/2026	19757	BRE365 Soakage Testing - W.Centre - RPoW (Balance)	1,005.00	1,005.00
Total:						<u>1,005.00</u>

A/C: LANDSCIE Name: Land Science Ltd

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103672	PI	08/05/2026	19758	Ground Investigation Works - W.Centre - RPoW (Balance)	1,153.20	1,153.20
Total:						<u>1,153.20</u>

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

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103673	PI	27/05/2026	19759	Supply/Fit Maglocks to Internal Doors - SWC	1,450.20	1,450.20
103675	PI	27/05/2026	19760	Recovering CCTV Credentials - Office	150.00	150.00
Total:						<u>1,600.20</u>

Date: 02/06/2026

Time: 15:37:01

Rustington Parish Council

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Supplier Invoices Recommended Payments/Payments Made

A/C: PAINEM Name: Paine Manwaring Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
103676	PI	30/04/2026	19761	Annual Boiler Service - All Sites Inc. W.Centre (4 of 6)	361.30	361.30
103679	PI	30/04/2026	19762	Annual Boiler Service (Gas Safety) - All Sites Inc. (4 of 6)	647.40	647.40
103682	PI	31/05/2026	19763	Supply/Install TRV & Lockshield to Radiator - Office (Rec)	348.10	348.10
Total:						<u>1,356.80</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
103683	PI	29/05/2026	19764	Operational Inspection - Rec.Ground Equipment	198.00	198.00
Total:						<u>198.00</u>

A/C: PPLPRSLT Name: PPL PRS Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
103684	PI	27/05/2026	19765	PPL & PRS Licence to 07-May-27 - Info Centre & Hall	691.46	691.46
Total:						<u>691.46</u>

A/C: PROCESS Name: ProcessMatters2

No	Type	Date	Ref	Details	Amount	Outstanding
103685	PI	06/05/2026	19766	Role of DPO from 01-Jun-26 to 31-May-27	180.00	180.00
Total:						<u>180.00</u>

A/C: REALWOR Name: Real World Publishing Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
103686	PI	08/05/2026	19767	Newsletter Printing - Spring 2026	1,532.00	1,532.00
Total:						<u>1,532.00</u>

A/C: SHOWTEC Name: Showtec Ltd

No	Type	Date	Ref	Details	Amount	Outstanding
103687	PI	26/05/2026	19768	Visit to set up Wireless Mic System - Public Meeting ZM	150.00	150.00
Total:						<u>150.00</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
103688	PI	29/05/2026	19769	Cleaning of War Memorial Surrounds	120.00	120.00
Total:						<u>120.00</u>

A/C: SOUTHCLE Name: Southern Cleaning Services

No	Type	Date	Ref	Details	Amount	Outstanding
103689	PI	02/06/2026	19770	Contract Cleaning - 01-May to 29-May - W.Centre & Offices	1,800.00	1,800.00
103690	PI	01/06/2026	19771	Machine Scrub & Clean VMH Floor x2 - May	140.40	140.40
103691	PI	01/06/2026	19772	Contract Cleaning - 26-Apr to 31-May - Y.Centre	2,100.00	2,100.00
103692	PI	07/05/2026	19773	Contract Cleaning - 30-Mar to 01-May - SWC	810.00	810.00
Total:						<u>4,850.40</u>

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

No	Type	Date	Ref	Details	Amount	Outstanding
103694	PI	21/05/2026	19774	x3 Blue Roll Dispensers - W.Centre	64.01	64.01
103695	PI	21/05/2026	19775	Cleaning Materials - All Sites inc W.Centre	654.94	654.94
Total:						<u>718.95</u>

Date: 02/06/2026

Time: 15:37:01

Rustington Parish Council

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Supplier Invoices Recommended Payments/Payments Made

A/C: WARDJAC Name: Mrs J Ward

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103698	PI	27/05/2026	19776	H&S/General Caretaking Checks - Apr & May - W.Centre	120.00	120.00
Total:						<u>120.00</u>

A/C: WARDMAR Name: Mr M Ward

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103699	PI	14/05/2026	19777	Open C.Park Barrier/Play Area/Litter Pick - Sun x4	80.00	80.00
103700	PI	14/05/2026	19777	Unlock/Unalarm Y.Centre x4	40.00	40.00
Total:						<u>120.00</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>
103701	PI	02/06/2026	19778	Clean Seafront Shelter	55.00	55.00
Total:						<u>55.00</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>
103702	PI	01/06/2026	19779	Subscription Fee - Jun-26	11.94	11.94
Total:						<u>11.94</u>

A/C: WSCC Name: West Sussex County Council

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Amount</u>	<u>Outstanding</u>
103703	PI	25/05/2026	19780	Rent - WPSF - 24-Jun to 28-Sep	312.50	312.50
Total:						<u>312.50</u>
Grand Total						<u>46,193.92</u>

Date: 02/06/2026
Time: 15:22:03

Rustington Parish Council
Current Account - Recommended Payments/Payments Made

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Date From: 14/05/2026
Date To: 30/06/2026

Bank From: 1200
Bank To: 1200

Transaction From: 103,704
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
103704	BP	2103	02/06/2026	19781 - Bank Pay	A.Buckthorpe (Whittle) - Deposit Refund - Y.Centre	50.00	0.00	50.00
103705	BP	2103	02/06/2026	19782 - Bank Pay	S.Gearing - Deposit Refund - W.Centre	50.00	0.00	50.00
103706	BP	2103	02/06/2026	19783 - Bank Pay	M.Hemphill - Deposit Refund - SWC	50.00	0.00	50.00
103707	BP	2103	02/06/2026	19784 - Bank Pay	Our Lady Star of the Sea - Deposit Refund - W.Centre	50.00	0.00	50.00
103708	BP	2103	02/06/2026	19785 - Bank Pay	J.Wisdom - Deposit Refund - W.Centre	50.00	0.00	50.00
103709	BP	6111	02/06/2026	19786 - Bank Pay	D.Grier - Museum Talk - Hubert Parry	70.00	0.00	70.00
103710	BP	7321	02/06/2026	19787 - Bank Pay	C.Ward - Adobe Systems - Creative Cloud Software to	644.88	128.98	773.86
103711	BP	7202	10/06/2026	DD - 19788 (5809)	Business Stream - Water - W.Centre to 26-May - Est	612.20	0.00	612.20
103712	BP	7202	12/06/2026	DD - 19789 (1096)	Business Stream - Water - Broadmark Toilets to 28-May	255.24	0.00	255.24
103713	BP	7202	12/06/2026	DD - 19790 (2466)	Business Stream - Water - Churchill Toilets to 30-May -	670.47	0.00	670.47
103714	BP	7202	10/06/2026	DD - 19791 (1115)	Business Stream - Water - Y.Centre to 26-May - Est	556.88	0.00	556.88
103715	BP	7204	17/06/2026	DD - 19793 (...)	Crown Gas & Power - Gas - W.Centre - R1 to 30-Apr -	591.59	29.58	621.17
103716	BP	7204	17/06/2026	DD - 19794 (...)	Crown Gas & Power - Gas - W.Centre - R2 to 30-Apr -	244.33	12.22	256.55
103717	BP	7203	26/05/2026	DD - 19795	SSE - Electric - W.Centre to 30-Apr - SM	693.25	138.65	831.90
103718	BP	7203	26/05/2026	DD - 19796	SSE - Electric - Broadmark Toilets to 30-Apr - SM	71.29	3.56	74.85
103719	BP	7203	26/05/2026	DD - 19797	SSE - Electric - Churchill Toilets to 30-Apr - SM	167.35	8.37	175.72
103720	BP	7203	26/05/2026	DD - 19798	SSE - Electric - The Street Toilets to 30-Apr - SM	70.11	3.51	73.62
103721	BP	7203	26/05/2026	DD - 19799	SSE - Electric - Y.Centre to 30-Apr - SM	279.61	13.98	293.59
103722	BP	7203	26/05/2026	DD - 19800	SSE - Electric - SWC to 30-Apr - SM	212.83	42.57	255.40
103723	BP	7203	26/05/2026	DD - 19800	SSE - Electric - Museum to 30-Apr - SM	212.83	42.56	255.39
103724	BP	6017	14/05/2026	DD - 19792 - NW1	BP Rustington - Plant Fuel	26.62	5.32	31.94
103725	BP	5007	14/05/2026	DD - 19792 - NW1	Shell Littlehampton - Car Wash - Council Vehicle	7.50	1.50	9.00
103726	BP	6017	14/05/2026	DD - 19792 - NW1	BP Rustington - Plant Fuel	36.74	7.35	44.09
103728	BP	7303	14/05/2026	DD - 19801 - NW1	Sainsbury's - TBR	72.38	0.00	72.38
103729	BP	6224	14/05/2026	DD - 19802 - NW1	Sportsafe - x3 Basketball Nets, x1 Sure Shot Board -	242.83	48.56	291.39
103730	BP	7206	14/05/2026	DD - 19802 - NW1	Commercial Washrooms - RADAR Disabled Door	256.00	51.20	307.20
103731	BP	7303	14/05/2026	DD - 19802 - NW1	Amazon (Universal Product Solutions) - Biscuits - Office	25.74	0.00	25.74
103732	BP	7303	14/05/2026	DD - 19802 - NW1	Amazon - Various Flags - Village	90.01	17.97	107.98
103733	BP	7303	14/05/2026	DD - 19802 - NW1	Amazon - Lakeland Milk Pots - Office	4.64	0.00	4.64
103734	BP	7303	14/05/2026	DD - 19802 - NW1	Amazon - x4 West Sussex Flags - Village	29.96	6.00	35.96
103735	BP	6109	14/05/2026	DD - 19802 - NW1	Amazon (A2batt Inc) - Lithium Batteries - Museum	11.57	2.31	13.88
103736	BP	7320	14/05/2026	DD - 19802 - NW1	Amazon - x3 Dividers (Jan-Dec)	11.28	2.25	13.53
103737	BP	7206	14/05/2026	DD - 19802 - NW1	Tesco - Cleaning Materials - All Sites inc W.Centre	13.56	2.71	16.27
103738	BP	7206	14/05/2026	DD - 19802 - NW1	Tesco - Cleaning Materials - Y.Centre	13.56	2.71	16.27
103739	BP	7206	14/05/2026	DD - 19802 - NW1	Tesco - Cleaning Materials - SWC	13.55	2.71	16.26
103740	BP	7206	14/05/2026	DD - 19802 - NW1	Amazon - Break Glass Call Point - All Sites	7.91	1.58	9.49
103741	BP	7321	14/05/2026	DD - 19802 - NW1	Amazon - Laptop Stand for Desk - Office	12.66	2.53	15.19
103742	BP	5001	14/05/2026	DD - 19802 - NW1	Amazon - Russell Hobbs Toaster - Office	31.66	6.33	37.99
103743	BP	7405	14/05/2026	DD - 19802 - NW1	Planning Portal - Amended Plans - RPoW - W.Centre	309.00	0.00	309.00
103744	BP	7405	14/05/2026	DD - 19802 - NW1	Planning Portal - Amended Plans - Service Charge	75.83	15.17	91.00
Totals						£ 6,895.86	600.18	7,496.04

Date: 15/06/2026
Time: 16:11:28

Rustington Parish Council
Imprest Account - Payments Made

Page: 6

Date From: 01/04/2026
Date To: 15/06/2026

Transaction From: 103,610
Transaction To: 103,611

Dept From: 0
Dept To: 999

Bank From: 1201
Bank To: 1201

N/C From:
N/C To: 99999999

Bank: 1201 Currency: Pound Sterling

No	Type	N/C	Dept	Date	Ref	Details	Net	Tax	Gross
103610	BP	2103	3	02/06/2026	7861	K.Holliday (Pointe Rock) - Deposit Refund - W.Centre	50.00	0.00	50.00
Totals £							<u>50.00</u>	<u>0.00</u>	<u>50.00</u>

Imprest Account - Petty Cash Requirements – 31 March 2026

Chq.No.7680 - Petty Cash (Office) - £54.90

Rustington Parish Council

Reconciled Balances as at 31 May 2026

NatWest Bank:-	
Current Account	£ 17,063.45
Imprest Account	£ 731.21
Reserve Accounts:	
General Fund	£ 479,458.45
35-Day Notice (276) - Earmarked Reserves	£ 31,352.46
35-Day Notice (284)	£ 242,861.45
35-Day Notice (670) - Section 106 Funds	£ 22,139.17
Museum Reserve	£ 2,859.76
Plant Equipment Renewal	£ 6,993.97
Capital Accounts:	
Opportunity and Special Purchases	£ 1,533.18
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	£ 131,927.47
Total on Bank Statements	
	£ 1,036,920.57
Un-Reconciled Payments	
	£ (1,594.25)
	£ 1,035,326.32
Petty Cash	
	£ 153.43
Grand Total	
	£ 1,035,479.75

Date: 15/06/2026

Time: 15:34:06

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

Page: 7

Date From: 06/05/2026
Date To: 15/06/2026

Transaction From: 103,302
Transaction To: 99,999,999

Bank From: 1200
Bank To: 1200

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1200 Currency: Pound Sterling

No	Type	N/C	Date	Ref	Details	Net	Tax	Gross
103821	BR	2102	06/05/2026	Bank Receipt	C.Thorpe - Deposit - W.Centre - 04-Jul	50.00	0.00	50.00
103822	BR	2202	07/05/2026	Bank Receipt	HMRC - VAT Refund - 01-Jan-26 to 31-Mar-26	1,972.49	0.00	1,972.49
103823	BR	2102	15/05/2026	Bank Receipt	H.Rous - Deposit - Allots - 37 PL	50.00	0.00	50.00
103824	BR	4043	15/05/2026	Bank Receipt	H.Rous - Rent - Allots - 37 PL	30.26	0.00	30.26
103825	BR	2102	14/05/2026	Card Receipt	A.Knight - Deposit - Allots - 6A CA	50.00	0.00	50.00
103826	BR	4043	14/05/2026	Card Receipt	A.Knight - Rent - Allots - 6A CA	30.26	0.00	30.26
103827	BR	2102	14/05/2026	Card Receipt	J.Morphew - Deposit - Allots - 10 PL	50.00	0.00	50.00
103828	BR	4043	14/05/2026	Card Receipt	J.Morphew - Rent - Allots - 10 PL	30.26	0.00	30.26
104132	BR	4040	02/06/2026	Bank Receipt	Paid in Error	10.00	0.00	10.00
104136	BR	2102	04/06/2026	Bank Receipt	M. Lloyd - Deposit - 20 June - Y Centre	100.00	0.00	100.00
104140	BR	2102	05/06/2026	Bank Receipt	Lton Dist Camera Club - Deposit - WC - 12	50.00	0.00	50.00
104151	BR	2102	09/06/2026	Bank Receipt	A.Luna - Deposit - WC - 07 Aug 26	200.00	0.00	200.00
104154	BR	4040	11/06/2026	Bank Receipt	R'ton and District ??	0.33	0.00	0.33
104157	BR	2102	05/06/2026	Card Receipt	D.Petreski - Deposit - WC - 12 July 26	100.00	0.00	100.00
104158	BR	2102	08/06/2026	Card Receipt	R.Mahalingam - Deposit - WC - 18 June 2026	100.00	0.00	100.00
104159	BR	2102	11/06/2026	Card Receipt	H. Pettitt - Deposit - WC - 12 July 2026	50.00	0.00	50.00
Totals						£ 2,873.60	0.00	2,873.60

Date: 15/06/2026
Time: 15:39:07

Rustington Parish Council Current Account - Customer Receipts

Page: 8

Date From: 06/05/2026
Date To: 15/06/2026

Bank From: 1200
Bank To: 1200

Transaction From: 103,301
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
103796	SR	ANSCOMBE	04/06/2026	Supplier	Sales Receipt	147.00	0.00	147.00
103798	SA	TATERON	11/05/2026	Bank Receipt	Payment on Account	477.00	0.00	477.00
103799	SR	DRISCOLL	11/05/2026	Bank Receipt	Sales Receipt	220.00	0.00	220.00
103800	SR	BUCKTHOR	11/05/2026	Bank Receipt	Sales Receipt	57.00	0.00	57.00
103801	SR	SERFCADE	11/05/2026	Bank Receipt	Sales Receipt	250.00	0.00	250.00
103802	SR	RCCGOASI	12/05/2026	Bank Receipt	Sales Receipt	145.00	0.00	145.00
103803	SA	ARUNU3A	12/05/2026	Bank Receipt	Payment on Account	793.00	0.00	793.00
103804	SR	RCCGOASI	12/05/2026	Bank Receipt	Sales Receipt	248.00	0.00	248.00
103805	SA	ARUNU3A	12/05/2026	Bank Receipt	Payment on Account	94.00	0.00	94.00
103806	SR	PLAYERS	13/05/2026	Bank Receipt	Sales Receipt	210.06	0.00	210.06
103807	SR	WISDOMJE	14/05/2026	Bank Receipt	Sales Receipt	73.00	0.00	73.00
103808	SA	ARUNU3A	14/05/2026	Bank Receipt	Payment on Account	288.00	0.00	288.00
103809	SR	AGEUKWSX	15/05/2026	Bank Receipt	Sales Receipt	396.00	0.00	396.00
103810	SR	OURLADYO	15/05/2026	Bank Receipt	Sales Receipt	163.00	0.00	163.00
103811	SR	ARUNDC	15/05/2026	Bank Receipt	Sales Receipt	245.00	0.00	245.00
103812	SR	SERFCADE	18/05/2026	Bank Receipt	Sales Receipt	350.00	0.00	350.00
103814	SR	DANCEBEA	21/05/2026	Bank Receipt	Sales Receipt	246.00	0.00	246.00
103815	SA	BABYSUPE	26/05/2026	Bank Receipt	Payment on Account	230.00	0.00	230.00
103816	SR	RUSTPLSC	27/05/2026	Bank Receipt	Sales Receipt	493.00	0.00	493.00
103817	SR	RUSTPLSC	27/05/2026	Bank Receipt	Sales Receipt	176.00	0.00	176.00
103818	SA	RMTCLTON	29/05/2026	Bank Receipt	Payment on Account	72.00	0.00	72.00
103820	SR	ARUNDC	29/05/2026	Bank Receipt	Sales Receipt	317.00	0.00	317.00
104130	SR	CARRUTHE	02/06/2026	Bank Receipt	Sales Receipt	126.66	0.00	126.66
104131	SA	CARRUTHE	02/06/2026	Bank Receipt	Payment on Account	2.68	0.00	2.68
104133	SR	TATERON	02/06/2026	Bank Receipt	Sales Receipt	200.00	0.00	200.00
104134	SA	TATERON	02/06/2026	Bank Receipt	Payment on Account	376.00	0.00	376.00
104135	SR	THEATREA	04/06/2026	Bank Receipt	Sales Receipt	440.00	0.00	440.00
104137	SR	WOODTTC	04/06/2026	Bank Receipt	Sales Receipt	430.50	0.00	430.50
104138	SR	HERITAGE	05/06/2026	Bank Receipt	Sales Receipt	103.00	0.00	103.00
104139	SR	RUSTWI	05/06/2026	Bank Receipt	Sales Receipt	131.00	0.00	131.00
104141	SR	SHORTMAT	05/06/2026	Bank Receipt	Sales Receipt	662.00	0.00	662.00
104142	SR	LOLOYDMA	05/06/2026	Bank Receipt	Sales Receipt	292.00	0.00	292.00
104143	SR	YASYOGA	05/06/2026	Bank Receipt	Sales Receipt	164.00	0.00	164.00
104144	SR	ARUNFAIR	05/06/2026	Bank Receipt	Sales Receipt	300.00	0.00	300.00
104145	SR	SLIMWORL	05/06/2026	Bank Receipt	Sales Receipt	361.96	0.00	361.96
104146	SR	DRISCOLL	08/06/2026	Bank Receipt	Sales Receipt	220.00	0.00	220.00
104147	SR	VIRTUOSO	08/06/2026	Bank Receipt	Sales Receipt	412.50	0.00	412.50
104148	SR	ADFAS	08/06/2026	Bank Receipt	Sales Receipt	93.00	0.00	93.00
104149	SR	MARLEYST	08/06/2026	Bank Receipt	Sales Receipt	68.00	0.00	68.00
104150	SR	ARUNFAIR	08/06/2026	Bank Receipt	Sales Receipt	30.00	0.00	30.00
104152	SR	RCCGOASI	10/06/2026	Bank Receipt	Sales Receipt	318.00	0.00	318.00
104153	SR	RCCGOASI	10/06/2026	Bank Receipt	Sales Receipt	114.00	0.00	114.00
104155	SR	THORPCHL	12/06/2026	Bank Receipt	Sales Receipt	133.75	0.00	133.75
104156	SR	ALZHEIME	12/06/2026	Bank Receipt	Sales Receipt	49.00	0.00	49.00
Totals						£ 10,718.11	0.00	10,718.11

Caroline Harris

Rustington Parish Council

1 June 2026

Dear Caroline

Rustington Parish Council

Internal Audit 2025-26

The internal audit for the 25-26 financial year is now complete. I am pleased to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for with no comments.

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

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

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 25-6. Recommendations are set out at Appendix A. Areas not tested because they are not relevant to this Council are listed at Appendix B.

The audit was carried out in two stages. The interim audit was completed on 8 December, this concentrated on in year financial transactions and governance controls. The final audit was carried out on 1 June and concentrated on the statement of accounts and balance sheet.

☎ 07958 990310

✉ mike@aprilskies.co.uk

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

A: Books of Account

Interim Audit

The Council uses the Sage 50 system for accounting and payroll. I have tested the brought forward balances on Sage at 1.4.25 against the audited prior year annual return and can confirm these have been brought forward correctly. Box 7 on the audited accounts for 24-25 was £606,600. This agrees to the period 0 balance sheet on Sage at 1.4.25.

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

The Council's most recent VAT return was for the three months to the end of September 2025. This was submitted to HMRC on 3/11/25. VAT of £13,686 was reclaimed, this was paid in to the Council's bank account on 12 November 2025. I checked that balances in the return could be agreed to schedules produced from the accounting system. VAT outstanding on the balance sheet at 30.9.25 was £13,826. There was a small imbalance on the SAGE VAT account of £140. This should be checked when the quarter 3 VAT return is completed, and any imbalance between the VAT return and VAT control account cleared.

Final Audit

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

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

Comparative figures have been agreed to audited accounts for 24-25 published on the Council website.

I confirmed that the VAT return for period January to March 26 has been completed and submitted to HMRC. This has a SAGE generated submitted date stamp of 30 April. VAT of £1,972 was reclaimed and paid into the Council's bank account by HMRC on 7 May. VAT reclaimed has been agreed to a schedule of transactions on the Sage VAT report for quarter 4 25-26. There is a small imbalance on the VAT control account. VAT reclaimed at 31.3.26 was £1,972, the Sage balance sheet is showing a balance of £1,967 for VAT owed to the Council, the difference is £5. The RFO is aware of this issue, and this will be cleared via next VAT return.

The Council reviewed my interim audit report at the December meeting of F&GP, this was reported to the next Full Council meeting via minutes. The Council continues to demonstrate proper consideration of audit reports.

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

Financial Regulations and Standing Orders were both reviewed at the Full Council meeting in March 2025 – minutes 77 and 76. Both documents are based on NALC templates.

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

I selected a sample of transactions from the cashbook for the period April to November 2025. I was able to confirm for all transactions that:

- Transactions could be agreed back to invoice
- Clerk and councillor had certified the invoice as ready for payment
- Invoice included in a payment run document, payment set up at bank by RFO and authorised by Clerk or councillor, in line with financial regulation requirements (3 transactions tested)
- VAT accounting correct
- Expenditure appropriate for the Council

I note that the Council has incurred costs on seeding and draining a football pitch. It is recommended that consideration is given to applying to the Football Foundation for funding for pitch maintenance – link attached. [Football Foundation | Grass Pitch Improvement](#)

The Council has appointed a project manager for the Woodland Centre Project. The RFO confirmed that the contracts for this project will be let following financial regulations, these are set out in Appendix I of the financial regulations. I remind the Council to ensure adequate financial contingency is included in the Woodland Centre project budget to cover

- inflation costs
- hire fees lost whilst the building is unavailable
- Unexpected additional costs that may be identified once the project commences.

Whilst the Council is in a reasonable financial position for day to day activities, there is limited scope to absorb contingencies on a major project.

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Final Audit

Non pay expenditure per box 6 to the accounts amounted to £ 481,934 down from £581,463 in 24-5.

I tested 3 further payments from the cashbooks for months 9-12 and confirmed the following for each transaction tested:

- Payment per cash book agreed to invoice
- Expenditure appropriate for this council
- Invoice signed off by Clerk and 1 councillor on face of invoice
- VAT accounting correct

The RFO confirmed that the tender for refurbishment of the Woodland Centre has been advertised on appropriate government portals. Tenders are due to be received during the summer, and a contract decision is anticipated in August. Council has a loan of facility of £550,000 with PWLB, I have checked this to approval letter from PWLB dated 12 September.

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

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

The Council is insured with Hiscox, arranged by Gallaghers on a standard local government policy . I have seen the insurance policy; insurance was in date " continuous cover from 1.10.25 until the policy is cancelled".

Asset cover appeared consistent with the asset register. 7 buildings are insured, at an insurance value of £6.1 million . Asset coverage is set out below.

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

April Skies

Accounting

Premises address	Sum Insured
Woodland Centre, 34 Woodlands Avenue, Littlehampton, BN16 3HB	£3,136,613
Changing Places Toilet, 79 The Street, Littlehampton, BN16 3NL	£166,662
Public Toilets, Broadmark Lane, Littlehampton, BN16 2JA	£106,127
Beach Shelter, Beach Shelter, Littlehampton, BN16 2LZ	£60,856
Churchill Car Park & Conveniences, Churchill Parade Car Park, Littlehampton, BN16 3DJ	£126,828
Youth & Community Building, Youth & Community Building, Littlehampton, BN16 3HB	£1,478,453
Rustington Sports & Social Club, Rustington Sports & Social Club, Littlehampton, BN16 3NB	£1,102,500

Item description	Excess	Amount Insured
Total Buildings	£250	£6,178,039
Gates and fences	£250	£43,257
Fixed outside equipment	£250	£7,704
Street furniture	£250	£382,829
War memorials	£250	£57,289
Playground equipment	£250	£226,791
Sports surfaces	£250	£28,782
Other surfaces	£250	£0
Rent receivable	£250	£0

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

The Council has separate cyber insurance with Coalition. This was in place at the time of my audit, with renewal due in November 2026.

I confirmed that back up of data on the Sage system is taken around twice a week. This is stored in the Y drive on the Council network. The RFO has contacted the IT provider who confirmed back ups are working effectively, that these include Sage data. The last back up test was completed in October 2025.

Final Audit

The risk register and risk management strategy was considered at the March meeting of Full Council (minute 73/26). I have reviewed the risk assessment, and it appears sufficient for a council of this size. There is evidence of update in year.

It is recommended that the Council draws up a risk assessment for the Woodland Centre project, this should document all risks potentially to be faced by the Council in the course of the project and mitigating controls in place to ensure the project is delivered on time, to budget and to the required standard.

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D. Budget, Precept & Reserves

Interim Audit

The Council is the process of finalising the budget and precept for 26-27. Committees have approved budgets, and the overall budget will be finalised once the council tax base has been confirmed. The budget and precept is due to be confirmed at January Full Council. I will check minutes at my year end audit.

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

Final Audit

Reserves at 31 March 2026 were £701,554 (24-25 £606,600).

Year- end earmarked reserve balances are set out below:

Earmarked Reserves:

Included in General Fund Balance:

Building Improvement Fund - W.Centre	30,891.97
Chaucery Memorial	550.71
CIL Funding	4,179.68
Defibrillator 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:

Opportunity Purchases Fund	1,531.08
Equipment Renewal Reserve	6,984.37
Museum Reserve	2,855.84
Capital Reserve Projects (1)	100,000.00
Capital Reserve Projects (2)	130,459.11
Section 106 Funding Account	22,068.49

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✉ mike@aprilskies.co.uk

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This leaves a general reserve of £437K. This represents 55% of precept, which is at the mid- point of recommended levels set out in the NALC Practitioners' Guide. (minimum recommended general reserve balance is 25% of net revenue expenditure). I again note that the Council has very small earmarked reserves for asset maintenance, given the size and age of the asset base at this Council, from which the Council received significant income streams. This must also be considered in the context of the major capital project, at the Woodland Centre, and there is very limited scope for any overspend on this project whilst maintaining general reserve balances at an acceptable level. I wish to make two recommendations

- The Council must proceed with caution with the Woodland Centre project. General reserves should not be permitted to fall beneath the current level of around £400K and must not be used to fund any unbudgeted expenditure on the Woodland Centre.
- 27-28 budget and precept setting must consider:
 - o Need to maintain general reserves at a sustainable level for this council
 - o Costs of loan repayments for the PWLB loan

The 26-27 budget and precept were approved at the Full Council meeting on 26 January (minutes 11b/c). A precept of £825K was approved, alongside the detailed budget. The budget is published on the website as part of budget monitoring reports.

E: Income

Interim Audit

The Council obtains income from several sources beyond the annual precept. These include:

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

I tested a sample of credits recorded on the ledger for the first 8 months of the financial year. I tested

- sage entry to invoice raised
- checked invoice was raised at the correct rate, as approved by Council

I reviewed the Council's debtors ledger. At the time of my audit debts outstanding were £19K.

☎ 07958 990310

✉ mike@aprilskies.co.uk

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

Final Audit

Precept per box 2 to the accounts was £786,000 (24-25 £786,000). This has been agreed to third party documentation provided by central government.

Income per box 3 to the accounts was £203,062 (24-25 £287,927).

I reviewed further income credits from the final three months of the financial year.

- A credit for sponsorship income was agreed to an agreement or floral display sponsorship,
- Bank interest credit agreed to CCLA statement.

The sales ledger at 31.3.26 was reviewed. Balances outstanding were £11.1K, 92% of this is current debt. I am satisfied the sales ledger is being managed properly

F. Petty Cash

Petty cash at year end was £193. I checked the main balance - council petty cash. Balance at year end was £123. Cash has been counted at year end, and evidence that count has been reviewed by councillor has been provided.

G. Payroll

Final Audit

Staff costs per box 4 to the accounts were £412,174 (24-5 £409,710).

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

I reviewed the February 2026 payroll. The nominal ledger posting for February was agreed to payroll month end outputs from Sage. I checked payments authorised by signatory to Sage payroll documentation. No errors were identified and I am therefore satisfied that council has paid authorised pay to employees.

The RFO logged into the Council's HMRC payroll account – I checked that all payments and submissions were up to date.

☎ 07958 990310

✉ mike@aprilskies.co.uk

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H. Assets and Investments

Final Audit

Fixed assets per box 9 to the accounts were £ 3,129,123 (24-25 £3,126,587) – increase of £3K

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

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

Major items deleted include:

- Tractor, accounting value £16K
- IT equipment accounting value £4K
- Interpretation boards accounting value £4K

Additions include

- Street furniture - added at cost of £11k
- Sound system added at cost of £9K

The RFO has provided a clear audit trail for changes to the asset register in 25-26 and these have been accounted for in line with regulations.

£3k fence contribution removed from asset register on my recommendation – this is a contribution towards a fence at the sports and social club, rather than a new asset purchased by the Council, and the asset register was amended accordingly.

I: Bank Reconciliations

Interim Audit

Reconciliations for all bank accounts are carried out regularly and in accordance with regulations. This is clearly evidenced in the Council's bank reconciliation file and within minutes of the Finance Committee. The September 2025 bank reconciliation was tested in detail. I confirmed the following.

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

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The Council has an investment policy in place, as required for any council with cash and investment assets in excess of £100K. This was last reviewed in March 2025.

Final Audit

Borrowings per box 10 to the accounts were £nil (24-25 £ nil)

Cash per box 8 to the accounts was £732,315 (24-25 £634,092)

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

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

J. Year-end accounts

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

L: Exercise of Public Rights - Inspection of Accounts

Inspection periods for 24-25 AGAR were set as follows

Inspection - Key date	24-25 Actual
Accounts approved at Full Council	23 June
Date Inspection Notice Issued and how published	24 June – website
Inspection period begins	25 June
Inspection period ends	5 August
Correct length	Yes 30 working days

All regulatory requirements were met.

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✉ mike@aprilskies.co.uk

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6 Uplands Road. Farnham GU9 8BP

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

Interim Audit

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

- Payments data – published to end of April 26 - monthly finance report
- CIL Report for 25-26 – published on the website
- Grants awarded – published on transparency tab on website

N: Publication requirements 24-25 AGAR

The Council has published the Accounts, Annual Governance Statement and the external audit certificate on the Council website. The Conclusion of Audit Certificate was published 23 September 2025 before the statutory deadline of 30 September. The external auditors issued their audit certificate on 28 August. The Council has met its obligations in this area. The Council was informed of the outcome of the audit at the meeting on 22 September 2024(minute 228/25).

The external auditors raised one item in the other matters section of the certificate

The published Notice of Public Rights requires the name/signature of the person placing the notice to be entered at (e) on the form. Accounts and Audit Regulations 2015, Paragraph 15(2) states the declaration should be signed by the responsible financial officer. We note that the clerk has signed the notice which does not comply with regulations, in future we would anticipate this to be the responsible financial officer

The Council should take care to follow external audit recommendations next June, although I consider this a minor administrative point. External audit have made no recommendation regarding the 25-26 Annual Governance Statement.

O: The authority has complied with laws, regulations & proper practices relating to digital and data compliance.

For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance (Assertion 10). 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

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✉ mike@aprilskies.co.uk

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- 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.

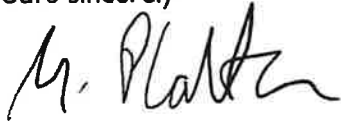
I am therefore able to sign off that the Council complies with this control objective.

P. Trusteeship

The Council disclosed that it was not a sole trustee for a trust fund in the 25-26 AGAR. The RFO confirms this is still the case.

I would like to thank you for your assistance with the audit. I attach my invoice and the Internal Audit Report from the AGAR for your consideration. I look forward to working with you again in 26-27.

Yours sincerely



Mike Platten CPFA

☎ 07958 990310

✉ mike@aprilskies.co.uk

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6 Uplands Road. Farnham GU9 8BP

Appendix A

Matters Arising Interim Audit

Matter Arising	Recommendation	Council Response
There was a small imbalance on the VAT account of £140.	This should be checked when the quarter 3 VAT return is completed, and any imbalance between the VAT return and VAT control account cleared.	See section A above
I note that the Council has incurred costs on seeding and draining a football pitch.	It is recommended that consideration is given to applying to the Football Foundation for funding for pitch maintenance – link attached. Football Foundation Grass Pitch Improvement	Noted
I remind the Council to ensure adequate financial contingency is included in the Woodland Centre project budget to cover • inflation costs • and hire fees lost whilst the building is unavailable • Unexpected additional costs that may be identified once the project commences.	Whilst the Council is in a reasonable financial position for day to day activities, there is limited scope to absorb contingencies on a major project.	See year end recommendation

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✉ mike@apriskies.co.uk

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6 Uplands Road, Farnham GU9 8BP

April Skies

Accounting

For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this area.	For clarity, it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 on page 14 of the Practitioners' Guide at a meeting before the end of the financial year. This should support a positive response on the Annual Governance Statement.	See Section o
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Matters Arising Final Audit

Matter Arising	Recommendation	Council Response
The Council must proceed with caution with the Woodland Centre project.	General reserves should not be permitted to fall beneath the current level of around £400K, and must not be used to fund any unbudgeted expenditure on the Woodland Centre.	Excluding earmarked reserves, the GFB stands at £371,630.32, which, at 1 April 2026 is £151,630.32 above the budgeted provision at 31 March 2026 of £220,000.00
Budget setting 27-8	- 27-28 budget and precept setting must consider: - o Need to maintain general reserves at a sustainable level for this council - o Costs of loan repayments for the PWLB loan	A. The GFB for 2026/27 is proposed to be £252,000.00. The Council may wish to consider this being increased to £300,000.00 for 2027/28. An increase of £48,000.00, excluding any earmarked reserves. B. The PWLB loan is budgeted for in The Woodlands Centre 2026/27 Estimated Budget for £54,000.00, which is for approximately six months. The 2027/28 budget for the loan will be considered/set when the loan is drawn down and the exact annual repayment figure is known.
It is recommended that the Council draws up a risk assessment for the Woodland Centre project,	This should document all risks potentially to be faced. by the Council in the course of the project and mitigating controls in place to ensure the project is delivered on time, to budget and to the required standard	The Internal Auditor suggested that this was prepared for the August Meeting, once the Tenders are approved, and discussed with the Project Managers. This is a financial risk assessment to consider possible works needing to be carried out outwith the project and the loss of lettings income.

☎ 07958 990310

✉ mike@aprilskies.co.uk

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6 Uplands Road. Farnham GU9 8BP

APPENDIX B

Internal Audit Control Objectives – Marked as not covered

Control Objective	Area for Audit	Why this has not been audited
K	Exemption from limited assurance review	Council had limited assurance review in 24-5
0	Trusteeship	No Trusts

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RUSTINGTON PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

22 June 2026

Grants to Local Organisations

1. Members will know that the Council has, for a number of years now, dealt with the majority of applications for Grant Aid annually, at the June Meeting of the Finance and General Purposes Committee, following the appearance of the annual advertisement on the Council's Website, Social Media Page, Newsletter, as well as on Noticeboards around the Village, and any other appropriate Social Media Pages.
2. A summary of the feedback received from the Groups and Organisation who were awarded Grant Aid in June 2025 is attached for Members information as Appendix A.
3. The Notice inviting applications for Grant Aid 2026 was issued at the beginning of April, with a closing date of 5 June.
4. The 2026/2027 Budget provides for £5,000.00 for Grant Aid generally.
5. To date, the Council during the current financial year has awarded the following:

Littlehampton District Lions Club £500.00
6. The Council also previously agreed that up to 75% of the balance of Budget provision for Grant Aid should be allocated at the aforementioned Meeting (excluding any Grant made earlier in the financial year in connection with the Summer Street Fayre), with 25% being retained for applications received at any time later in the year.
7. The 2026/27 Grant Aid Programme had an exceptional response, with 18 applications received, requesting a total of £9,906.00, more than twice the allocated Annual Grant Aid Budget. The Committee is therefore asked to consider forgoing the second round of applications in early 2027 and to instead allocate the remaining £4,500.00 of the 2026/27 Annual Grant Aid Budget at its June Meeting.
8. All 18 applications have been appraised by the Deputy Clerk and a summary is attached as Appendix B.
9. The Recommendations for funding currently total £4,480.00 leaving an unspent total of £20.00.
10. A copy of the agreed Grants Criteria, most recently reviewed at the March 2025 Meeting of this Committee (Minute 28/25 refers), is attached for Members' information as Appendix C.

15 June 2026

Deputy Clerk of the Council

Appendix A - Grants to Local Organisations - 2025/26 Round 1 Feedback Report

	Organisation	Feedback from Organisation	Purpose of the Grant	Amount Granted June 2025
1	Air Ambulance Charity Kent Surrey Sussex	<i>"I am pleased to confirm that the funds from the grant awarded by Rustington Parish Council were spent entirely on the core operating expenditure of helicopters, rapid-response vehicles, medical supplies, fuel, highly-trained crews. Each mission undertaken costs an average of £5500, so I am sure you will appreciate that it is not possible to attribute each grant to individual items. However, I can reassure you that all income from grants is spent on our direct core operational costs. Our missions are directed towards the most serious medical and trauma emergencies. Many lives are saved, and most patients achieve a better overall recovery than would have been possible without our intervention."</i>	Operational Costs	£150.00
2	Arun Community Transport	<i>"2025-2026 has been a year of change and challenge for ACT. The demand for its services has continued to grow. In-line with the growth costs have also increased. Additional staff have been recruited to manage our 42 volunteers (32 Volunteer Drivers and 10 Volunteer Office Staff). In addition, and in part thanks to the grant awarded last year by Rustington PC, we have been able to increase our office space at Dove Lodge Community Resource Centre, a rental increase of over £1,000 pa for the extra space. By adding an additional workstation, including Desk Space, additional computer, and telephone equipment, a total of £2,600 was spent to provide this. For the 282 (current figure) residents of Rustington, who are members of our service we provided a total of 1,661 trips in our last financial year. 1,312 for medical appointments and 341 for social and shopping trips. Many of our Rustington members are elderly, struggle with mobility or, are alone. The service provided by our volunteers ensures they can attend their appointments, or events on time. From the 282 members in Rustington 138 use some form of walking aid and 14 are registered to use our Wheelchair Accessible Vehicle (WAV). We thank Rustington PC for their continued support."</i>	Operating Costs covering Office Accommodation & Computer Software	£450.00

3	Arun Youth Aqua Centre	<i>"Thank you again to RPC for the grant that we received last year. I can confirm that we spent the grant on maintaining our fleet of Laser sailing dinghies. These are our most advanced single-handed dinghies, and our more experienced members enjoyed the challenge of being able to sail them this year following the installation of new fittings and control lines that we purchased. The highlight of the season was that three of our Laser dinghies were used at the West Sussex Schools and Youth Sailing Association Regatta which was held in Chichester Harbour in September."</i>	New rigging of Laser dinghies	£200.00
4	Chichester Diocesan Association for Family Support Work	<i>"I can confirm that the generous grant of £450 from Rustington Parish has made a meaningful contribution to the running of our after-school club in Rustington over the past 12 months. Held monthly at Rustington Parish Church Hall, the club provides a safe, welcoming space for infant and junior-aged children - including those from low-income families, those with additional needs, and more recently Ukrainian refugee families - to build confidence, develop self-esteem, and learn new skills through play, sports, and social interaction. Led by Rebecca, the sessions offer vital positive support, nurturing relationships, and opportunities for connection, now reaching 15 families. The drop-in will continue to run as a long-term project, and we aim to secure full funding for the project to go ahead in 2026/27. We are one of the main sources of support for families locally so maintaining the ability to deliver services is vital and the grant from Rustington Parish has enabled us to continue our work."</i>	After School Club in Rustington	£450.00
5	Home-Start Arun, Worthing and Adur	<i>"With the help from Rustington Parish Council's grant, along with grants received from other Parish and Town Councils, we have been able replace six staff computers with the latest technology, allowing us to adhere to GDPR and safeguarding regulations, whilst continuing to protect the sensitive data of the families that we support. In 2025-26 we supported three families in Rustington through both 1:1 home-visiting and family group support. We also recruited and trained 3 new volunteers living in and around Rustington, bringing the total number of local volunteers to 9 - adding breadth and local knowledge to the families that we are supporting."</i>	Replacement IT	£270.00

6	Lavinia Norfolk Centre Charitable Trust	<i>"We used the award to revamp our bungalow garden area. The benefit of the grant is providing a safe outside space for students to spend therapeutic time. We are also able to run lunchtime clubs for students as well as meet curriculum aims within the students ASDAN unit, this is for students in KS4 and out bespoke KS5 course."</i>	Construction of a Sensory Garden Purchase of compost	£139.20
7	Rustington Community Primary School PTA	<i>I can confirm that the grant provided was spent on the play equipment. It has been enjoyed over the last year and we are delighted we were able to deliver this earlier than expected. We are so very grateful to Rustington Parish Council for the grant. The extra we received helped us get over the line in time to get the equipment in place for the start of the academic year. This is what every PTA strives to do and sometimes it happens.</i>	Additional Play Equipment Extension of the Trim Trail for Junior aged children	£350.00
8	Rustington Heritage Association	<i>"Thank you for the grant that was awarded in July 2025. The purpose of this was to allow us to host two talks, held in the evening, rather than our usual afternoon meetings. This was to enable those in the community who can't attend during the day to enjoy our talks. This will in turn raise awareness of Rustington Heritage Association and our work, to research and promote the history of the village, including working with and encouraging interest in the museum. It proved difficult to include extra talks in our 2025 existing programme, so the first of the evening meeting was held on the 7th May 2026 - 19 x existing members of RHA, 2 x people joined RHA that evening and 7 x visitors were in attendance. Although the total number attending was less than our usual afternoon talk, a reasonable number of visitors and new members was achieved. This suggests that there is a potential new audience interested in the work of the RHA. It is to be hoped that this will continue to be reflected in the September evening talk. RHA will factor this interest into next year's programme."</i>	"Access to History" Funding of Guest Speaker for 1x Weekend Event and 1x Evening Event	£260.00
9	Rustington In Bloom	<i>"Thanks again to Rustington Parish Council for the grant of £350 last year. As the Chairman of RiB, I am happy to confirm that the money was spent in accordance with our intentions at that time. The group was newly re-formed and the funds, provided by the council, were used to cover our initial start-up costs. This included the purchase of public liability insurance, a bank card machine, publicity leaflets, entry into the summer fayre and materials for the</i>	Cost of Public Liability Insurance, flyers and bunting	£350.00

		<i>construction of a number of bird boxes, which were either sold or donated to local schools.</i> <i>The funds enabled us to introduce ourselves to local residents and develop to a point where we have and will be introducing new planting schemes to the village of Rustington.</i> <i>Thank you again for your generosity”.</i>		
				Total Grant Funding Awarded June 2025: £2,619.20

Appendix B - Grants to Local Organisations - Finance and General Purposes 22 June 2026

	Organisation	Aims of the Organisation	Purpose of the Grant	Amount Requested	Additional Information Provided	Officer Recommendation
1	4 Sight Vision Support	4Sight Vision Support is a registered charity, that supports people across West Sussex who are blind or partially sighted. Services are FREE in order to remove financial barriers to anyone receiving the help that they need. Clients are kept up to date with information via our bi-monthly newsletter in a format that is accessible to them.	To support the production of a Bi-Monthly Accessible Newsletter. The newsletter is written and designed in house, with both staff and volunteers playing their part in the production and distribution of each format. The newsletter is available in various accessible formats: • Large Print • Audio version in CD or USB • Braille • Email	£432.00 The newsletter is bi-monthly and on average costs £1.80 per edition. With an average cost of £10.80 per client p/a	• Received a grant of £150.00 from RPC in both 2019, 2020 & £130.00 in 2024 • Grants not awarded in 2022, 2023 & 2025 • 3,689 Members of which 103 live in Rustington (870 in Arun) • 40 Rustington residents receive the Newsletter • 6 Copies x £1.80 x 40 = £432.00	£108.00 to cover the cost of x 6 copies for 10 clients
2	Age UK	Age UK West Sussex, Brighton & Hove (AUKWSBH) is an independent local charity working in the local community to help older people. Supports people over the age of 50, with social isolation and loneliness, dementia support, support at home, support with cleaning and shopping, support coming out of hospital, information and advice	Ten Pin Bowling at Out of Bounds in Rustington Once a week for 4 weeks. 12 people in total. The project offers a hot drink and cake afterwards for the group to sit together and connect with each other. To date 4 of these projects have been delivered, all have been fully booked with waiting lists. The project has been developed in response to Rustington members	£500.00 12 people x 4 weeks x £10.00 p/w = £480.00 The remaining £20.00 would be utilised for cost of prizes	• First time RPC Grant Applicant • Previous groups success have lead to ongoing social meet ups and established friendships • Launched in April 2025 and one 90-year-old who had felt increasingly lonely since being widowed said: <i>"The company I</i>	£200.00 to cover x 5 people's places

			requesting opportunities for something different and fun to do.		<i>have found since the day I signed up for Age UK bowling has been marvellous. It gets me up and moving."</i>	
3	Air Ambulance Charity Kent Surrey Sussex	To provide an end to preventable loss of life from medical emergency. To bring A&E resources, including doctors and paramedics, direct to the patient at the scene of emergency. Some surgical procedures may be undertaken. Plus, rapid transfer to the most appropriate hospital trauma centre.	Operational Costs Grant is sought towards the operating costs of HEMS (Helicopter Emergency Medical Service) - helicopters, rapid-response vehicles, medical equipment, fuel, highly-trained crews.	£500.00	- Received grants of £100.00 from RPC in 2017, 2018 and 2023. £150.00 in 2025 - In the event of a serious medical or trauma emergency, every resident of Rustington could be a potential beneficiary - The Service landed most recently, at the Woodlands Recreation Ground, in April.	£100.00
4	Arun Community Transport	To offer transport to those in the community for whom public transport is not available because they are elderly, have reduced mobility, are registered disabled, are socially disadvantaged or there are inadequate transport facilities where they live.	Volunteer Training Programme: Dementia Awareness Mental Health First Aid Awareness Two training and awareness sessions for all 42 ACT volunteers (32 drivers and 10 office volunteers) Costs to cover room hire (£144.00), trainers (£300.00) and refreshments (£336.00)	£780.00	- Received grants of £150.00 from RPC in 2023, £400.00 in 2020, 2021 and 2022. £450.00 in 2025 - Membership fee of £10.00 per year 42 Volunteers giving in excess of 8,000 hours in 2025/26 26% of ACT Members are Rustington residents - 282 of 1,104 members	£300.00 to cover the cost of the trainer/specialist speaker fees

5	Arun Counselling Centre	Arun Counselling Centre (ACC) is a BACP Accredited Counselling Service and registered charity, providing low-cost individual counselling/psychological therapy to any adult (18+) living in Rustington, Littlehampton and Bognor Regis. Their vision is to work together with clients, counsellors, volunteers and community to innovate our services, making psychological support easier to access for those most in need. They believe everyone has the right to access psychological therapies and therefore only ask clients to contribute whatever they can afford.	A bursary covering sessions of confidential, professional counselling/psychological therapy for local residents in Rustington Counselling sessions cost a minimum £25.00 per session. £400.00 would pay for 16 sessions of therapy for clients in the Rustington area. ACC wish to support those who desperately need psychological support but cannot afford to pay for it.	£400.00	- Over the last year ACC has worked with 49 clients (38% of total people seen) residing in Rustington, supporting them to explore their issues with the hope of gaining valuable insights, coming to terms with difficult experiences, reducing suicide risk, building resilience and developing coping skills in order to lead a fuller, happier life - Based in Dove Lodge, Littlehampton Sessions can be face to face, online or by telephone - First time application	£200.00 to cover the cost of 8 sessions for Rustington residents
6	Arun Youth Aqua Centre	To teach sailing at a low cost to youngsters aged 8-18 in the Rustington and Littlehampton areas. Teaching sailing on Sunday mornings and Wednesday evenings from the start of May through to the end of October. Youngsters train	Sailing Clothing ACC are keen that young people, from any background, can join and learn to sail. ACC has some sailing clothing that youngsters can borrow to save them buying clothing.	£200.00	- Membership Fee £210.00 per year 60 Members of which 15 are from Rustington - Received grants in 2024 & 2025 - Since the Covid pandemic, membership numbers	£200.00

		following the Royal Yachting Association syllabuses and achieve RYA dinghy sailing qualifications as they learn. It is a completely volunteer run charity.	ACC would like to purchase five pairs of boots and five spray tops in junior sizes so that there is sufficient to lend out.		have steadily grown and there is a shortage of wetsuit boots and spray tops available to borrow.	
7	Chichester Diocesan Association for Family Support Work (FSW)	This charity provides emotional and practical support for families with children presenting complex problems related to family breakdown, isolation, poverty, housing instability, parental mental ill-health, domestic abuse and substance abuse. Support is through weekly drop-in sessions, out-reach support and play work activities for children and young people.	Active Horizons - Rustington Outings and Play Work for children and young people in the Rustington area The cost-of-living crisis is impacting families supported by FSW who have had to tighten household budgets on things that support children's development & health e.g. sports and activities. Outings will reduce the isolation of the families and improve the social skills of the children.	£600.00	• Services are completely free for families and the wider community, and are not time limited • Supports 198 Rustington Residents • Many of the children supported are low-income or live with parents who can give them little time or positive attention as they are dealing with mental health issues or bereavement • Many children have additional needs e.g. emotional/behavioural difficulties, learning difficulties and Autism.	£300.00
8	Home-Start Arun, Worthing and Adur	The organisation helps families with children under five years old with free, universal, emotional, practical, confidential support, via a network of	Volunteer Training To help recruit and train more volunteers from within the parish and to increase awareness of our services among local families.	£900.00	• The Organisation supports 196 families including 356 children • 34 Rustington Families are being supported	£300.00

		volunteers and experts. They aim to improve the life chances and home environment of children by offering early support to struggling parents.	Strengthening our volunteer team and improving local outreach will ensure that parents in Rustington can access timely, compassionate support when they need it most.		• RPC Grant of £200.00 in 2022 and 2023, £245.00 in 2024 and £270.00 in 2025 • It costs £1,694.00 to recruit, train, match, supervise and retain a volunteer	
9	Littlehampton Child Contact Centre	Littlehampton Child Contact Centre provides a safe, friendly and neutral place where children from separated families are able to spend time with one or both parents, and other family members where applicable. The Centre is operated by a team of volunteers and is an accredited member of The National Association of Child Contact Centres (NACCC).	Session Costs including room hire, toys and books, craft/arts materials and refreshments Room Hire £38.00 per 2 hr session Purchase of books and sensory toys £150.00 Craft Materials £130.00 Lockable outside toy storage £60.00 each	£500.00	• The Centre has a volunteer team of 20 of which 6 are needed at each session • Meetings take place fortnightly • Service supports parents, grandparents and other family members as appropriate • Received a grant of £260.00 in 2025	£150.00 to cover the cost of books and sensory toys
10	LPOS Musical Productions	LPOS is an amateur dramatics organisation delivering professional level theatre productions at The Windmill Theatre. Members include residents across Rustington and Littlehampton. Being part of the Society has helped to combat isolation and create a social space for friendship.	To set up an Inclusive Children and Youth Performing Arts Group To establish a Group that is inclusive and age appropriate for the performing arts which provides opportunities and productions that are designed for each age and stage of child development	£300.00	• First time application • 60 Members of which 20% are from Rustington • LPOS is a Registered Charity • Help to build basic confidence and resilience in young people	£200.00

11	Outlaw All Stars Cheerleaders	Rustington based cheerleading squad supporting children aged 4+ up to and including adults. Open to anybody who would like to cheer of any age or ability.	Junior Coach Programme Junior coaches attend sessions outside of their own regular training sessions to help and support the adult/senior coaching team. Cost £180.00 per person and includes First Aid Training and Mental Health Awareness Training	£720	• Offers an inclusive activity • 64 Members of which 50 are from Rustington • Previous Junior coaches have applied their new mental health awareness skills to support fellow classmates in school	£360.00 to cover the costs of x 2 Junior Coach Programmes
12	1st Rustington Scout Group	1st Rustington Scout Group are a very proactive group and support, in circa of, 220 young people from the age of 6 to 18 years, and 45 Leaders, from Rustington and its surrounding villages and towns, with diverse backgrounds, and provide a very varied programme of activities.	Replenish old and worn-out cooking equipment for Scout camps Aged camping equipment is in need of being replaced. Camping stoves being a main priority. Foker Cast Iron Europa Triple Burner Gas Boiling Ring - £181.00 each Foker Double Burner Europa Gas Boiling Ring with FFD - £216.00 each	£794	• All Sections go on summer camps, across the country. The Explorer Scouts travel to Europe for International Expeditions every other year. There are overnight/weekend camps and expedition practices camps also • 170 children and young people are supported with 90% being Rustington Residents	£432.00 to cover the purchase of x 2 Double Burner Stoves
13	Rustington Community Primary School PTA	To raise funds to support Rustington Community Primary School through the provision of facilities and/or resources.	Additional Play Equipment for Play Times The Key Stage 1 playground is brightly coloured but does not include any climbing or adventure equipment.	£900.00	• 550 children on the Roll of which 70% reside in Rustington • Equipment will have a positive impact on	£450.00

		To provide social events for children, parents and staff at the School.	Total project cost is £11,000.00 of which £4,000.00 has already been raised.		physical and mental health • Aim to enhance the children's time in school • It is anticipated that further funding will be raised at the Summer Fayre. Last year's event raised £3.5k	
14	Rustington Heritage Association	To promote, preserve and protect the history and heritage of Rustington. Holds a regular series of talks on historical and local themes and this aspect of promotional work plays a vital role in taking the Rustington's history into the community.	Rustington HistoryFest Week-long programme of activities, highlighting aspects of Rustington's history. To include children's activities, guided walks, talks and displays, quiz night, design the Rustington Gates competition, a History Mystery Tent and the History Doctor plus much more! Events will take place in multiple venues in the Village to offer engagement to as many people as possible. 25 July - 1 August 2026	£600.00	• 80 Members • 85% Membership live in Rustington • The RHA is run entirely by volunteers • Works closely with Rustington Museum • Provision of research and books for the Local Studies Room • Work with RPC to organise, support and promote the Rustington Scarecrow Trail • Aim to encourage the community to engage with and foster an interest in history	£400.00 plus Officer time to support the event
15	Rustington in Bloom	To enhance the outdoor spaces in the Village of Rustington whilst improving the wellbeing of its residents.	Equipment and Insurance Renewal of Public Liability Insurance £125.00 Bunting £50.00	£500.00	• Potential Village and Community wide	£200.00 to cover the cost of Public Liability

		The Voluntary Group holds an environmental ethos and aims to boost opportunities for wildlife to flourish as well as improving the wellbeing of residents and visitors alike, by showing that the area is well loved and cared for. Aim to encourage members of the community, including schools and youth groups, to become involved in future projects.	Hi-Vis Vests x10 @ £15.00 each Caps/Beanies with logos x 15 @ £15.00 each		benefit for all as a result of projects • Target areas that may not regularly benefit from floral enhancements • Bank Balance stands at just over £4k following successful fundraising and grant applications • Regular Village litter picks take place	Insurance and x 5 Hi-Vis Vests
16	St Peter & St Paul Pantry	St. Peter and St. Paul Church Pantry in Rustington exists to support individuals and families experiencing financial hardship by providing free access to food, essential household items, and a welcoming community space. The Pantry is open to all members of the community, with no referral required.	Christmas Food Platters The aim of the project is to ensure that individuals and families experiencing financial hardship are able to enjoy a traditional Christmas meal. Most Pantry users are on low incomes, receiving benefits, elderly, or living alone, and would otherwise be unable to afford a Christmas meal. The frozen platters will be distributed on the first Saturday in December at St. Peter and St. Paul Church Hall. Platters are costed at £5.00 per person	£500.00	• Aim to reduce food insecurity, support wellbeing, and encourage social connection, particularly for those vulnerable, incl. low-income households, older people & those at risk of isolation • Over 90% of users of the Pantry are from Rustington • Each platter will include cooked turkey and ham slices and traditional accompaniments • 163 given out in 2025	£250.00 to cover the purchase of x50 Christmas platter meals

17	The Friendship Singers	The Friendship Singers are a Community Choir affiliated with the Rustington Methodist Church. Musical repertoire includes classical to modern genres. Aim to bring well-being and socialisation to our membership as well as those that attend our twice-yearly concerts.	The purchase of Musical Scores The cost of Scores has risen and the Choir has been unable to purchase any new music for a few years. Funding would enable the Choir to buy new music books, with multiple tunes, without the need to raise Membership Fees.	£280.00	• First time application • 19 members of the Choir • Concerts are always held in Rustington and reach in excess of 300 people per year • The Membership welcomes the opportunity to learn and sing new songs	£280.00 for the purchase of x20 music books
18	Tyler's Trust	Tyler's Trust is a small local charity which supports families with a child with life-limiting and life-threatening illnesses and covers Chichester, Worthing and Southampton hospitals. Services include: Bespoke gift boxes for each child Craft activity sessions Free Family Fun Day Parental bags with toiletries supplied to local hospitals	Activity sessions for local families with children with life-threatening illnesses and their families Provision of overnight emergency parental bags, including toothpaste, deodorant, shower gel, and sanitary products Provide resources within the parent's room at Worthing and Chichester hospitals, including food, drinks, toiletries, reading materials, underwear and pyjamas	£500.00	• 3 Rustington Families receive support from the Trust • The services that Tyler's Trust provide give families confidence to deal with everyday life outside of the hospital • The families supported can struggle with the impact of illness, poor mental health and financial hardship • Received a grant of £100.00 in 2024 • Over 50 volunteers	£50.00 to support one Rustington Family to access an Activity Session
				Total Grant Funding Requested: £9,906.00		Total Grant Funding Recommended: £4,480.00



THE FOLLOWING CRITERIA ARE APPLICABLE WHEN CONSIDERING GRANT APPLICATIONS:

Rustington Applications

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

One Application per year rule

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

Supporting Documentation

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

Intended use of Grant

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



General Criteria

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

Completed Application forms and supporting information should be sent to:

The Clerk of the Council, Rustington Parish Council, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB

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