

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL ON 6th FEBRUARY 2018.

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
ON MONDAY 29th JANUARY 2018.**

PRESENT: Councillors: G Matthews, P English, M Copeland, A Burrows,
Mrs G Moss, Mrs R Kissell & G Hewlett.

F 148. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillors D Smart & Ms H Flynn.

No other apologies had been received.

F 149. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 150. DECLARATIONS OF INTEREST:

There were no declarations of interest at the outset of the meeting.

F 151. QUESTION TIME:

There were no members of the public present.

**F 152. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION
COMMITTEE MEETING DATED 19th DECEMBER 2017:**

These were approved as a true and accurate record. These had been presented to Main Council on 9th January 2018 for ratification and adoption.

F 153. MATTERS ARISING:

It was agreed that a Press Release be produced re-the precept for 2018/19.

There were no other matters arising.

F 154. CORRESPONDENCE / ANNOUNCEMENTS:

- (i) **Mr Haggart** – had contacted the Council with regard to the Community Hall's booking arrangements with the playgroup/nursery. Copies of all correspondence received and responses made had been circulated to Councillors prior to the meeting. Councillor P English had requested that

this matter be discussed by this meeting. **It was agreed that the response sent to Mr Haggar was sufficient at this stage.**

There had been no other correspondence received.

F 155. ITEMS FOR INCLUSION ON NEXT JWAAC AGENDA (27th February 2018):

There were no new items proposed.

F 156. DECEMBER 2017 FINANCIAL ACCOUNTS OF THE COUNCIL & COMMUNITY HALL:

These had been sent to all Councillors, prior to the meeting, for information.

It was requested that the meeting formally approve the financial accounts as a true and accurate financial record for the month of December 2017.

It was RESOLVED that the accounts for the Community Hall up to December 2017 be noted and the financial accounts of the Council for December 2017, as presented, be approved as a true and accurate record and to recommend to Main Council the expenditure of £ 12,708.11 for the month of December 2017.

F 157. TO RECEIVE THE TIME SHEET OF THE CLERK FOR DECEMBER 2017:

This was presented to the meeting for authorisation. This showed that the Clerk had worked the same number of hours as those employed for.

The Chairman duly signed the time sheet as a true and accurate reflection of the hours worked by the Clerk during December 2017.

F 158. MONTHLY REPORT OF THE COMMUNITY HALL MANAGER:

The meeting received the monthly report of the Community Hall manager, copies of which had been circulated to all Councillors prior to the meeting and hard copies given out at the meeting.

A copy of the report is attached to these minutes as Appendix A.

F 159. INTERNAL AUDIT REPORT – DECEMBER 2017:

The Council's interim internal audit had been carried out and a report received. This had been circulated to Councillors with their agendas for this meeting.

It was RESOLVED that the report be noted.

F 160. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

F 161. DATE OF THE NEXT MEETING – Monday 26th February 2018 at 7 p.m.

The meeting closed at 7.25 p.m.

Approved.....

Date.....

Appendix A:

Community Hall Manager's Report:

"December 15th 2017 – January 22nd 2018

Social media has been very active and there are more added photos of the Hall and its various activities now they're in occupation. The response continues to be fantastic and I am still regularly showing prospective users our facility and confirming bookings as a result of social media interest. Web Page now on Felpham Parish Councils main page is bringing enquires too.

Dizzy Ducklings Pre School have had a successful Ofsted inspection for the building and are now occupation with currently around 12 attendees, numbers will increase as children transfer from other preschools along with their government funding.

Bookings so far have been good with Main Hall Bookings of:

WellFit class Monday morning and Just Jive and Sign Language on Monday night

Slimming World Tuesday for 6hrs in the evening with approx. 120 customers.

Baby Sensory in the morning (now extended to 3hrs) and Sama Karate Wednesday evening

Scouts (Beavers) (Felpham 2nd Scout Group) and Sign Language Thursday Evening

Yummy Mummies Friday Mornings

Saturday mornings Rugby Tots (weekly) and Bric a Brac Auction taking several hours once monthly.

Rooms are booked and used regularly. More daytime bookings for rooms being sought, Dementia Support taking 2 rooms once monthly

The local resident's association are holding their bi monthly meetings with us and are planning a big list of events with bookings confirmed on many dates throughout the year.

We've had several children's parties booked and I've made many appointments to see people in the immediate future regarding ongoing Business training. I have met with Worthing Homes and will be meeting other Community Organisations soon. Continued discussions with WSCC, Arun and Sussex Police regarding potential Youth Clubs

December income down due to nearly 2 weeks of Christmas Break by hirers, Income @ £1336.70, good projections going forward @ approx. £3100 pm at current space occupancy rates (14%). Looking to increase this with various daytime usage. Well Fit Classes are finished on 15th Dec due to instructor's pregnancy leave. The hours have been immediately taken by Slimming World in one evening, allowing me to source an alternative mornings hirer for the new year and enabling an increase in capacity/income at the hall. January income currently @ £2901.90 for the month (slow start to January due to Christmas/New Year etc. Projecting £3132.88 for February (shorter month) and a more regular amount, currently of £3111.88 for March, constantly searching for new hirers to boost this month on month with a few things in the pipeline.

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Outside signage lighting with a timer, a timer to the skate park side lights and outside floodlighting with motion sensor and timers (OFF at 10:30-11 pm) for the rear of the building to illuminate the car park now all installed by preferred installer.

Snagging list prepared for Arun and Barrett's. Reilly's Construction have been out to investigate works to be done including flooring work, the flooring contractors accompanied them and agree some flooring finishes were substandard".