

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

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
ON MONDAY 26th FEBRUARY 2018.**

PRESENT: Councillors: G Matthews, M Copeland, A Burrows, D Smart, Mrs R Kissell & G Hewlett.

F 162. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillors Mrs G Moss, P English and Ms H Flynn

No other apologies had been received.

F 163. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 164. DECLARATIONS OF INTEREST:

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

F 165. QUESTION TIME:

There were 2 members of the public present. No questions or issues were raised.

F 166. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 29th JANUARY 2018:

These were approved as a true and accurate record. These had been presented to Main Council on 6th February 2018 for ratification and adoption.

F 167. MATTERS ARISING:

There were no other matters arising.

F 168. CORRESPONDENCE / ANNOUNCEMENTS:

- (i) Deed of Agreement for Community Hall** – the Clerk advised that he had contacted the Council's solicitors for an update on the finished Deed of Agreement for signing. He had been advised that this would be with the Council within the next day or so (Tuesday/Wednesday 27/28th February).

There had been no other correspondence received.

F 169. ITEMS FOR INCLUSION ON NEXT JWAAC AGENDA (date tbc):

There were no new items proposed.

F 170. JANUARY 2018 FINANCIAL ACCOUNTS OF THE COUNCIL:

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 January 2018.

It was RESOLVED that the accounts as presented, be approved as a true and accurate record and to recommend to Main Council the expenditure of £ 14,170.15 for the month of January 2018.

The Clerk advised that the anomalies shown on the accounts for the month of January 2018, had been remedied with RBS, and that the accounts for February 2018 would reflect this.

F 171. TO RECEIVE THE TIME SHEET OF THE CLERK FOR JANUARY 2018:

This was presented to the meeting for authorisation. This showed that the Clerk had worked one and a half hours over those employed for.

The Chairman duly signed the time sheet as a true and accurate reflection of the hours worked by the Clerk during January 2018.

F 172. 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 173. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

F 174. DATE OF THE NEXT MEETING – Monday 26th March 2018 at 7 p.m.

The meeting closed at 7.09 p.m.

Approved.....

Date.....

Appendix A:

Community Hall Manager's Report:

"22nd January 2018 – 22nd February 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 Council's main page is bringing enquires too.

Bookings so far have been good with Main Hall Bookings for:
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 and SCL Ltd regarding ongoing daytime classes for 16-18 year olds.

January income down due to slow return from Christmas Break by hirers - current space occupancy rates (14%). Looking to increase this with various daytime usages. 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 upwards of £3200 for March and slightly increasing ongoing, constantly searching for new hirers to boost this month on month with a few things in the pipeline.

I've been updating social media regularly and have added the Skedda Booking system details to it with pricing to accompany the availability.
Chair racks: now preschool is in place we are using 1 of the 2 spare racks, we have 1 chair rack which will probably remain unused in the store room, these have been only used very sparingly and are surplus to requirements, I've made enquires with the supplier and they cannot and do not want them as they are built, "used" and unsaleable by them? No luck with selling them yet but I will continue to try to sell it to other local halls or on eBay/facebook, wanting to realise the highest price.

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. They are planning to visit and complete flooring remedial works imminently by appointment (likely to be March 1st 2nd)".

Doug Millen.