

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 1<sup>st</sup> MAY 2018.**

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & ADMINISTRATION COMMITTEE  
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM  
ON MONDAY 23<sup>rd</sup> APRIL 2018.**

**PRESENT:** Councillors: G Matthews, A Burrows, D Smart, Mrs R Kissell & P English.

Councillor G Grundy was also in attendance in the public gallery.

***As both the Chairman and Vice-Chairman of this Committee were absent from the meeting, those in attendance were requested to nominate a Chairman for this meeting only. Councillor G Matthews nominated Councillor Mrs R Kissell, this was seconded by Councillor D Smart. There were no other nominations received.***

***On an unanimous vote Councillor Mrs R Kissell was elected to chair this meeting.***

**F 188. APOLOGIES FOR ABSENCE:**

Apologies had been received from Councillors M Copeland, G Hewlett, Ms H Flynn and Mrs G Moss.

**F 189. ABSENCE WITHOUT APOLOGIES:**

There were no absences without apology.

**F 190. DECLARATIONS OF INTEREST:**

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

**F 191. QUESTION TIME:**

There were no members of the public present and therefore no questions or issues were raised.

**F 192. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 26<sup>th</sup> MARCH 2018:**

These were approved as a true and accurate record. These had been presented to Main Council on 3<sup>rd</sup> April 2018 for ratification and adoption.

**F 193. MATTERS ARISING:**

F 180 Deed of Agreement – the Clerk advised that he had tried to contact the Council's solicitors on the day of this meeting but had been unable to do so. He advised that he would try again on the following day.

Councillor P English asked why it was that the planning department was now involved in the Deed of Agreement. **The Clerk advised that he did not know why but would contact ADC for clarification.**

There were no other matters arising.

**F 194. CORRESPONDENCE / ANNOUNCEMENTS:**

- (i) **NALC** – the Council had been notified of the figures for the National Salary Award for the sector. The meeting was requested to approve the increase for 2018/19 for the Clerk.

**It was RESOLVED on a vote of 6 for with 0 against that the recommended wage increase for the Clerk for financial year 2018/19 (to be applied from 1<sup>st</sup> April 2018) be presented to Main Council for approval.**

- (ii) **Sussex Police** – Ian Cheesman of the Arun & Chichester Prevention Team had provided the Council with the most up to date crime figures for Felpham East and Felpham West (these had been circulated to all Councillors prior to the meeting). The figures showed an increase in the crime figures from 2016/17 to 2017/18 of 122 in total (48 in Felpham East and 73 in Felpham West). These figures were not as bad as those that had been presented to the Council previously. Vehicle Crime accounted for a third of the increase, with the increase in violence being partly due to the reporting of school incidents and domestic violence offences.

There had been no other correspondence received or announcements to make.

**F 195. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS (13<sup>th</sup> June & 22<sup>nd</sup> May 2018 respectively):**

There were no new items proposed.

**F 196. MARCH 2018 FINANCIAL ACCOUNTS OF THE COUNCIL AND THE END OF YEAR SUMMARY OF THE ACCOUNTS OF THE COMMUNITY HALL:**

Both of these had been sent to all Councillors, prior to the meeting, for information.

It was requested that the meeting formally approve the financial accounts of the Council as a true and accurate financial record for the month of March 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 £ 24,535.14 for the month of March 2018.**

The meeting was also requested to note the end of year summary figures for the Community Hall

**It was RESOLVED that the end of year figures for the Community Hall be duly noted.**

**F 197. TO RECEIVE THE TIME SHEET OF THE CLERK FOR MARCH 2018:**

This was presented to the meeting for authorisation. This showed that the Clerk had worked nine hours worked under those employed for. It was clarified that the Clerk had worked 11 hours over the time employed for in the previous month and the hours worked under went towards compensating for this.

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

**F 198. 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 199. MATTERS OF URGENT PUBLIC IMPORTANCE:**

- (i) **To agree the Hire Charges for rooms in the Community Hall from 1<sup>st</sup> April 2018** – the Clerk had produced a Briefing Note on hire charges which the meeting was requested to agree.

**It was RESOLVED that the figures as presented be agreed and to confirm that a review of hire charges would take place in September 2018, a year from the date of the first operation/opening of the Community Hall.**

There were no other matters of urgent public importance.

**F 200. DATE OF THE NEXT MEETING – Monday 21<sup>st</sup> May 2018 at 7 p.m.**

The meeting closed at 7.22 p.m.

Approved.....

Date.....

## **Appendix A:**

### **Community Hall Manager's Report:**

**"22nd March 2018 – 17th April 2018**

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

WellFit class Monday morning, Rugby Tots from 1.30pm, Baby Fit from 5.30pm and Just Jive and Sign Language on Monday night.

Baby Sensory have moved to the main hall on a Tuesday, Pilates in the conference room and Slimming World Tuesday for 6hrs in the evening with approx. 120 customers.

Sama Karate Wednesday evening, and Dementia Support taking 2 rooms once a month.

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

Friday Mornings is Baby Ballet with later in the Morning, Pilates in the Conference room.

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

Holistic Fair 4-5 Sundays per year (£180 per booking).

Rooms are booked and used regularly. More daytime bookings for rooms are 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 are being held with WSCC, Arun and Sussex Police regarding potential Youth Clubs and SCL Ltd regarding ongoing daytime classes for 16-18 year olds.

Worthing Homes held a very popular Easter Event with over 140 attendees as did BMCA.

Income of £2852.50 for April, down on March due to Easter Holiday class breaks and a more regular amount, currently upwards of £3200 for May and increasing ongoing to approx. by £4200 in June/July. Constantly searching for new hirers to boost this month on month with a few things in the pipeline. Daily Breakfast and After School Club now confirmed from June, taking an annual income to over £50,000 pa.

I've been updating social media regularly and have added the Skedda Booking system details to it with pricing to accompany the availability.

Snagging list prepared for Arun and Barrett's. Reilly's Construction have been out to investigate works to be done. They have visited and completed flooring remedial works. Ceilings and wall cracks are ongoing but in hand.

Many Thanks  
Doug Millen - Hall Manager".