

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 5<sup>th</sup> JUNE 2018.**

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & ADMINISTRATION COMMITTEE  
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM  
ON MONDAY 21<sup>st</sup> MAY 2018.**

**PRESENT:** Councillors: G Matthews, D Smart, Mrs R Kissell G Hewlett, Ms H Flynn and Mrs G Moss.

**F 1. APOLOGIES FOR ABSENCE:**

Apologies had been received from Councillors M Copeland, P English, Ms L Jones and A Burrows.

**F 2. ABSENCE WITHOUT APOLOGIES:**

There were no absences without apology.

**F 3. ELECTION OF CHAIRMAN:**

It was unanimously agreed that the election of Chairman for this Committee be deferred to the next meeting.

**F 4. ELECTION OF VICE-CHAIRMAN:**

Councillor G Hewlett was nominated by Councillor D Smart, this was seconded by Councillor Mrs G Moss. There were no other nominations received.

On a unanimous vote Councillor G Hewlett was duly elected as the Vice-Chairman of this Committee for municipal year 2018/19.

**F 5. DECLARATIONS OF INTEREST:**

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

**F 6. QUESTION TIME:**

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

**F 7. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 23<sup>rd</sup> APRIL 2018:**

These were approved as a true and accurate record. These had been

presented to Main Council on 1<sup>st</sup> May 2018 for ratification and adoption.

**F 8. MATTERS ARISING:**

There were no matters arising.

**F 9. CORRESPONDENCE / ANNOUNCEMENTS:**

There was no correspondence or announcements to report.

**F 10. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS (13<sup>th</sup> June & 5<sup>th</sup> June 2018 respectively):**

There were no new items proposed.

**F 11. APRIL 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 of the Council as a true and accurate financial record for the month of April 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 £ 15,440.92 for the month of April 2018.**

**F 12. TO RECEIVE THE TIME SHEET OF THE CLERK FOR APRIL 2018:**

This was presented to the meeting for authorisation. This showed that the Clerk had worked 6 hours worked 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 April 2018.

**F 13. 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 14. TO RECEIVE AND NOTE THE INTERNAL AUDITORS REPORT:**

Copies of this document had been circulated to all Councillors prior to the meeting. The Clerk introduced the report and picked out the salient points. The main issue that the Clerk wished to bring the attention of the meeting to was that the Council's reserves were above the figure normally expected. In this respect

the Clerk advised that the Council would need to identify further projects/initiatives to be included in earmarked reserves or spend monies on identified and agreed projects/initiatives during this financial year. In this respect the Clerk requested that Councillors consider projects and initiatives that they felt could be brought forward to the Council for consideration.

**It was RESOLVED that (i) the Internal Audit Report be noted and (ii) Councillors consider projects/initiatives that they felt the Council could be involved in, and that would be of benefit to the community and residents, and advise the Clerk accordingly, and that these then be the subject of a report to a future Finance Committee meeting.**

**F 15. BRIEFING NOTE: COMPENSATION FROM B.T.:**

The Clerk had distributed this to all Councillors, prior to the meeting, and requested the meetings determination of the content and resolution to be made to Main Council.

**On an unanimous vote the meeting RESOLVED that it be recommended to Main Council to accept the compensation figure that B.T. had offered.**

**F 16. BRIEFING NOTE: EARMARKED AND GENERAL RESERVES OF THE COUNCIL:**

The Clerk had distributed this to all Councillors, prior to the meeting, for their information. The document clearly identified what the Council currently held in earmarked reserves and the general reserves figure. He referred to the previous comments on this made under the agenda item "Internal Auditors Report", and the resolution made therein.

**It was RESOLVED that the current figures for earmarked reserves and general reserves be noted.**

**F 17. QUOTATION FOR HALL BOOKING SOFTWARE:**

The Clerk had provided the information on this to Councillors prior to the meeting. He advised that with the growth in bookings and people using the Community Hall that a more robust bookings package than the free one currently being used was necessary. What the proposed package provided, that could not be by the existing one was to generate a comprehensive range of reports including:

- generate invoices
- Confirm bookings
- Identify bookings by category
- Identify monies received
- Identify outstanding invoices and payments
- Identify deposits held
- Several bookings can be combined on a single invoice
- Produces all the documentation for easy entry into accounts of the Councils current financial management package.

The Clerk reported that the initial cost to set up, install and to have training for this package would be approximately £1600.00 (plus any mileage for training purposes) with ongoing costs of annual support and maintenance of £189.00 per annum. The Clerk also advised that he had gone through the package with the Community Hall Manager who was very supportive of the purchase of this package.

The meeting was advised that this package was from the same provider as the Council's current financial management package.

**On an unanimous vote it was RESOLVED that it be recommended to Main Council that Facilities Booking Package, as presented to this meeting be purchased, along with training and travel costs associated with this.**

**F 18. MATTERS OF URGENT PUBLIC IMPORTANCE:**

There were no matters of urgent public importance.

**F 19. DATE OF THE NEXT MEETING – Monday 25<sup>th</sup> June 2018 at 7 p.m.**

The meeting closed at 7.33 p.m.

Approved.....

Date.....

## **Appendix A:**

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

"17th April 2018 – 22nd May 2018

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

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

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

Happy Dogs Wednesday Mornings has started (they thoroughly clean and disinfect the floor after use) and Sama Karate Wednesday evening, Dementia Support taking 2 rooms once a month.

Tiny Talk (Baby sign language) on Thursday mornings with Scouts (Beavers) (Felpham 2nd Scout Group) and Sign Language Thursday Evening.

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

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

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

Happy Dogs starting on Sundays soon too!

Rooms are booked and used regularly. More daytime bookings for rooms are being sought.

The local resident's association are holding their bi monthly meetings with us and have now planned a big list of events with bookings confirmed on many dates throughout the year (approx. 35).

We've had several children's parties booked and I've made many appointments to see people in the immediate future. 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.

Worthing Homes held a very popular Easter Event with over 140 attendees as did BMCA. Worthing Homes will be using outside space during school holidays for Football Clubs with Brighton and Hove Albion in the Community.

Income for May @ £3773.76 up on £2852.50 for April, ahead of £3200 projected for May and increasing ongoing to a revised estimate from approx. £4200 to £4500 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 a projected annual income to now over £54,000 pa.

I've been updating social media regularly and have added the Skedda Booking system details to it with pricing to accompany the availability. Looking at new booking and billing systems to automate the process.

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. Drains, Ceilings and wall cracks are ongoing but in hand.

Doug Millen - Hall Manager".