

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 4th SEPTEMBER 2018.

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

PRESENT: Councillors: G Matthews, P English, Mrs R Kissell, G Hewlett, Ms H Flynn
M Copeland, D Smart and Mrs G Moss.

Councillor M Rumsey was in the public gallery.

F 34. APOLOGIES FOR ABSENCE:

No apologies had been received.

F 35. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 36. DECLARATIONS OF INTEREST:

Councillor Ms H Flynn declared a personal interest in item 13 of the agenda.

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

F 37. QUESTION TIME:

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

**F 38. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION
COMMITTEE MEETING DATED 25th JUNE 2018:**

These were approved as a true and accurate record. These had been presented to Main Council on 3rd July 2018 for ratification and adoption.

F 39. MATTERS ARISING:

There were no matters arising.

F 40. CORRESPONDENCE / ANNOUNCEMENTS:

(i) Blake's Mead Community Association (BMCA) – the Council had received a request for additional dog waste bins across Blake's Mead. The BMCA stated that they had monitored the problem areas and in this respect had suggested suitable locations. The locations had been advised to Councillors prior to the meeting which were six in total and were:

- Adjacent to the North Track to the North/School site end or on the green space opposite. I.E.. Near the Show Homes (phase 4)
- The north end of the park/green space to the South East of the site adjacent to Stanmore/Red Barn ie. To the south of the Builders Yard as walkers enter/exit from the various footpaths converging on that corner to walk across the green (phase 5)
- On the south end of the recreation ground near the community hall car park (we believed agreed by ADC last October) (Phase 3)
- On the footpath before it crosses the bypass to the North of the Recreation ground (phase 3)
- On the footpath which runs adjacent to Blackthorn where it joins the play/recreation area near the A259.
- We also now understand that the fenced off play area adjacent to the skate-park may have been reclassified as a dog walking area. This being the case a bin would also be required within this area. Further signage is required to make it clear as to whether this is a safe play or dog walking area as there is a lot of confusion and argument as to its intended purpose.

The Clerk advised that it would cost the Council between £500 and £600 to have each dog bin purchased and installed by ADC. The meeting was also advised that that there were no monies budgeted for additional dog or litter bins in this financial year but the Council had some monies available from general reserves should the Council wish to go ahead. He also advised that ADC would have to agree to any location for purposes of ease of access and emptying of any bin installed.

After discussion – Councillor G Moss proposed to consider two of the six bins – this was seconded by Councillor Ms H Flynn – on a vote of 7 for, 1 against and 1 abstention it was decided that the Admin Asst to ask ADC regarding the emptying of the bins and the best locations for these after ascertaining where the existing bins were in the area. Councillor P English suggested that this should be looked again when the next budgets were set.

There was no other correspondence or announcements to report.

F 41. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:

There were no new items proposed.

F 42. JUNE 2018 FINANCIAL ACCOUNTS OF THE COUNCIL AND THOSE OF THE COMMUNITY HALL:

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

- (a) 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 June 2018.

It was unanimously RESOLVED that the accounts as presented, be approved as a true and accurate record and to recommend to Main Council the expenditure of £20,490.85 for the month of June 2018.

- (b) It was further requested that the meeting formally approve the financial accounts of the Community Hall.

It was unanimously RESOLVED that the accounts of the Community Hall be duly noted.

F 43. TO RECEIVE THE TIME SHEET OF THE CLERK FOR JUNE 2018:

This was presented to the meeting for authorisation. This showed that the Clerk had worked 2 hours under those employed for.

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

F 44. 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 45. TO RECEIVE AND CONSIDER THE QUOTATIONS RECEIVED FOR NOISE ABSORPTION SOLUTION FOR THE MAIN HALL AT THE COMMUNITY HALL:

As requested, the Hall Manager had obtained four quotes for a noise absorption solution to the “echo” in the Main Hall of the Community Hall. The four quotes had been distributed to all Councillors, prior to the meeting with their agendas. The meeting was therefore requested to consider these quotes and determine their preferred option. The Clerk advised that the payment for any option, should one be agreed, would come out of the “equipment sum” monies to be passed on to the Parish Council on signing of the Deed of Agreement for the Community Hall.

After discussion it was agreed that these panels were needed – the curtain option to be discarded – and the three remaining companies – Acoustics by design, Thermacooustic and Velocity International Productions submit documents re: Fire Risk/Rating, - acoustics reading before and the acoustic reading they could commit to following the work. Cleaning, maintenance/management of panels and clarification on costings – also the panel size and more photographic examples. A visit to local sites should be undertaken if possible – and have a new Fire Risk

Assessment following installation.

Admin Asst to the Clerk to ask each company for an information pack to include all points raised at the meeting.

F 46. CONSIDERATION OF REPLACING SOLAR LIGHTS ON PROMENADE:

The cost for repairing/part replacing the solar lights on the promenade had been sent to all Councillors prior to this meeting. The Clerk had already explained why only one quote was being presented and the fact that five other companies had been approached but were unable to provide a like for like solution. The meeting was advised that the other solutions would be to demolish the existing lights and purchase new replacements or get rid of the three lights altogether – with both alternative solutions coming at a cost.

After discussion it was proposed by Councillor Ms H Flynn that in principle what needed to be decided was whether we should be continuing to light the area before any work was to go ahead.

This was seconded by Councillor Mrs G Moss – and on a vote of 5 for with 3 against and 1 abstention it was decided that the Admin Asst to the Clerk find out from ADC which companies they use and report back. We would also want to ensure any new installation was vandal proof and had a good warranty.

F 47. TO CONSIDER ESTIMATE RECEIVED FOR SOUND PROOFING OF THE KITCHEN SHUTTER WITHIN THE CONFERENCE ROOM AT THE COMMUNITY HALL:

It had been noted by Councillors and users that when doors were opened and closed within the Community Hall that the kitchen shutters vibrated, making an intrusive noise. This was particularly noticeable during meetings held in the Conference Room, and in this respect the Community Hall Manager had been asked to look at solutions in reducing the impact of noise from the shutters.

Councillors had been sent, prior to the meeting, a possible solution and cost of the works associated with this. As the quote received was below the £500.00 threshold the Committee had the power to decide on the spending of this money to solve the problem.

After discussion, Councillor Mrs G Moss proposed that the Admin Asst to the Clerk ask the contractor if they can:

- **ensure that the doors are flush fittings - after Councillor P English raised this - when the doors are closed and to ask the question of how to improve sound proofing with a suitable material lining that would need to be fire retardant.**

This was seconded by Councillor G Hewlett – and on a unanimous vote the above action was decided.

F 48. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

F 49. DATE OF THE NEXT MEETING – Tuesday 28th August 2018 at 7 p.m.

Councillors were reminded to note the change of day and date for this meeting.

The meeting closed at 20:04 p.m.

Approved.....

Date.....

Appendix A:

Community Hall Manager's Report:

19th June – 22nd July 2018

Managers Report

Bookings so far have been good again with Bookings of:

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

Baby Sensory 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), they are very soon looking to take another slot for agility classes. 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, Pilates in the Conference room and a new booking of Matt Fiddes Martial Arts for Friday Evenings.

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) (last one held on 24/6/18)

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

We've had several children's parties booked and I've made many appointments to see people in the immediate future, even had a ballroom dancing couple using us for competition preparation weekly! I have met with Worthing Homes whom now hold monthly drop in mornings at the centre and are planning events here. Worthing Homes will be using outside space during school holidays for Football Clubs with Brighton and Hove Albion in the Community.

Breakfast and Afterschool club with Rise and Shine delayed from their estimated June start due to Ofsted not having yet visited but this is imminent. It may well be that they now commence in September for the new school year. They are considering a Summer club if Ofsted visit and approve in time. This will help the August slow down due to school holidays. Income for July @ £3663.19 (down slightly due to preschool breaking up on 15/7 otherwise would have been £3940), similar to June's @ £3711.29 ahead of £3200 projected for May onwards, increasing ongoing to a revised estimate from approx. £4200 to £4500 in September due to Ofsted's delayed visit, August will be quiet due to the pre schools' absence at approx. £2255, however constantly searching for new hirers to boost this month on month with a few things in the pipeline (additional Martial Arts School and Dog Training). Daily Breakfast and After School Club now confirmed, taking a projected annual income to now over £54,000 pa.

I've been updating social media regularly.

New booking and billing systems, automating the process will be in place very soon. After investigation Hall Master software is by far the most cost effective @ £180 per year, offering more than many much higher priced packages. It is also very similar to our existing system but brings it all under one package. It is used by a huge number of village halls and community centres.

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, with a view to works occurring in the quiet August period (no pre- school in).

Many Thanks.

Doug Millen - Hall Manager".