

DRAFT *SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING*
10th NOVEMBER 2020.

FELPHAM PARISH COUNCIL
MINUTES OF THE VIRTUAL MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
ON TUESDAY 13th OCTOBER 2020 AT 7.00PM.

PRESENT: Councillors: M Copeland, D Smart, G Hewlett, G Matthews, P English,
Mrs G Moss, Mrs R Kissell & K Watson.

F 42. APOLOGIES FOR ABSENCE:

No apologies had been received.

F 43. DECLARATIONS OF INTEREST:

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

F 44. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

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

**F 45. TO RECEIVE THE MINUTES OF THE VIRTUAL MEETING HELD ON
8th SEPTEMBER 2020:**

These were approved as a true and accurate record and had been agreed at Main Council on 6th October 2020 for ratification and adoption.

F 46. MATTERS ARISING:

There were no matters arising.

F 47. CORRESPONDENCE/ANNOUNCEMENTS:

- (a)** Grants Award Panel – the meeting was requested to determine a date for the convening of the Panel to discuss Grant Applications received for funding in financial year 2012/22.

**It was RESOLVED that the Panel meet virtually through TEAMS on
Tuesday 27th October 2020 at 6.00 p.m.**

There was no other correspondence to report or announcements to make.

F 48. AGENDA ITEMS FOR THE NEXT JWAAC MEETING & JWAAC H&T MEETING:

The Clerk confirmed that the virtual meeting of JWAAC through Zoom planned for this coming October, had been postponed and that a revised date of February 2021 had been set. A day and time for this was awaited.

There were no items proposed or put forward.

F 49. FINANCIAL ACCOUNTS OF THE COUNCIL FOR SEPTEMBER 2020:

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 September 2020.

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 £ 16,291.29 for the month of September 2020.

F 50. TO DISCUSS AND RESOLVE PAY INCREASES FOR STAFF ON LOCAL PAYMENT SCHEME, FINANCIAL YEAR 2020/21:

Councillors had been sent, with their agendas for this meeting, a proposal for pay increases for staff on the Council's local payment scheme for financial year 2020/21. The proposal had been put forward to the Committee by the Chairman and Clerk as RFO.

After discussion it was RESOLVED that the Community Hall Manager be awarded a 1% salary increase for financial year 2020/21 and the Administration Assistant a 2.5 % increase (as she had not received any increase in her hourly wage since 2018), both awards being back dated to 1st April 2020.

F 51. FIRST DRAFT THE BUDGET SETTING PROCESS FOR FINANCIAL YEAR 2021/22:

Councillors had received with their agendas for this meeting the paperwork for this agenda item. This included the current budget for this financial year (2019/20) for all those budget headings under the remit of the Committee along with those of the Community Hall.

Councillors were reminded that this was a first draft for the next financial year's budget and that the figures would be looked at further at the November meeting of this Committee.

The agreed first draft of the Committee's budget headings (cost codes) along with those for the Community Hall are attached to these minutes.

F 52. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

The Clerk confirmed that the Vicarage Lane/Felpham Road improvement works were due to start on the 14th October 2020 and are expected to take three weeks to complete. The hours of work will generally be between 07.30 am and 17.30pm. Advance warning signs in the local area have been placed.

The Clerk advised that there was nothing further to report under this agenda item.

F 53. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

There were no matters of urgent public importance.

F 54. DATE OF NEXT MEETING: Tuesday 10th November 2020 at 7.15 p.m

The meeting closed at 7.38 p.m.

Approved.....

Date.....

<u>COST CENTRES</u>				
<u>101 ADMINISTRATION</u>			<u>BUDGET</u>	PROPOSED BUDGET
			<u>FOR 2020/21</u>	2021/22
INCOME				
<i>VAT Refunds</i>				
<i>Miscellaneous Income</i>				
<i>Precept</i>				
<i>Grants Received</i>				
<i>Interest Received (Bank)</i>				
EXPENDITURE				
<i>Salaries /Employer's NIC (Parish Office)</i>			38000	38380
<i>Training - Councillors</i>			1500	1500
<i>Health & Safety</i>			100	100
<i>Travel & Staff Expenses</i>			300	300
<i>Parish Office Costs</i>			7000	7000
<i>Hall & Room Hire</i>			750	750
<i>Telephone / IT Line Payments</i>			900	900
<i>Postage - Stamps</i>			600	600
<i>Stationery</i>			950	950
<i>Photocopier Costs- Hire & Usage</i>			2500	2500
<i>Subscriptions</i>			3000	3000
<i>Insurance</i>			1700	1700
<i>I.T. /Web Maintenance/ Development</i>			2000	2000
<i>I.T. Equipment Purchase</i>			500	500
<i>Computers - Anti-Virus</i>			0	0
<i>Advertising - Recruitment & Other</i>			200	200
<i>Newsletter (FinF)</i>			1200	1200
<i>Computers - ISP Fees</i>			0	0
<i>Audit Fees - RBS Fees</i>			800	800
<i>Audit Fees - External</i>			650	650
<i>Audit Fees - Internal</i>			550	550
<i>GDPR</i>			150	150
<i>Office 365 Addresses</i>			1500	1500

<i>Miscellaneous Expenditure</i>			<u>0</u>	<u>0</u>
			64850	65230

<u>102 CIVIC & DEMOCRATIC</u>			<u>BUDGET</u>	PROPOSED
			<u>2020/21</u>	BUDGET
				2021/22
<i>Training - Clerk & Admin.Staff</i>			700	700
<i>Parish Poll/Elections</i>			0	0
<i>Chairman's Allowance/Awards</i>			600	600
<i>Councillor's Allowances</i>			7200	7200
<i>Councillor's Expenses</i>			300	300
<i>Parish Council Hospitality</i>			<u>300</u>	<u>300</u>
			9100	9100

<u>107 GRANTS</u>				
<i>Grants</i>			4700	tbc
<i>Grants & Donations (Permitted)</i>			1000	1000
<i>Dominca Smith Award</i>			<u>0</u>	<u>0</u>
			5700	1000

<u>203 PUBLIC BENEFIT</u>			<u>BUDGET</u>	PROPOSED
			<u>2020/21</u>	BUDGET
				2021/22
<i>Car Park Contribution</i>			4000	4000
<i>Public Toilets Contribution</i>			3500	3500
<i>FP 3047 Lighting - COMPLETED</i>			0	0
<i>Bus Shelters Maintenance</i>			500	500
<i>Street Lighting Maintenance</i>			4750	4750
<i>Notice Boards</i>			0	0
<i>Seats</i>			<u>300</u>	<u>300</u>
			13050	13050

CODE S	401 COMMUNITY HALL	BUDGET	PROPOSED	NOTES
	Site 6 Community Facility	2020/21	2021/22	
	INCOME:			
1040	Regular Hirings	54000		
1041	Other Hirings			
1042	Rates Changing Rooms - ADC			
1091	Community Hall - Maintenance Sum			EMR 327
1092	Community Hall - Equipment Sum			EMR 328
	EXPENDITURE:			
4223	Hall Start-Up Costs	0	0	
4224	Capital Costs	3000	3000	EMR 328
4240	All Staff Costs (Salaries/NI etc)	21500	21500	2% Increase?
4245	Business Rates	12500	12500	
4246	Utility Costs	7000	7000	
4247	Cleaning Costs	2500	2500	
4248	Maintenance Costs	3000	3000	EMR 327
4249	Communications	1000	1000	
4250	Repairs	1000	1000	EMR 327
4255	Promotional Costs	500	500	
4256	Insurance	2500	2500	
4257	Other Revenue Costs (Contingency)	0	0	
4258	Security Patrols	6000	6000	
4259	Furniture	0	0	EMR 328
4260	Waste Management	1200	1200	
4261	Cleaning Costs (Materials)	300	300	
4262	Maintenance Costs (Outside Areas)	400	400	EMR 327
4263	Window Cleaning	800	800	
4264	Licences & Agreements	900	900	
4265	PHS Costs	2500	2500	
4266	Telephone/Broadband Costs	700	700	
4270	Legal Fees	0	0	
4271	Refunds/Returned Deposits	0	0	
		67300	67300	