

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING
2nd FEBRUARY 2021.**

**FELPHAM PARISH COUNCIL
MINUTES OF THE VIRTUAL MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
ON TUESDAY 12th JANUARY 2021 AT 7.15 PM.**

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

Councillors in Public Gallery: G Grundy, Miss A Barker, Mrs M Harvey and
M Harvey.

F 81. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillor Mrs G Moss.

F 82. DECLARATIONS OF INTEREST:

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

F 83. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

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

**F 84. PRESENTATION BY THE COUNCIL'S DATA PROTECTION OFFICER (DPO)
ON PRIVACY IMPACT ASSESSMENTS:**

A presentation/explanation was made by the Council's DPO on Privacy Impact Assessments which were a necessity when discussing and considering any future projects, and formed an integral part of GDPR regulations. She explained the processes that needed to be considered and carried out and for which there was a GDPR template (albeit quite a complex and overly thorough one), and then gave some examples of projects and the considerations and assessments necessary for these. In essence the process of Privacy Impact Assessments when determining any new and existing projects was to assess and understand the impact of any project on information dissemination and the use of privacy and personal data.

There then followed a question and answer session. One of the questions raised was with regard to the provision of a simple template to follow. The DPO said she would be happy to produce one.

At the conclusion of the Q&A Session the Chairman of the Committee thanked the DPO for her attendance and presentation.

F 85. TO RECEIVE THE MINUTES OF THE VIRTUAL MEETING HELD ON 8th DECEMBER 2020:

These were approved as a true and accurate record and had been agreed at Main Council on 5th January 2021 for ratification and adoption.

F 86. MATTERS ARISING:

There were no matters arising.

F 87. CORRESPONDENCE/ANNOUNCEMENTS:

There was no correspondence to report or announcements to make.

F 88. AGENDA ITEMS FOR THE NEXT JWAAC MEETING & JWAAC H&T MEETING:

There were no items proposed or put forward.

F 89. REPORT OF THE COMMUNITY HALL MANAGER:

Copies of this had been circulated to all Councillors with their agendas for this meeting.

F 90. FINANCIAL ACCOUNTS OF THE COUNCIL FOR DECEMBER 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 December 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 £ 3,713.32 for the month of December 2020.

F 91. TO DISCUSS AND AGREE TO AN INSPECTION, AND REPORT TO BE MADE ON THE OVERALL CONDITION OF THE LAMP STANDARDS ON THE PROMENADE:

A lengthy discussion was held on this item, the conclusion from which was that the Clerk along with Councillor G Hewlett would lead on this and investigate the two main issues of an assessment of the condition, safety and durability of the lamp posts (both on the promenade and three in King George V) and a survey and

check to ensure that all lights were in working order and to identify any necessary works needed to be carried out to ensure this.

F 92. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

Councillor D Smart confirmed to the meeting that he and Councillor G Matthews had met with Kevin Moss and Peter Bradley of WSCC, to discuss various elements relating to the Road Traffic Mitigation Schemes. The report and notes from that meeting had been circulated to all Councillors prior to this meeting.

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

F 93. BUSINESS AT THE CHAIRMAN'S DISCRETION:

- (a) Replacement of Office Computers with Lap-Tops – after discussion it was agreed that lap-tops and printers be purchased for the two Council office staff at an approximate cost of £2500 (the Council has £3.5k in earmarked reserves for such purchases). This was agreed on a vote of 6 for with 1 against.**

- (b) The Monitoring of and Maintenance Regimes for Council Assets –** this issue was raised by Councillor D Smart who was happy to produce a report on this should the Committee so wish.

Councillor Smart had for some time harboured a concern over the way some of the assets of the council were looked after. He realised that the Council did not have a lot of assets but what they did have they were responsible for in terms of looking after them and the safety of those using them.

He also recognised that the Council had a maintenance budget for such assets but from his perspective it seemed very much as though it is there to fix it when it breaks, or someone says they could do with a little care. The Council have on occasion put money in the budget to fix things, i.e. like the sea front lights but that was because they were aware they were broken or needed repair.

With the exception of the CFR contract and the contract in place for the maintenance of Fisherman's Gardens he was not aware of any other ongoing preventative/routine maintenance contract in place. Having a plan in place would not only avoid the need for more costly repairs, but would allow the Council to better budget and control finances and ensure assets were safe. From an insurance point of view the last point was crucial.

Given some of the issues the Council is beginning to face, lights, lozenges etc the Council should seriously start a debate over whether they need to put in place ongoing/preventative maintenance contracts for many of their key assets.

Councillor Smart suggested a collation of all assets, an identification of what maintenance they have had and when, and to then, if required, develop a

suitable routine/preventative maintenance plan for each asset, along with a realistic budget plan.

It was unanimously agreed that Councillor Smart produce a report on this to be presented to a future meeting.

F 94. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

There were no matters of urgent public importance.

F 95. DATE OF NEXT MEETING: Tuesday 9th February 2021 at 7.15 p.m.

The meeting closed at 8.08 p.m.

Approved.....

Date.....