

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING
6th APRIL 2021.**

**FELPHAM PARISH COUNCIL
MINUTES OF THE VIRTUAL MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
ON TUESDAY 9th MARCH 2021 AT 7.15 PM.**

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

F 110. APOLOGIES FOR ABSENCE:

No apologies had been received.

F 111. DECLARATIONS OF INTEREST:

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

F 112. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

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

**F 113. TO RECEIVE THE MINUTES OF THE VIRTUAL MEETING HELD ON
9th FEBRUARY 2021:**

These were approved as a true and accurate record and had been agreed at Main Council on 2nd March 2021 for ratification and adoption.

F 114. MATTERS ARISING:

There were no matters arising.

F 115. CORRESPONDENCE/ANNOUNCEMENTS:

**It was unanimously agreed that an additional item to the agenda be
Discussed under Business At The Chairman's Discretion, this being:**

- **Fees & Charges for the Community Hall for financial year 2021/22.**

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

F 116. AGENDA ITEMS FOR THE NEXT JWAAC MEETING & JWAAC H&T MEETING:

There were no items proposed or put forward. The meeting was advised that the next meeting of JWAAC was due to be held on the 16th June 2021.

F 117. REPORT OF THE COMMUNITY HALL MANAGER:

This had been circulated to all Councillors, prior to the meeting, for information.

F 118. FINANCIAL ACCOUNTS OF THE COUNCIL FOR FEBRUARY 2021:

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 February 2021.

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 £ 6,159.59 for the month of February 2021.

F 119. FORMATION OF A WORKING GROUP TO DELIVER A STRATEGY FOR THE MAINTENANCE OF COUNCIL ASSETS:

The Chairman of the Council had produced a paper, on the above subject, for discussion at this meeting and which had been distributed to all Councillors prior to the meeting. Within the document were proposals for a long term strategy and way forward, for Councillors to consider.

It was proposed by Councillor G Hewlett, seconded by Councillor K Watson, and unanimously agreed that the formation of an asset working group and the strategy as outlined and presented be agreed and progressed.

F 120. PROPOSED ADDITIONAL EARMARKED RESERVES FOR FINANCIAL YEAR 2021/22:

The Clerk, as the Council's RFO had distributed to Councillors, prior to the meeting, a proposal for additional earmarked reserves to be added to the existing list, in order to reflect the Council's decision to have a strategy on the management of Council assets going forward and have funds for this purpose and as a contingency against damage/replacement that would not otherwise be covered by existing budget provision.

The meeting was requested to consider the proposal and determine the level of earmarked reserves for each heading provided.

It was proposed by Councillor G Hewlett, seconded by Councillor Mrs G Moss and unanimously agreed that the following new earmarked reserves (EMR) be set up:

- **EMR 329 – Street Lighting - £25,000.00**
- **EMR 330 – Seats/Benches - £1,500.00**
- **EMR 331 – Planters - £1,500.00**
- **EMR 332 – Bus Shelters - £ 2,000.00**
- **EMR 333 – Blue Plaque Trail - £ 2,000.00**
- **EMR 334 – Footpath Maintenance/Clearance - £ 1,500.00**

F 121. REPORT ON THE PERFORMANCE OF THE COMMUNITY HALL SOLAR PANELS:

Councillors had received information on this subject for discussion at this meeting.

Councillor Hewlett introduced the information on this which related to the performance of the solar panels on the Community Hall after the second year since their installation.

F 122. TO DISCUSS THE PROCESS TO FILL THE FORTHCOMING VACANCY OF THE CLERK/RFO POSITION:

Further to the announcement at Main Council of the intention of the Clerk to leave the employ of the Parish Council, the meeting was requested to discuss and consider the following:

- 1) Whether or not to agree the offer of the Clerk to extend his period of notice from 3 to 6 months &
- 2) The way forward to start the process.

After discussion, and on bullet point 1), it was proposed by Councillor Mrs R Kissell, seconded by Councillor P English, and unanimously agreed that the Clerk's offer to extend his period of notice be welcomed and accepted, subject to ratification by Main Council.

With regard to bullet point 2) the Chairman advised that he had initially discussed this with Councillors M Copeland and G Hewlett (as Chairman and Vice Chairman of the Finance Committee who deal with employment issues) and also sought the advice of SSALC and Trevor Leggo. A proposed Job Description had been worked up along with an application form and **it was agreed that these two documents be sent to all members of the Finance Committee for comment by Friday 12th March 2021 so that advertising for the position could commence week beginning 15th March 2021, through the agreed channels.**

F 123. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

The Clerk advised that there were the following updates to report under this agenda item:

- Work had started on the cycle lane at the Downview Road traffic lights,
- Downlights were to be installed at the new pedestrian crossing at Vicarage Lane/Felpham Road,
- Bus timing boards at bus stops at King George V Playing Fields were being looked into and should the Parish Council want these they would come at a cost.

F 124. BUSINESS AT THE CHAIRMAN'S DISCRETION:

(a) Fees & Charges for the Community Hall 2021/22 – Councillors had been communicated on this issue prior to the meeting. The Clerk had proposed that this be discussed now as the subject had inadvertently not been discussed previously as part of the Council's budget setting process, and was necessary to be determined prior to the start of the new financial year. The meeting was requested to consider, further to discussions held between the Clerk and the Community Hall Manager, that fees and charges be held at the same level as for this current financial year. **It was unanimously agreed that Fees & Charges for the Community Hall be retained at the current levels with a review of these to be carried out after a six month period (October 2021)**

(b) To agree a fund up to a maximum of £500.00 as the Council's contribution to the project to make more secure the area to the rear of the Community Hall – this was discussed, and the meeting advised that grants towards this project had nearly covered the cost of the proposed works, but should the final figure not meet the total cost that the Parish Council would make up the difference up to a maximum of £500.00.

It was proposed by Councillor D Smart, seconded by Councillor G Hewlett, and unanimously agreed, that any outstanding costs, up to a maximum of £500.00 be paid for by the Council, and that this come out of the Community Hall's Maintenance budget.

(c) Councillors D Smart and G Hewlett updated the meeting on the latest and current situation with regard to WSALC going forward. There was a proposal for a new WSALC body being formed from 1st April 2021, the services for which were currently being determined but in an advanced stage. It was anticipated that the new WSALC would be up and running from 1st April and subscriptions to that body being taken from that date. A further progress meeting was due to be held later on in the week (11th March 2021).

After much discussion it was agreed that this be an agenda item at the Council's next Main Council Meeting on the 6th April 2021 when it was anticipated that all the information required for the Council to make a decision on whether or not to subscribe to the new WSALC could be presented.

There was no other business at the Chairman's discretion.

F 125. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

There were no matters of urgent public importance.

F 126. DATE OF NEXT MEETING: Tuesday 13th April 2021 at 7.15 p.m.

The meeting closed at 8.12 p.m.

Approved.....

Date.....