

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING
4th MAY 2021.**

**FELPHAM PARISH COUNCIL
MINUTES OF THE VIRTUAL MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
ON TUESDAY 13th APRIL 2021 AT 7.15 PM.**

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

F 127. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillor P English.

F 128. DECLARATIONS OF INTEREST:

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

F 129. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

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

**F 130. TO RECEIVE THE MINUTES OF THE VIRTUAL MEETING HELD ON
9th MARCH 2021:**

These were approved as a true and accurate record and had been agreed at Main Council on 6th April 2021 for ratification and adoption.

F 131. MATTERS ARISING:

There were no matters arising.

F 132. CORRESPONDENCE/ANNOUNCEMENTS:

There was no correspondence to report or announcements to make.

F 133. 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 134. REPORT OF THE COMMUNITY HALL MANAGER:

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

The report was duly noted, with thanks to the Hall Manager.

Councillor D Smart confirmed that he had circulated the latest performance development plan for the Hall Manager, for comment, to Councillors M Copeland, Mrs G Moss and G Hewlett. Once comments have been received the amended document would then be submitted to Council for approval.

Councillor G Hewlett wished to particularly draw the Council's attention to, and congratulate, the Hall Manager's efforts during both Covid lock-downs, in securing significant levels of grant monies which has lessened the impact on the loss of income from bookings since March 2020. He also wished to congratulate Doug and the PCSO on the grants secured to place secure fencing around the children's play area to the rear of the Community Hall, which had now been successfully completed.

F 135. FINANCIAL ACCOUNTS OF THE COUNCIL FOR MARCH 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 £ 23,332.29 for the month of March 2021.

F 136. UPDATE ON THE PROCESS TO FILL THE FORTHCOMING VACANCY OF THE CLERK/RFO POSITION:

It was confirmed that, to date, the Council had received just one formal application for this position, and that the closing date of 23rd April 2021, was fast approaching. Councillor M Copeland advised that he had recently re-posted the vacancy on Facebook.

A conversation then took place on the way forward, and the options available, as it was suggested that maybe the current level of salary and hours were not appealing enough to attract persons looking for full time employment and wage, and indeed in attracting the type of candidate that would be best suited to the job.

It was agreed that the interview panel meet on Thursday 15th April 2021 to

discuss this further and in order to be able to present to Main Council any amended or further details for consideration and resolution.

F 137. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

The Clerk advised that there were no new updates to report under this agenda item.

F 138. BUSINESS AT THE CHAIRMAN'S DISCRETION:

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

F 139. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

There were no matters of urgent public importance.

F 140. DATE OF NEXT MEETING: Tuesday 11th May 2021 at 7.15 p.m.

The meeting closed at 7.46 p.m.

Approved.....

Date.....