

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING  
2<sup>nd</sup> JUNE 2021.**

**FELPHAM PARISH COUNCIL  
MINUTES OF THE VIRTUAL MEETING OF THE  
FINANCE & ADMINISTRATION COMMITTEE  
ON TUESDAY 11<sup>th</sup> MAY 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 1. APOLOGIES FOR ABSENCE:**

No apologies had been received.

**F 2. NOMINATION OF CHAIRMAN OF THE COMMITTEE FOR 2021/22:**

Councillor M Copeland was nominated by Councillor G Hewlett, this was seconded by Councillor D Smart. There were no other nominations received.

On a unanimous vote Councillor M Copeland was duly elected as the Chairman of this Committee for municipal year 2021/22.

**F 3. NOMINATION OF VICE-CHAIRMAN OF THE COMMITTEE FOR 2021/22:**

Councillor G Hewlett was nominated by Councillor M Copeland, this was seconded by Councillor D Smart. There were no other nominations received.

On a unanimous vote Councillor G Hewlett was duly elected as the Vice-Chairman of this Committee for municipal year 2021/22.

**F 4. DECLARATIONS OF INTEREST:**

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

**F 5. QUESTION TIME FROM MEMBERS OF THE PUBLIC:**

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

**F 6 TO RECEIVE THE MINUTES OF THE VIRTUAL MEETING HELD ON 13<sup>th</sup> APRIL 2021:**

These were approved as a true and accurate record and had been agreed at Main Council on 4<sup>th</sup> May 2021 for ratification and adoption.

**F 7. MATTERS ARISING:**

There were no matters arising.

**F 8. CORRESPONDENCE/ANNOUNCEMENTS:**

There was no correspondence to report or announcements to make.

**F 9. AGENDA ITEMS FOR THE NEXT JWAAC MEETING & JWAAC H&T MEETING:**

There were no items proposed or put forward.

**F 10. 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.**

**F 11. FINANCIAL ACCOUNTS OF THE COUNCIL FOR APRIL 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 April 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 £ 24,717.11 for the month of April 2021.**

**F 12. PROPOSED AMENDMENTS TO THE FINANCIAL REGULATIONS OF THE COUNCIL:**

The matter of the ambiguity/lack of clarity in the wording of Financial Regulation 4.1 had been brought up at the Main Council meeting held on the 4<sup>th</sup> May 2021, by the Chairman of the Council.

The Clerk had been asked to look into this and had now provided the Council with a proposed amendment to the wording, for discussion and consideration. This had been sent to all Councillors, prior to the meeting.

**After discussion it was proposed that the revised wording, as presented, be agreed and that this now go forward to Main Council for ratification.**

**F 13. OPTION PROPOSALS FOR REPLACING/UPGRADING THE ADMINISTRATION ASSISTANT OF THE COUNCIL:**

A paper, produced by the Chairman of the Council had been circulated and discussed at the Council's last Main Council meeting. It had been agreed, at that meeting, that this be passed to the Finance & Administration Committee for further investigation.

**It was agreed, that in light of the position of Clerk now being vacant again that this be deferred indefinitely.**

**Discussion was then held on how, and on what basis, to advertise the vacant Clerk position and to agree that the Administration Assistant position remain the same and on the basis of what it was currently, and be advertised as such.**

**After much discussion it was proposed by Councillor G Hewlett, seconded by Councillor K Watson, and on a vote of 7 for with 1 abstention, agreed that the Clerk's position now be re-advertised at Scale LC3 – Spinal Column points 37-41 and at 37 hours per week and that the Administration Assistant position be advertised as was current.**

**F 14. INTERNAL AUDIT REPORT:**

The Council had recently had carried out its latest Internal Audit investigation. The results/outcome of this had been distributed to all Councillors, prior to the meeting.

The Clerk reported that the Council had in all respects carried out and adhered to its duties in relation to audit regulations and that there were no areas that caused any concern or comment.

**The contents of the Internal Audit Report were duly noted.**

**F 15. ANNUAL PERFORMANCE REVIEW OF THE COMMUNITY HALL MANAGER:**

The paperwork for this had been distributed to all Councillors, with their agendas for this meeting. The papers included the conclusions reached by the review panel, the scores made against objectives and the recommended bonus award to be given based on the scoring system used.

**After discussion it was proposed by Councillor G Hewlett, seconded by Councillor D Smart, and on a vote of 7 for with 1 abstention agreed that the**

**bonus award for the Hall Manager for performance in 2020/21 be 6.5%, and that this now go forward to Main Council for ratification.**

**F 16. PARISH ONLINE MAPPING OPTIONS:**

**It was agreed that this matter be deferred until the new Clerk had taken up their position.**

**F 17. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:**

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

**F 18. BUSINESS AT THE CHAIRMAN'S DISCRETION:**

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

**F 19. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):**

- (a) **Parish Council Meetings up to 21<sup>st</sup> June 2021** – after debate and taking on board the ramifications of the current legal guidance on remote/virtual meetings **it was agreed that all Committee Meetings of the Council, from this point, be cancelled until after the 21<sup>st</sup> June 2021, when it was hoped that face to face public meetings, without any restrictions, would be able to take place.**

**It was also agreed that the Main Council Meeting of 1<sup>st</sup> June 2021 would go ahead and take place in the Main Hall of the Felpham Community Hall, subject to availability, and would be a face to face meeting, and take place as per the legislation guidance on the holding of meetings at the current time.**

There were no other matters of urgent public importance.

**F 20. DATE OF NEXT MEETING: Tuesday 13<sup>th</sup> July 2021 at 7.15 p.m.**

The meeting closed at 8.25 p.m.

Approved.....

Date.....

