

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

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & ADMINISTRATION COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL  
ON TUESDAY 12<sup>th</sup> OCTOBER 2021 AT 7.15 PM.**

**PRESENT:** Councillors: Matthew Copeland, Glen Hewlett, Graham Matthews & Kevin Watson.

Dave Smart & Gloria Moss (Ex Officio)

Councillor Bob Budd was also in attendance in the public gallery.

**F 51. APOLOGIES FOR ABSENCE:**

Councillor Paul English and Councillor Ros Kissell.

**F 52. DECLARATIONS OF INTEREST:**

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

**F 53. QUESTION TIME FROM MEMBERS OF THE PUBLIC:**

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

**F 54. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 14<sup>th</sup> SEPTEMBER 2021:**

These were approved as a true and accurate record and had been agreed at Main Council on 5<sup>th</sup> October 2021 for ratification and adoption.

**F 55. MATTERS ARISING:**

F 48. The Clerk provided an update regarding speed signage and confirmed that the proposed positioning of any signs would need to be agreed with West Sussex County Council and permission sought from the street furniture owner. Councillor Dave Smart confirmed that information had now been received from two companies, one of which is WSCC recommended. Councillor Glen Hewlett expressed the opinion that to remain effective, these must be working correctly, and configurations calibrated regularly. Councillor Dave Smart confirmed that four sites would be considered based on information from the data collected by strips and then brackets placed on posts, possibly sourced from West Sussex County Council as street furniture cannot be used for this purpose without permission. Signs could then alternate between these locations. It was agreed that information would be gathered and then presented for a decision by councillors.

The Clerk advised that the speed strips that had recently been positioned in and around Felpham were installed by a private company, 360 TSL who advised that they were unable to disclose their client but that it was gathered on behalf of a large developer and that the data being collected was for flow and quantity. It was agreed that another survey was required to find the best locations for speed signage on behalf of Felpham Parish Council and that S106 funds could not cover this. **The Clerk volunteered to contact this company to see whether the data gathered could be available to purchase.**

F 48. The Clerk advised that although contact had been made to see whether Chichester College would support this initiative, no response had been received to emails sent. The Clerk suggested that the possibility of a Youth Offenders Scheme project was currently being investigated with allotments and that they may be able to get involved.

#### **F 56. CORRESPONDENCE/ANNOUNCEMENTS:**

We have received information from Rialtas (accounting software package) that charges for next year will be £129.00 and an additional £59.00 for digital VAT submission.

The replacement of the two large hall blinds was approved up to an expenditure of £525.31.

The repairs required to noticeboards was approved to go forward for recommendation by Main Council at a cost of £1925.00 – the cheapest and the most comprehensive of the three quotes received.

#### **F 57. COMMUNITY HALL REPORT:**

This had been circulated to all Councillors, prior to the meeting, for information. The Clerk confirmed that the figures appeared low due to the late return of many Bookings but that going forward there was very little availability. Councillor Dave Smart enquired as to the situation with the changing rooms. The Clerk advised that Arun District Council had decommissioned them by draining water and turning off electric just over two years ago. They are of little use to Felpham Parish Council in their current set up as we would have little ability to raise income from their use. The Clerk has been in discussion with Worthing Homes for their 'Together Aun' project and advised them to contact Arun District Council with a view to long term hire and use. Councillor Glen Hewlett advised that as the building owner, we would be responsible for that area and its Legionella safeguarding. The Clerk advised that we are currently responsible for all other areas in that respect and have recently had a qualified Legionella risk assessment undertaken.

Councillor Dave Smart enquired as to the false alarms that had gone off on two occasions, once in the day and once at night. The Clerk confirmed that two different sensors had caused the false alarms, one in the plant room and one in the corridor. The telephone number for out of hours contact was displayed in the Community Hall window for members of the public as well as on the website, Twitter and Community Hall Facebook page.

**F 58. FINANCIAL ACCOUNTS OF THE COUNCIL FOR SEPTEMBER 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 September 2021.

September approved

**It was RESOLVED that the accounts as presented, be approved as a true and accurate record and to recommend to Main Council the expenditure as shown on the report.**

**F 59. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:**

Previously discussed under Matters Arising.

**F 60. BUDGET SETTING**

It was agreed that the Chairman and Clerk will meet to forecast a provisional budget and report back to the committee. Councillors were asked to check the budget and see whether they considered that any items needed revision.

Rising utility costs were discussed as a concern and it was agreed that the **Clerk would investigate this in conjunction with the Community Hall Assistant.**

**F 61. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):**

Councillor Dave Smart outlined the review of committee remits and councillors unanimously voted in favour of the new remit and it will now be brought to main council for ratification.

Councillor Matthew Copeland confirmed that the Grants Panel will meet on 26/10/21 at 6pm in the Parish Office and that councillors from the Finance and Administration committee will decide on grant allocations but that all councillors are invited to attend and make comment, although only members of the Finance and Administration committee can vote. Applications will be circulated to councillors, however, for confidentiality and privacy purposes, if printed they will need to be returned to the office for shredding.

**F 62. DATE OF NEXT MEETING: Tuesday 9<sup>th</sup> November 2021 at 7.15 p.m.**

The meeting closed at 8.02 p.m.

Approved.....

Date.....