

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING
7th DECEMBER 2021.**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 9th NOVEMBER 2021 AT 7.15 PM.**

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

Dave Smart & Gloria Moss (Ex Officio)

Councillor Bob Budd and Karen Woolgar were also in attendance in the public gallery.

F 63. APOLOGIES FOR ABSENCE:

Councillor Paul English

F 64. DECLARATIONS OF INTEREST:

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

F 65. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

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

F 66. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 12th OCTOBER 2021:

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

F 67. CLERK'S REPORT:

Debit card use approved and FPC Financial Regs updated, however, HSBC signatories require updating. As Council Banking is under a review this is something that could be considered simultaneously.

F55. Meeting with WSCC Highways with Dave Smart on 10th November (10.30am) scheduled to discuss potential Speed Mitigation initiatives, their locations and funding options.

Despite 2 emails no reply had been received from www.360tsl.com/traffic-surveys/ regarding costs of their surveys and whether data already gathered could be purchased.

F56. Works to noticeboards as previously agreed had been approved by Main council and contractor instructed.

F60. Budget setting going well and will continued to be reviewed by each committee throughout November before going back to Main Council in December and if required via each committee again in December before Main Council approval in January, ahead of Precept submission by 28th January 2022.

F 68. CORRESPONDENCE/ANNOUNCEMENTS:

None.

F 69. COMMUNITY HALL REPORT:

This had been circulated to all Councillors, prior to the meeting, for information. Councillor Glen Hewlett advised that the recent Legionella Risk Assessment that had been carried out was very positive with a few actions relating to the changing rooms owned by Arun District Council and currently decommissioned. Karen Woolgar (Hall Assistant) advised that bookings are increasing month on month. Clerk confirmed that hire charges will be reviewed but kept competitive, as Covid is affecting numbers attending classes. Councillor Glen Hewlett commented that the increase in gas and electricity charges should also be considered.

F 70. 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 October 2021.

October 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 71. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

Councillor Dave Smart circulated a 'Road Safety and Traffic Mitigation Report November 2021' prior to the meeting. This will be shared with West Sussex County Council at the meeting scheduled for 10th November. The funding available as part of S106 must be used by 2024. As part of this, a Speed Watch scheme could be run by West Sussex County Council using community volunteers and facilitated by Felpham Parish Council. This would need to be village wide.

F 72. BUDGET SETTING

Councillor Matthew Copeland confirmed that each committee had now agreed budgets with very few changes in earmarked reserves.

The Clerk advised that the current level of general reserves was identified during the recent internal audit carried out by Mulberry and Co, as being high at 9/12 when reserves should be between 4/12 and 6/12. However, the low spend during Covid has contributed to this and in forecasting the Parish Council will need to protect the parish from potential unfunded lockdowns. Councillor Glen Hewlett commented that the Parish Council should not have a drive to attain a negative precept but spend money wisely on behalf of the community. Councillor Dave Smart advised that looking at the real term costs, for the last four years the precept has been negative by between 15 to 20% due to inflation. Councillor Glen Hewlett

also advised that a Band D resident in Bognor Regis currently pays £128 precept, whereas in Felpham it is £24.

F 73. RECOMMENDATIONS FROM THE AUDIT (BANKING)

The Clerk reported that with effect from 01/11/21, HSBC are now imposing fees. This will produce a cost to Felpham Parish Council of between £60 and £80 per month. Many Parish Councils now use Unity Bank who offer more favourable terms and banking facilities. For financial protection, a savings account at the HSBC will be retained. Councillor Dave Smart proposed that based on the information from the Clerk's paper, the Parish Council regular banking moves to Unity Bank but HSBC savings account would be retained. This was seconded by Councillor Glen Hewlett and unanimously agreed by the committee and will now proceed to Main Council for ratification and adoption.

F 74. GENERAL AND EARMARKED RESERVES

As previously discussed during Budget Setting F 72, Councillor Matthew Copeland advised that a policy in financial regulations is required for setting upper and lower limits of general reserves.

Councillor Dave Smart advised that due to the Community Hall costs for ongoing and unplanned maintenance, the limits may need to be set at a slightly higher level and proposed that the lower limit be set at 6/12 and the upper limit at 8/12. This was second by Councillor Kevin Watson and unanimously agreed by the committee. This will now proceed to Main Council for ratification and adoption. The Clerk advised that the current higher than usual rate was due to Covid awareness and future uncertainty around this.

F 75. GRANTS APPROVAL

The grant for the Armed Forces Day of £500 was approved by the Finance Committee and will now proceed to Main Council along with all other successful grant applications.

F 76. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

There were no matters of urgent public importance.

F 77. DATE OF NEXT MEETING: Tuesday 14th December 2021 at 7.15 p.m.

The meeting closed at 8.10 p.m.

Approved.....

Date.....