

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING
4th JANUARY 2022**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 14th DECEMBER 2021 AT 7.25 PM.**

PRESENT: Councillors: Matthew Copeland, Paul English, Glen Hewlett, Ros Kissell, Graham Matthews & Kevin Watson.
Gloria Moss (Ex Officio) attended virtually (not able to vote).

F 78. APOLOGIES FOR ABSENCE:

Councillor Dave Smart.

F 79. DECLARATIONS OF INTEREST:

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

F 80. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

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

F 81. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 9th NOVEMBER 2021:

These were approved as a true and accurate record and had been agreed at Main Council on 7th December 2021 for ratification and adoption.

F 82. CLERK'S REPORT:

F71 (F55). Meeting with WSCC Highways with Dave Smart on 10th November (10.30am) to discuss potential Speed Mitigation initiatives, their locations and funding options.

As a result a traffic survey has been undertaken utilising S106 funds by WSCC Highways (see Road Safety and Traffic Mitigation Report November 2021) Awaiting results, delayed due to Firs Ave resident parking over road strips for 7 days on two occasions.

<https://www.communityspeedwatch.org/FRONT-v2-Home.php>

“No one can obtain approval unless they have passed the theoretical training and quiz testing their new CSW knowledge. Subsequently, they will be contacted directly by either the police (new groups) or the local CSW group coordinator (new volunteers in already established groups).

Health & Safety, Code of Conduct, and Roadside Procedures are the cornerstones of the theoretical training that all new volunteers must complete with a 90% pass-rate before their application moves forward for serious consideration. The topics are presented in an easy-to-understand eLearning format, and the quiz at the end can be retaken until all questions are answered correctly.”

F72. Budget Setting (item 11) Main Council approval in January, ahead of Precept submission by 28th January 2022.

F73. Banking Approved by Main Council 7.12.21 / Account application process started 9/12/21

F74 (F60). General and Earmarked Reserves policy adopted by Main Council 7.12.21

F75. Grants Approved by Main Council 7.12.21

F 83. CORRESPONDENCE/ANNOUNCEMENTS:

None.

F 84. COMMUNITY HALL REPORT:

This had been circulated to all Councillors, prior to the meeting, for information. The Clerk reported that income was good. A lot of work had been done with Worthing Homes/Together Arun. Legislation currently allows classes and activities to run. Councillor Glen Hewlett asked whether a 10% increase was still proposed for hall hirers. The Clerk confirmed that other halls have put up charges and that an increase had been mentioned to ad hoc hirers. Regular hirers understand the need for an increase to reflect the increasing overheads. The Clerk advised councillors that this was the first increase in over four years, since the hall's opening and that we had been financially and spatially accommodating to all hirers during the period of COVID restrictions. Councillors discussed the proposed increase in April with a letter to hirers in January, however, there was concern that overheads have increased and are increasing now. **It was proposed and agreed that a 10% increase should take effect from 1st February 2022.**

F 85. FINANCIAL ACCOUNTS OF THE COUNCIL FOR NOVEMBER 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 November 2021.

November 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 86. FLAG FLYING PROTOCOL

Councillor Dave Smart has produced a Flag Flying Policy which has been circulated to all councillors prior to the meeting. This gives guidance as to when, why and how the flag should be flown. This was approved and will now go to Main Council for final approval. Councillor Matthew Copeland advised that it is a live document and can be updated. Councillor Paul English was concerned that it should not be onerous, only giving permission to fly the flag on those days.

F 87. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

The Clerk advised that a road traffic survey has been in place. A meeting took place between West Sussex Highways and Councillor Dave Smart, Councillor Bob Budd, Councillor Andrew Fells and with the Clerk also present. The results of the traffic survey were delayed as a vehicle in Firs Avenue was intentionally parked over the strips for 2 x 7 days. However, cars using Firs would also use Outerwyke Road and information could be obtained from there. Councillor Matthew Copeland conveyed his thanks to Councillor Dave Smart for his work on this.

F 88. BUDGET SETTING

The budget was approved to proceed to Main Council for final approval in January.

F 89. CAR PARK CONTRIBUTIONS

A Freedom of Information request has been sent to Arun District Council by the Clerk with a reply due before Christmas. The response from Felpham Parish Council has been posted on the website, social media and emailed to District and County Councillors as well as forming the content of the FOI. Felpham Parish Council have paid a contribution to the car parks in August until April 2022, when Arun is planning to introduce charges. Councillors agreed that no further payments will be authorised at this point nor until a consultation had occurred between Felpham Parish Council and Arun District Council. It was confirmed by the Clerk that a copy of the FOI has been sent to the Chairman of the Committee, District Councillors in Felpham, website, social media etc.

F 90. GRANTS APPROVAL

This was approved at Main Council. Applicants have not yet been made aware.

F 91. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

There were no matters of urgent public importance.

F 92. DATE OF NEXT MEETING: Tuesday 11th January 2022 at 7.15 p.m.

The meeting closed at 7.55 p.m.

Approved.....

Date.....