

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING
7TH JUNE 2022**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 10TH MAY 2022 AT 7.15 PM.**

PRESENT: Councillors: Matthew Copeland, Glen Hewlett, Bob Budd, Ros Kissell, Graham Matthews & Kevin Watson.
Councillor Dave Smart, Councillor Gloria Moss (Ex Officio)

F 1. APOLOGIES FOR ABSENCE:

Councillor Paul English

F 2. NOMINATION OF CHAIRMAN OF THE COMMITTEE FOR 2022/23.

Councillor Glen Hewlett nominated Councillor Matthew Copeland for Chairman, this was seconded by Councillor Bob Budd, and on a vote was unanimously agreed. Councillor Matthew Copeland accepted and thanked the committee for the nomination. There were no other nominations or councillors wishing to stand.

F 3. NOMINATION OF VICE-CHAIRMAN FOR 2022/23.

Councillor Dave Smart nominated Councillor Glen Hewlett for Vice-Chairman, this was seconded by Councillor Bob Budd, and on a vote was unanimously agreed. Councillor Glen Hewlett accepted and thanked the committee for the nomination. There were no other nominations or councillors wishing to stand.

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 MEETING HELD ON 12TH APRIL 2022:

These were approved as a true and accurate record and had been agreed at Main Council on 3rd May 2022 for ratification and adoption.

F 7. CLERK'S REPORT:

The Clerk's Report was distributed to councillors prior to the meeting and will be attached to the minutes.

The Clerk reported as RFO, that the end of year closedown had occurred with all of the figures balancing correctly. This enabled a draft of the AGAR Form 3PM to be completed ahead of the internal audit on May 30th. The Clerk discussed with councillors the content of the AGAR form and the end of year figures. The AGAR will be presented to the auditor for final completion ahead of submission to Main Council on June 7th, 2022.

The Clerk reported that the insurance renewal quote with HISCOX had been received at £5108.30 up from £3919 (£4500 had been budgeted as a rise was anticipated). The broker reported that all Parish and LA premiums have seen rises for 2022/23 of upwards of 25% due to substantial claims having been received by insurance companies. This will incept 1/6/22 and this rate can be secured for 3 years if we wish with only inflationary linked increases.

Following discussions, it was agreed that the Clerk contact the insurance broker for two additional separate comparative quotations. Following this, if the quote proves competitive and other quotations are significantly higher, this should be accepted and secured for three years. If other quotations are not significantly higher, the renewal will be reviewed next year.

The Clerk outlined the National Cyber Security Centre's recent Audit Report. Patching needs to be applied automatically for all PCs owned by the Parish Council and this is done using an RMM (Remote Management and Monitoring) which JnR Computers can provide at a cost of £120 per device per year. This also provides Bitdefender anti-virus, website filtering to prevent access to phishing sites along with hardware, and software auditing.

JnR additionally offer a new anti-virus system for scanning emails before they are delivered into Office 365 and this costs £1.00 per account per month.

Councillor Matthew Copeland proposed that the three parish laptops be protected to fall in line with National Cyber Security Centre recommendations and that the four staff office emails be covered by the new anti-virus system. This was seconded by Councillor Dave Smart and unanimously agreed.

The Clerk reported on the Community Hall emergency internal lighting replacement.

Councillor Dave Smart proposed that the replacement costings of £660 parts plus £278 labour be accepted. This was seconded by Councillor Glen Hewlett and unanimously agreed.

F 8. CORRESPONDENCE/ANNOUNCEMENTS:

The Clerk advised that two requests for discretionary grants had recently been received:

Councillor Glen Hewlett proposed that the discretionary grant towards the St. Mary's Parish Picnic (open to all, in Old Rectory Gardens on Sunday 5th June in the afternoon) be approved. This was seconded by Councillor Graham Matthews

and unanimously approved with one abstention by Councillor Matthew Copeland as a personal interest had been declared.

Councillor Kevin Watson proposed that the discretionary grant towards the 2022 Kite Festival be approved. This was seconded by Councillor Bob Budd and unanimously approved.

Councillor Kevin Watson questioned the rationale behind the awarding of grants to organisations outside of Felpham. Councillor Dave Smart advised that grants are awarded based on benefit to the residents of Felpham. Councillor Glen Hewlett suggested that the advertising of grants may need a higher profile so that local groups apply. Councillor Bob Budd was keen that Felpham Parish Council be more proactive.

The Clerk advised that Chris Cook and Worthing Homes are devising youth provision within Felpham and will be meeting with the Clerk to discuss their findings and ways in which Felpham Parish Council can contribute either physically or financially.

F 9. COMMUNITY HALL REPORTS:

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

The Clerk reported on recent vandalism to the locked cage at the Community Hall, following which the police attended rapidly and made arrests. Councillors discussed quotes received to make the locked area more secure, but it was felt that due to the rarity of ant-social behaviour it would be a shame to further enclose this area for the children that use it. The situation will continue to be monitored with adaptations only if absolutely necessary.

Councillor Dave Smart queried the figure of 6% of annual target and was advised by the Clerk that we had achieved 6% of anticipated income for the year 2022/23. Councillors decided that this statistic was confusing and would now be removed from the report.

F 10. FINANCIAL ACCOUNTS OF THE COUNCIL FOR MARCH 2022:

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 2022.

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 11. PARISH STAFFING ORGANISATION AND REQUISITE RESOLUTION TO BRING EMPLOYEES INTO THE LOCAL GOVERNMENT PENSION SCHEME

The Clerk advised that HR administrators have identified that in order for a Parish Council to be eligible to bring employees into the Local Government Pension Scheme, they need to have a 'resolution', essentially documenting in the Parish Council meeting

who is eligible to be within the LGPS. **Councillor and Chairman of Felpham Parish Council Dave Smart proposed that the committee approve that parish staff are eligible to join the Local Government Pension Scheme. This was seconded by Councillor and Felpham Parish Council Vice-Chair Gloria Moss and unanimously agreed.**

The Clerk outlined the Felpham Parish Staff Reorganisation Proposal. *This proposal would save the Parish 8-10 hours in pay per week or 35/43 hrs pcm (circa £81.60/£102.10 - £119.70 pw or £4243/£5309 -£6224 pa), give the Parish "full time Clerk/office" cover, to include staff Holiday Cover, eventually with 2 qualified Clerks and offer a seamless transition without the need for further and difficult, time consuming recruitment, whilst retaining our flexible, established team, their knowledge base and experience.*

N. Meaney would, in the Clerks Role, work Monday (4hrs), Tuesday (8hrs) and Wednesday (8hrs) for total of 20hrs and undertake her Cilca. She would be undertaking the title, role and administrative work of the Parish Clerk, assisted if required and when necessary, by D.Millen as her Deputy Clerk and by K.Woolgar as a Clerk's Assistant during her additional hours, with K.Woolgar retaining her Community Hall role during her existing hours.

D Millen would work Part time (usually) on Thursday and Friday, 17 hours per week to include monthly F&A Committees in a predominantly RFO role, with all RFO responsibilities and supporting the Clerk as Deputy Parish Clerk. He would be flexible in his working days and hours, allowing extra support when needed during busier periods, ensuring a full "37 office hours Clerk Monday to Friday" and full staff cover for the Parish Office between the 3 staff members. He would also offer Holiday cover for other staff members. He will retain the overall Hall Manager role, with the same current Community Hall Responsibilities, to include facilities management and key holder duties (inc on call) and would continue with the Cilca qualification to facilitate ongoing GPC (General Power of Competence) for the Parish Council. *On this subject, our accounting system and projects undertaken do not and have not required the use of GPC and are covered predominantly by sections of the Local Government Act and Powers to Spend.*

K.Woolgar will be increasing her hours flexibly by 6 - 8 weekly to give Clerk Admin Assistance. She is happy to extend her Monday hours into the afternoon but remains unavailable most Tuesdays. (There may be some flexibility in this). She can be available on Fridays if required. Karen will undertake her iLCA.

Councillor Matthew Copeland proposed that this be agreed and proceed to Main Council for ratification, there will be a three-month initial trial to enable both the team and councillors to establish best practice. The transition will begin throughout June with the proposed reorganisation commencing from 1st July 2022. Councillor D Smart will write a paper clarifying the proposal that will be distributed to all councillors. This was seconded by Councillor Ros Kissell and UNANIMOUSLY AGREED.

F 12. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

Councillor Dave Smart reported that he had contacted Kevin Moss at West Sussex County Council Highways Department questioning their stance on red paint road coating and full width speed humps and is still awaiting a response regarding these matters.

F 13. REPAIR/REPLACEMENT OF 3X STREET LIGHTING ALONG PROW 3047 (OUR ASSET REGISTER SL31,32,33)

See Clerk’s report.

F 14. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

The Clerk reported that the Annual Parish Elector’s Meeting will be held on 24th May 2022 at 6pm.

F 15. DATE OF NEXT MEETING: Tuesday 14th June 2022 at 7.15 p.m.

The meeting closed at 8.15 p.m.

Approved.....

Date.....

Finance and Administration May 2022 Clerks Report

End of year Rialtas Close down had taken place without issue on 29th April.

Documents are now ready for AGAR and Internal Audit of May 30th 2022.

Unity Bank fund transfer from HSBC Savings to Unity Savings account now approved by Main Council on 3rd May 2022. I will begin the process of transferring up to £85,000 for Financial protection of Savings for the Parish.

Insurance quote received at £5108.30 up from £3919 (£4500 had been budgeted as a rise was anticipated), I have discussed the raise with the broker and another recommended. ALL Parish and LA premiums has seen rises for 2022/23 of upwards of 25% due to substantial claims having been received by insurance companies. £5108.30 is the most competitive and comprehensive with HISCOX. This will incept 1/6/22 This rate can be secured for 3 years if we wish with only inflationary linked increases. It would seem if for budgeting purposes alone this is the sensible option?

National Cyber Security Centre Audit

NCSC Audit report in Meeting Assoc Docs

Patching needs to be applied automatically for all PCs owned by the Parish Council (3 poss 4 with Huddle laptop) and this is done using an RMM (Remote Management and Monitoring) which JnR can provide at a cost of £120 per device per year. This also provides Bitdefender anti-virus, website filtering to prevent access to phishing sites along with hardware, and software auditing.

Possible enabling MFA (sometimes referred to as multi-factor authentication or 2FA). This will prevent accounts from being hacked but means that everyone will periodically have to enter a code sent to their phone to sign in.

If you are concerned about clicking on emails you shouldn't, JnR have a new anti-virus system for scanning emails before they are delivered into Office 365 and this costs £1.00 per account per month. Community Hall internal lighting replacement – after a prolonged period of failed appointments with several electricians, a tradesman previously used (kitchen lights) became available, he has visited the hall (5/5/22) and quoted for 8 circular lights with emergency battery back up a 1 square panel light with emergency battery back up @ £660 parts plus £278 labour. As all are emergency lighting I suggest we replace asap.

PR131 Website update with Councillor Bios nearing completion.

PR133 still pursuing CC Solar for firm pricing. Seafront lighting lozenges now done (£1188 inc now due), Remote for lights to be collected.

Agenda item 11

Parish Staffing organisation and requisite resolution to bring employees into the Local Government Pension Scheme

Our HR administrators have identified that we are advised that for a Parish Council to be eligible to bring employees into the Local Government Pension Scheme, they need to have a 'resolution', essentially documenting in the Parish Council meeting who is eligible to be within the LGPS.

Our records show that Felpham Parish Council does not have a resolution in place.

Felpham Parish Staff Reorganisation Proposal

[attached **Felpham Parish Staff Reorganisation Proposal**]

This proposal would save the Parish 8-10 hours in pay per week or 35/43 hrs pcm (circa £81.60/£102.10 - £119.70 pw or £4243/£5309 -£6224 pa), give the Parish “full time Clerk/office” cover, to include staff Holiday Cover, eventually with 2 qualified Clerks and offer a seamless transition without the need for further and difficult, time consuming recruitment, whilst retaining our flexible, established team, their knowledge base and experience.

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D Millen would work Part time (usually) on Thursday and Friday, 17 hours per week to include monthly F&A Committees in a predominantly RFO role, with all RFO responsibilities and supporting the Clerk as Deputy Parish Clerk. He would be flexible in his working days and hours, allowing extra support for Nicky when needed during busier periods, **ensuring a full “37 office hours Clerk Monday to Friday”** and full staff cover for the Parish Office between the 3 staff members. He would also offer Holiday cover for N. Meaney and K.Woolgar, as does currently.

He will retain the overall Hall Manager role, with the same current Community Hall

Responsibilities, to include facilities management and key holder duties (inc on call) and would continue with the Cilca qualification to facilitate ongoing GPC (General Power of Competence) for the Parish Council. *On this subject, our accounting system and projects undertaken do not and have not required the use of GPC and are covered predominantly by S137 or S111 of the Local Govt Act.*

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