

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING
5TH JULY 2022**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 14TH JUNE 2022 AT 7.15 PM.**

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

F 16. APOLOGIES FOR ABSENCE:

None

F 17. DECLARATIONS OF INTEREST:

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

F 18. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

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

F 19. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 10th MAY 2022:

These were approved as a true and accurate record and had been agreed at Main Council on 7th June 2022 for ratification and adoption.

F 20. CLERK'S REPORT:

This had been distributed to all councillors prior to the meeting and the Clerk outlined the contents of the report.

Clerk to contact other Parish Clerks to check their insurance status and approach Hiscox to see whether a three-year tie in is still available.

F 21. CORRESPONDENCE/ANNOUNCEMENTS:

See F 25.

F 22. COMMUNITY HALL REPORTS:

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

F 23. FINANCIAL ACCOUNTS OF THE COUNCIL FOR MAY 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 May 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 24. STAFFING ORGANISATION - TO DISCUSS AND APPROVE THE REVISED JOB DESCRIPTIONS AND CONTRACTS

Updated job descriptions and contracts have been drawn up by Councillor Dave Smart. The Clerk reported that staff are happy with these, and that the reorganisation will take effect from 4th July 2022. **Councillors voted unanimously in favour of the contracts and the management of these by the Finance and Administration Committee going forward.** Councillor Matthew Copeland thanked Councillor Dave Smart for his work on these.

F 25. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

The Clerk reported on correspondence received from Surrey and Sussex Policing together.

Councillor Dave Smart reported that he is still awaiting a response from Kevin Moss, West Sussex County Council Highways, regarding ideas for road mitigation schemes in Felpham.

Clerk to contact West Sussex County Council Highways and seek advice on utilisation of the remaining Section 106 funds and request policy details and recommendations on their acceptable schemes.

F 26. REPAIR/REPLACEMENT OF 3X STREET LIGHTING ALONG PROW 3047 (OUR ASSET REGISTER SL31,32,33)

Clerk to seek quotations from alternative providers for the failed street lighting on the footpath PROW 3047. In the first instance to contact SSE and West Sussex County Council to establish whether they have any approved contractors.

F 27. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

None

F 28. DATE OF NEXT MEETING: Tuesday 12th July 2022 at 19.15.pm.

The meeting closed at 19.55 p.m.

Approved..... Date.....

Finance and Administration June 2022 Clerks Report

1. Documents are now ready for AGAR and Internal Audit of May 30th 2022 had taken place. The AGAR was presented to the auditor for final completion ahead of submission to Main Council on June 7th, 2022 and has now be submitted to the External Auditor following signatures and MC acceptance.
2. 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 have seen rises for 2022/23 of upwards of 25% due to substantial claims having been received by insurance companies.
£5108.30 was the most competitive and comprehensive with HISCOX. This incepted 1/6/22
On investigation only HISCOX can now offer us the level of required with other insurers having left the market or underwriting on behalf of HISCOX
3. **National Cyber Security Centre Audit**
NCSC Audit report in Meeting Assoc Docs
The three parish laptops have been 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
4. **PR131** Website update with Councillor Bios nearing completion. (Just Cllr Budd Bio needed)
5. **PR133** still pursuing CC Solar for firm pricing – **we are now actively seeking other quotes.**
Seafront lighting lozenges now done (£1188 inc now paid), Remote for lights collected.
6. **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.
This has now been done.