

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING  
2<sup>ND</sup> AUGUST 2022 (TBC)**

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & ADMINISTRATION COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL  
ON TUESDAY 12<sup>TH</sup> JULY 2022 AT 7.15 PM.**

**PRESENT:** Councillors: Glen Hewlett, Ros Kissell & Kevin Watson.  
Councillor Dave Smart, (Ex Officio)

**F 29. APOLOGIES FOR ABSENCE:**

Councillors: Matthew Copeland, Bob Budd, Paul English, Graham Matthews, Gloria Moss

**F 30. DECLARATIONS OF INTEREST:**

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

**F 31. QUESTION TIME FROM MEMBERS OF THE PUBLIC:**

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

**F 32. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 14<sup>TH</sup> JUNE 2022:**

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

**F 33. CLERK'S REPORT:**

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

**Regarding Repair/Replacement of 3x Street Lighting along PROW 3047, Clerk to obtain comparative solar and LED quotations.**

**F 34. CORRESPONDENCE/ANNOUNCEMENTS:**

None

**35. COMMUNITY HALL REPORTS:**

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

The Responsible Financial Officer reported that Dizzy Ducklings will not be using the conference room from September, allowing further flexibility for bookings.

**F 36. FINANCIAL ACCOUNTS OF THE COUNCIL FOR JUNE 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 June 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 37. ANNUAL COMMUNITY HALL REDECORATION QUOTES**

Ref; decorating main hall:

To prepare and use filler where necessary on walls ready for painting.  
To paint with 2 coats of Dulux trade Diamond Tinted GOOSE DOWN  
For walls up to approx door height in the main hall.

Labour and Materials £995-00

Ref; conference room and toilet:

To prepare and use filler where necessary on walls ready for painting. To paint walls with 2 coats of Armstead trade Durable Magnolia

Labour and Materials £370-00

**The above works were approved and unanimously agreed.**

**F 38. THREE-YEAR PREMIUM AGREEMENT WITH GALLAGHER / HISCOX**

As agreed at Finance at Finance and Administration Committee Meeting 7<sup>th</sup> May 2022 F 7. – ‘if the quote proves competitive and other quotations are significantly higher, this should be accepted and secured for three years’. **This was approved and unanimously agreed. RFO to reference index linking and obtain details of the month for this.**

**F 39. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:**

Councillor Ros Kissell raised further concerns regarding the end parking bay nearest the traffic lights at the junction of Felpham Road/Felpham Way outside the Premier convenience store. The length and angle of the bay means that large vehicles overhang the road, forcing cyclists into the traffic. **Clerk to report concerns to West Sussex County Council Highways.**

Councillor Dave Smart advised that further emails to West Sussex County Council Highways department have been sent, chasing details of the S106 mitigation measures deemed acceptable, requesting an extension to the timeframe for spending the S106 funds due to the delays caused by Covid and raising concerns regarding the Snooks Corner double yellow lines.

**F 40. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):**

None

**F 41. DATE OF NEXT MEETING: Tuesday 9<sup>th</sup> August 2022 (TBC) at 19.15.pm.**

The meeting closed at 8 p.m.

Approved.....

Date.....

## Finance and Administration July 2022 RFO & Deputy/Clerks Report

### 1) Parish Finances

**Internal Audit of May 30<sup>th</sup> 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.

- A) VAT Return Submitted 30/6/22 for period from 01/04/22 - total claimed £2440.68**
- B) Broken large pane at rear of Community Hall, checked CCTV , no sign of anyone in vicinity ??  
Quote sort, approx £300 plus install, Under £400 total. Reported via 101 online**

**C) Community Hall redecoration (over summer period so as not to interrupt classes etc)  
3 quotes sort, only 1 returned from our regular handy man. (I have chased other 2 twice), D Hall's quote is very similar level to that of last time, no increase.**

DAVE HALL Carpenter & Joiner

22 Sea Lane Pagham Bognor Regis West Sussex PO21 4UL

Tel 01243 262267 Mobile 07377 509556

Email [anitadawn222@talktalk.net](mailto:anitadawn222@talktalk.net)

F.A.O.The Clerk . Mr Doug Millen

Felpham Parish Council

Felpham Community Hall & Conference Centre

Meaden Way

Felpham

Bognor Regis

West Sussex

PO22 8FA

Estimate

13/06/2022

### **Ref; decorating main hall**

To prepare and use filler where necessary on walls ready for painting.

To paint with 2 coats of Dulux trade Diamond Tinted GOOSE DOWN

For walls up to approx to of door hight in the main hall.

Labour and Materials £995-00

To lightly rub down skirting, architrave and serving hatch shelf.

To paint skirting, architrave and serving hatch shelf with 1 coat of prima undercoat and 1 coat of gloss.

Labour and Materials £575-00

**Ref; conference room and toilet**

To prepare and use filler where necessary on walls ready for painting.

To paint walls with 2 coats of Armstead trade Durable Magnolia

Labour and Materials £370-00

Terms

Payment on Completion

**2) 3 year agreement via Hiscox is available should we wish to accept it.**

**From:** Kevin Millard <Kevin\_Millard@ajg.com>

**Sent:** 20 June 2022 16:34

**To:** Clerk <clerk@felphampc.gov.uk>

**Subject:** Renewal Confirmation (New LTA) [Version Ref: 101550205]

Dear Doug,

**Our Ref: 5303618**

**Policy Type: AJG Community Schemes**

**Policyholder: Felpham Parish Council**

I can confirm that we have renewed the policy in accordance with your instructions to now include a 3 year Long Term Agreement (LTA).

Please note attached the updated policy schedule that shows the full LTA Endorsement wording now on page 20 of 21.

I trust that you find this to be in order, but should you have any queries please do not hesitate to contact me.

Regards,

Kevin

**Kevin J Millard Cert CII**

Community Client Director

Community Team (Part of Public Sector & Education)

(m) 07458 124847

[Kevin\\_millard@ajg.com](mailto:Kevin_millard@ajg.com)

**(Docs in MEETING ASSOC DOCS JULY 22)**

- 3) **PR133** still pursuing CC Solar for firm pricing – **we are now actively seeking other quotes.**
- 4) **F24. New Staff Contracts and Job Descriptions** Signed by all staff – incepted on 4<sup>th</sup> July 2022 ongoing administration by Finance and Admin Committee.

5) **F25. From:** Clerk

**Sent:** 15 June 2022 11:36

**To:** Lee Maskell <lee.maskell@westsussex.gov.uk>; Mike Thomas <mike.thomas@westsussex.gov.uk>

**Cc:** Kevin Moss <kevin.moss@westsussex.gov.uk>; Nicola Meaney <N.Meaney@felphampc.gov.uk>

**Subject:** S106 Funds

Dear all

Please can you advise as to the remaining S106 funds available to us for Road Traffic Mitigation Schemes within Felpham Parish.

Can you also point me in the direction of, or provide me with a list of WSCC Highways acceptable schemes, utilising S106 funds that are available to us? Or policy for their use ?

Many thanks  
Kind Regards

Doug Millen

**I have chased this again 7/7/22**

Dear Kevin

I would be very grateful if you could assist regarding a response the below email.

In addition, the Parish Council would like to request an extension to the timeframe for spending the S106 funds, due to the delays caused by Covid.

We are still particularly concerned regarding the Snooks Corner double yellow lines as this is an ongoing traffic issue and buses/large vehicles are unable to get past traffic parked by the bollards. During the summer holidays, this situation can only get worse and as this appears to have been caused by an error when the yellow lines were repainted, would this be something that could be addressed urgently?

Many thanks for your assistance.

Kind regards

Nicola Meaney

Clerk to Felpham Parish Council

6) F26.

**From:** Clerk

**Sent:** 15 June 2022 10:50

**To:** [Andrew.howick@westsussex.gov.uk](mailto:Andrew.howick@westsussex.gov.uk); Lee Maskell <[lee.maskell@westsussex.gov.uk](mailto:lee.maskell@westsussex.gov.uk)>; Nicola Meaney <[N.Meaney@felphampc.gov.uk](mailto:N.Meaney@felphampc.gov.uk)>; Mike Thomas <[mike.thomas@westsussex.gov.uk](mailto:mike.thomas@westsussex.gov.uk)>

**Cc:** Kevin Moss <[kevin.moss@westsussex.gov.uk](mailto:kevin.moss@westsussex.gov.uk)>

**Subject:** Repair/Replacement of 3x Street Lighting along PROW 3047(our asset register SL31,32,3

Dear All

Hope you are well ?

We are looking to Repair/Replace of 3x Street Lighting along PROW 3047(our asset register SL31,32,33)

Are you able to point me in the direction of any approved contractors please ? Do you have your own we could possibly employ the services of ?

Many Thanks

Kind Regards

Doug Millen

**From:** Mike Thomas <[mike.thomas@westsussex.gov.uk](mailto:mike.thomas@westsussex.gov.uk)>

**Sent:** 23 June 2022 13:51

**To:** Clerk <[clerk@felphampc.gov.uk](mailto:clerk@felphampc.gov.uk)>; Andrew Howick <[andrew.howick@westsussex.gov.uk](mailto:andrew.howick@westsussex.gov.uk)>; Lee Maskell <[lee.maskell@westsussex.gov.uk](mailto:lee.maskell@westsussex.gov.uk)>; Nicola Meaney <[N.Meaney@felphampc.gov.uk](mailto:N.Meaney@felphampc.gov.uk)>

**Cc:** Kevin Moss <[kevin.moss@westsussex.gov.uk](mailto:kevin.moss@westsussex.gov.uk)>

**Subject:** RE: Repair/Replacement of 3x Street Lighting along PROW 3047(our asset register SL31,32,3

Hi Doug

We use [Enerveo](#), you would need to contact them directly.

Kind regards

Mike

**I have chased this again 7/7/22**