

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL MEETING
7TH FEBRUARY 2023**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 10TH JANUARY 2023 AT 7.15 PM.**

PRESENT: Councillors: Matthew Copeland, Glen Hewlett, Paul English, Ros Kissell, & Kevin Watson.

Councillors Dave Smart, Gloria Moss (Ex Officio)

F 92. APOLOGIES FOR ABSENCE:

Councillor Bob Budd, Councillor Graham Matthews.

F 93. DECLARATIONS OF INTEREST:

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

F 94. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 95. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 13TH DECEMBER 2022:

These were approved as a true and accurate record and had been agreed at Main Council on 3rd January 2023 for ratification and adoption.

F 96. CLERK'S REPORT:

No report as covered by agenda items.

F 97. CORRESPONDENCE/ANNOUNCEMENTS:

The Responsible Financial Officer advised councillors of a recent quotation received for cleaning/maintenance of the prom lights. **RFO to enquire whether this can be coordinated with decoration and request costing.**

RFO provided councillors with details of the recent VAT return.

Clerk advised councillors that complaints had been received from residents regarding the car park at Culver Road which was being left unlocked overnight, resulting in vehicles disturbing residents. Clerk has emailed Biffa and Arun Car Parks to obtain a resolution and will report back.

F 98. COMMUNITY HALL REPORTS:

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

F 99. FINANCIAL ACCOUNTS OF THE COUNCIL FOR DECEMBER 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 December 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 100. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

The Clerk advised councillors that an update had been requested of progress on the TRO application at Snooks Corner.

F 101. GRASSMERE PARADE NOTICEBOARD REPLACEMENT

Councillors discussed different quotations received and options to replace the damaged noticeboard at Grassmere Parade. A spend of up to £2500 had previously been agreed by Main Council. **Councillor Matthew Copeland proposed acceptance of the Imperium Double Door External Post Mounted Parish Notice Board with Integrated Signage at a negotiated reduced price of £2500 +VAT. This was seconded by Councillor Dave Smart and passed with a majority vote and one abstention.**

F 102. WARM HUB UPDATE

The RFO advised councillors that the Warm Hub had opened on Friday 5th January with 6 attendees. A grant funding application had been successful, and supplies have been purchased. This is being actively promoted via social media.

F 103. FELPHAM COMMUNITY HALL ROOF REPAIR (IN ADDITION TO THAT PREVIOUSLY AGREED IN 2020).

The RFO advised councillors of roof repairs needed to the Community Hall which had resulted in leaks. Quotations are being sought. Councillor Glen Hewlett suggested that the two-yearly inspection could be incorporated into works.

Councillors discussed the changing room areas which have been decommissioned by Arun District Council 6 years ago and the possibility of Felpham Parish Council taking these over. **RFO to email Arun District Council to enquire as to whether this may be possible.**

F 104. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

Councillor Matthew Copeland advised councillors that there will be a progress meeting regarding Felpham Youth Club on Friday 13th January at 10.30am to discuss the end of term report. This will be an agenda item for the February meeting of the Finance Committee.

RFO to forward the report to councillors and any questions are to be directed to the Clerk. RFO to invite Sussex Clubs for Young People/Worthing Homes to attend the February meeting to provide a verbal report to councillors.

Councillor Matthew Copeland advised councillors that the date of Grants Awards evening needs to be timetabled. **Clerk to check whether this would be acceptable to hold during purdah and then a date will be set, or awards sent by post.**

F 105. DATE OF NEXT MEETING: Tuesday 14th February 2023 at 19.15.pm.

The meeting closed at 20.15 pm

Approved.....

Date.....