

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

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 14TH FEBRUARY 2023 AT 7.15 PM.**

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

F 106. APOLOGIES FOR ABSENCE:

Councillor Kevin Watson

F 107. DECLARATIONS OF INTEREST:

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

F 108. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 109. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 10TH JANUARY 2022:

These were approved as a true and accurate record and had been agreed at Main Council on 7th February 2023 for ratification and adoption.

F 110. CLERK'S REPORT:

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

F 111. CORRESPONDENCE/ANNOUNCEMENTS:

None

F 112. COMMUNITY HALL REPORTS:

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

The RFO confirmed that roof repair quotations are actively being sought.

Councillor Paul English requested that a reminder of spending timescales be included in future reports.

F 113. FINANCIAL ACCOUNTS OF THE COUNCIL FOR JANUARY 2023:

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 January 2023.

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 114. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

Councillors discussed the Proposed application for a TRO in Drygrounds Lane.
Councillor Paul English proposed that Felpham Parish Council confirm that they have no objection to the application and this was seconded by Councillor Gloria Moss and voted for by the majority of councillors.

F 115. TO APPROVE THE FELPHAM PARISH COUNCIL POLICIES: TRAINING AND DEVELOPMENT POLICY, GRANT AWARDS POLICY, PUBLIC PARTICIPATION AT MEETINGS GUIDANCE, FELPHAM PARISH COUNCIL ACTION PLAN

Councillors voted to approve the Training and Development Policy, the Public Participation at Meetings Guidance and Felpham Parish Council Action Plan.

Councillor Paul English requested that Chairs and Vice Chairs of committees receive training on both this and Standing Order meeting guidance and that in future meetings Committee Chairs are seated between the Vice Chair and Clerk.

Clerk to add further information regarding the procedure of Grant budget setting to the Grant Awards Policy and this will then be discussed at the next meeting.

Councillors discussed the information held on the Councillor form displayed in noticeboards. It was agreed that personal addresses and mobile numbers did not have to be shown but that Parish Council email addresses would be displayed.

F 116. FELPHAM YOUTH CLUB REVIEW

The RFO confirmed that a review meeting had taken place on Friday 13th January 2023 between councillors and the representative from Sussex Clubs for Young People. There are now between 8 and 10 younger children in attendance on a weekly basis with numbers growing, although the adult/child ratio of 1:8 means that further volunteers will need to be recruited. Councillor Dave Smart reported a positive picture with numbers growing faster than expectation. Councillor Bob Budd commented on an initial lack of engagement due to insufficient advertising but was pleased to see that the club was

developing positively. Councillors agreed that moving forward there would need to be an action plan to recruit more volunteers with a reserve list in case of staff sickness. Termly reports and reviews will continue, and a future review meeting will take place prior to the end of term in July.

F 117. COUNCILLOR ALLOWANCES

The RFO reported that Arun District Council have advised that a 5.29% increase had been offered to District Councillors that that Parish Councils usually follow increases at the same rate, this rate having been defined and accepted by NALC pay scales. A complete review of the Members' Allowances Scheme; Parish Councillors' allowances will be undertaken by the council's Independent Remuneration Panel following the May 2023 Elections – a timetable for this work will be confirmed following the elections and Member induction.

F 118. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

Councillor Matthew Copeland advised councillors that the Clerk had successfully passed CiLCA (Certificate in Local Council Administration) and one salary point will now be added in line with the terms of employment contract.

Councillors discussed the defibrillator at Felpham Methodist Church and the request for assistance that had recently been received.

Councillor Dave Smart proposed that the Clerk write to the Methodist Church and advise them that due to the terms of our current contract we would only be able to accept responsibility for the defibrillator if it were owned by Felpham Parish Council. Subject to the Methodist Church gifting the defibrillator to Felpham Parish Council and confirming that it would remain available to the general public from the current location, it could be owned by Felpham Parish Council, incorporated onto the asset list, be insured and maintained by the Community First Responders as part of the current maintenance programme for all Parish Council defibrillators This was seconded by Councillor Bob Budd and unanimously agreed.

F 119. DATE OF NEXT MEETING: Tuesday 14th March 2023 at 19.15.pm.

The meeting closed at 8.26 pm

Approved.....

Date.....

FINANCE AND ADMINISTRATION FEB 2023 RFO & DEPUTY/CLERKS REPORT

Changing Rooms at Felpham Community Hall

Arun District Council officers have confirmed that they are very keen to see the changing rooms at this facility in use to support outdoor sports provision in the area. Further exploring of opportunities will be taking place in the near future.

Sports Facilities Blakes Mead

A report is being taken to the Environment Committee 27 February 2023 concerning the outstanding outdoor sports facilities at the Blakes Mead development in Felpham.

The report is seeking authority to instead of providing the facilities on site, to bring the site forward as public open space and use an off site sum to improve existing facilities within Felpham. The detail of proposals can be seen in the report which will be accessible on the council's website in the coming week.

Community Highways Scheme - Firs Road, Felpham, Traffic calming

Many thanks for your enquiry.

I can confirm that the Community Highways Scheme proposal to install traffic calming on Firs Avenue has been progressed to form part of our upcoming works programme.

To give you an idea on timescales for delivery of this scheme, the proposal will be subject to a feasibility and design study between now and Sept 23. In Sept 23 we will begin the procurement process, by which contractors can bid to carry out the work. This process usually takes several months. Construction of the scheme will then take place in financial year 24/25, however prior to any works taking place there will be a full consultation period during which we will seek the views of the Parish and the wider local community.

Snooks Corner TRO

Public Consultation for Upper Bognor Road will begin on 16/02/2023.

This is essentially one of the final phases of the Traffic Regulation Order process and it is therefore crucial to the application succeeding. Subsequent to a successful formal consultation, I can then begin to design a works instruction for the parking restrictions to be implemented. All objections and comments made by members of the public will be taken into consideration once the formal consultation commences, as well as the comments of support that are also received.