

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 4TH APRIL 2023**

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

PRESENT: Councillors: Ros Kissell, Graham Matthews, Kevin Watson
Councillors Dave Smart, Gloria Moss (Ex Officio)

At the meeting both the Chair and Vice Chair were away. It was therefore necessary nominate someone to Chair the meeting. Councillor Kevin Watson proposed that Councillor Dave Smart chair the meeting and this was seconded by Councillor Gloria Moss and unanimously agreed.

F 120. APOLOGIES FOR ABSENCE:

Matthew Copeland, Glen Hewlett, Bob Budd, Paul English

F 121. DECLARATIONS OF INTEREST:

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

F 122. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 123. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 14TH FEBRUARY 2023:

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

F 124. 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.

Clerk to contact Community First Responders CFR Team Leader to arrange a meeting to discuss the renewal of the defibrillator maintenance contract. The initial contract was for a period of three years and this now needs review/renewing.

F 125. CORRESPONDENCE/ANNOUNCEMENTS:

The RFO reported that a discount of £1656.00 had been negotiated on the purchase of the four additional coronation benches agreed by Main Council.

F 126. COMMUNITY HALL REPORTS:

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

Councillors discussed the quotations for repairs to the roof at the Community Hall. Councillor Dave Smart enquired whether Arun District Council were responsible for the area above the changing rooms, but the RFO confirmed that responsibility for the fabric of the building lies with Felpham Parish Council. Councillor Dave Smart advised that any works should be carried out by a roofing contractor to ensure adequate warranty for works.

RFO to investigate the possibility of an insurance claim and subject to this, obtain another quotation and add to the next Finance and Administration committee agenda.

Occupancy levels at the hall were discussed. **Hall Assistant to continue to advertise for potential hirers.**

F 127. FINANCIAL ACCOUNTS OF THE COUNCIL FOR FEBRUARY 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 February 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 128. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

Nothing to report.

F 129. GRASSMERE CAR PARK ENTRANCE/TRO

Councillors discussed the potential need for a TRO request to install yellow lines opposite the entrance to Grassmere Car Park. This refers to a request made to us to support/issue a TRO to have double yellow lines on the road opposite the entrance to the Grassmere car park. The suggestion was that the new design to the barriers would mean that larger vehicles may find it difficult to swing wide enough to gain entrance. This was discussed and it was decided that this could not be supported as councillors felt that provision of the yellow lines would hinder the frequent and sometimes urgent need for carers, visitors, doctors etc. who will be visiting local residents in the adjacent complex. Councillors felt that this was a greater and more frequent requirement, especially for the

safety and wellbeing of the local residents. **Clerk to email Arun District Council to inform them of this.**

F 130. TO APPROVE THE FELPHAM PARISH COUNCIL GRANT AWARDS POLICY

This document had been circulated prior to the meeting. The committee was asked to review the new grants awards policy. This was to bring our own policy up to date with recognised good practice.

Councillor Gloria Moss proposed that the Grants Award Policy be formally adopted and placed on the Felpham Parish Council website. This was seconded by Councillor Kevin Watson and unanimously agreed.

F 131. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

Councillors congratulated the RFO on successfully obtaining the CiLCA qualification (Certificate in Local Council Administration) and one salary point will now be added in line with the terms of employment contract.

F 132. DATE OF NEXT MEETING: Tuesday 11th April 2023 at 19.15.pm.

The meeting closed at 7.50 pm.

Approved.....

Date.....