

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 2ND MAY 2023**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 11TH APRIL 2023 AT 7.15 PM.**

PRESENT: Councillors: Matthew Copeland, Glen Hewlett, Paul English, Ros Kissell, Graham Matthews, Kevin Watson
Councillors Dave Smart (Ex Officio)

F 133. APOLOGIES FOR ABSENCE:

Councillors: Bob Budd, Gloria Moss

F 134. DECLARATIONS OF INTEREST:

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

F 135. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 136. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 14TH MARCH 2023:

These were approved as a true and accurate record and had been agreed at Main Council on 4th April 2023 for ratification and adoption.

F 137. CLERK'S REPORT:

The RFO reported that an additional grant of £400 had been received towards running the Warm Hub which will continue until supplies are exhausted. There have been 110 attendances since it started with a nice community feel and a group being formed. Councillor Dave Smart thanked Doug Millen for running the initiative.

Councillors congratulated the Clerk and RFO on successfully obtaining the FiLCA qualification (Financial Introduction to Local Council Administration) and one salary point will now be added in line with the terms of employment contracts.

The RFO advised that a report on the Community Hall roof had been circulated to councillors (see Matters of Urgent Public Importance).

Councillor Paul English expressed concerns that the Community Hall boiler is now out of warranty. **Councillor Matthew Copeland requested that an item be added to the next Finance Committee agenda: To assess the viability of an electric boiler powered by the solar panels and batteries against retention of the existing gas boiler.**

F 138. CORRESPONDENCE/ANNOUNCEMENTS:

None

F 139. COMMUNITY HALL REPORTS:

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

F 140. FINANCIAL ACCOUNTS OF THE COUNCIL FOR MARCH 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 March 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 141. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

The Clerk advised councillors that the yellow lines at Snooks Corner are expected to be in place within the next six weeks.

F 142. SOLAR PANELS ANNUAL PERFORMANCE REPORT

Following receipt of the 4th annual performance report detailing the performance of the solar panels located on the Community Centre roof Councillor Hewlett reported that in the financial year 2023-2024 the financial benefit gained by the installation of these panels will exceed their installation cost. This is 2.5 years ahead of the anticipated payback period calculated at the outset of the project.

It is predicted by the energy suppliers that although the energy cost has fallen back from the peaks reached in early 2022 they are likely to remain much higher than the prices enjoyed prior to the invasion of Ukraine. With this current situation Councillor Hewlett will, with the deputy Clerk (Parish Council RFO) , in the financial year 2023-2024, test the financial viability of installing an electric heater in place of the current traditional gas fired boiler and adding a storage battery to the existing Solar Panel system to run the total heating system. The objective will be to reduce the overall energy running costs of the Community Centre.

F 143. END OF YEAR FINANCIAL CLOSEDOWN AND UPDATE

The RFO reported that this had taken place and balanced as expected ready for the internal audit on May 15th prior to AGAR.

F 144. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

Following discussion by councillors based on the roof report circulated to the committee, Councillor Matthew Copeland proposed that Felpham Parish Council proceed with payment for the repairs needed to the Community Hall roof. This was seconded by Councillor Glen Hewlett and unanimously agreed.

Councillor Matthew Copeland advised the committee that the maintenance fund for the hall was now diminishing and there was a need to set up a specific reserve for maintenance of the Community Hall when this runs out. This reserve would then take over in five years' time to ensure the continuing maintenance of the hall.

Suggest a single figure goes into a reserve now and that is topped up annually.

Councillor Matthew Copeland proposed that as the existing maintenance fund monies are being depleted, a sum of £30,000 be moved from general reserves into earmarked reserves for the future maintenance of the hall for the benefit of Felpham residents. This can be topped up as appropriate and reviewed annually. This was second by Councillor Glen Hewlett and unanimously agreed.

Councillor Glen Hewlett advised councillors that the contested election now taking place will incur a cost to Felpham from Arun District Council. Felpham Parish Council are aware of this charge and have set aside a total of £24,500.00 which will need to be replaced. The final figure will be charged based on a specific amount per resident of Felpham.

F 145. DATE OF NEXT MEETING: Tuesday 23rd May 2023 at 19.15.pm.

The meeting closed at 19.53 pm.

Approved.....

Date.....

