

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 6TH JUNE 2023**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 23RD MAY 2023 AT 7.15 PM.**

PRESENT: Councillors: Steve Baker, Jacki Burton, Bob Budd, Jane Parker

Councillor Rick Parker (Ex Officio)

Councillor Rick Parker nominated Councillor Steve Baker to chair the meeting and as Chair of the Finance and Administration Committee. This was seconded by Councillor Bob Budd and unanimously agreed.

Councillor Jane Parker nominated Councillor Jacki Burton as Vice Chair of the Finance and Administration Committee. This was seconded by Councillor Rick Parker and unanimously agreed.

This decision will be agreed and ratified at Main Council on 6th June 2023.

Councillor Steve Baker opened the meeting and offered his thanks on behalf of the new Finance and Administration Committee to the previous committee for their work.

F 1. APOLOGIES FOR ABSENCE:

Councillors: Glen Hewlett, Russ Marsden-Sear, Pat Young

F 2. DECLARATIONS OF INTEREST:

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

F 3. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

One member of the public was present and raised two questions:

1. Would councillors consider the need for identification by members of the Emergency Resilience Group volunteers?

It was agreed that this would be considered by the new Projects Committee and a response will follow in due course.

2. Would the current Felpham Parish Council defibrillator maintenance contract cover new defibrillators being placed in Felpham schools?

It was confirmed by the RFO that the maintenance of school units would not be covered by Felpham Parish Council but by West Sussex County Council/DFE.

F 4. CLERK'S REPORT:

Attached to minutes.

Councillors unanimously agreed to sponsor Felpham Village Conservation Fete £100.00 towards the children's games area. **Clerk to contact Conservation Society.**

Councillors discussed a possible change to meeting nights and agreed that the Finance Committee would support this proposal, which will now be added to the Main Council agenda.

F 5. CORRESPONDENCE/ANNOUNCEMENTS:

None

F 6. COMMUNITY HALL REPORTS:

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

F 7. FINANCIAL ACCOUNTS OF THE COUNCIL FOR APRIL 2023:

These were circulated 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 April 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 8. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM INCLUDING WORMS LANE TRO:

The Clerk advised councillors that the yellow lines at Snooks Corner are now in place.

Councillors discussed the proposed TRO at Worms Lane and unanimously agreed that there was no objection to this proposal. **Clerk to email County Councillor Jaine Wild to confirm this.**

F 9. END OF YEAR AUDIT AND AGAR

The RFO advised the committee of the positive findings of the end of year audit and report showing a well-ordered system with controls that can be relied upon.

The figures and report will now proceed to Main Council for approval and signatures.

F 10. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

None

DATE OF NEXT MEETING: Tuesday 13th June 2023 at 19.15.pm.

The meeting closed at 7.40 pm.

Approved.....

Date.....

FINANCE AND ADMINISTRATION MAY 2023 RFO & DEPUTY/CLERKS REPORT

Cheque signatories:

There is no current signatory on either of the parish current accounts and in order to make payments, signatories need to be added to both accounts.

Once the Chair of Finance and Administration is appointed, an application for a debit card will be made, as a Councillor will need to be named on the application.

Felpham Village Summer Coronation Fete:

Subject: Felpham Village Coronation Summer fete

Morning Nicky

I was wondering as Felpham PC are not having a stall at the fete this year you might like to sponsor the children's games area? This is then printed in our programme going out to 8000 households. Sponsorship is £100.00 and you provide signage we can put out in the games area. Something like an A board.

Hope council will consider this.

Regards

Pamela

TRO Worms Lane

From: Jaine Wild <jaine.wild@westsussex.gov.uk>

Sent: Thursday, May 11, 2023 10:54 AM

To: Nicola Meaney <N.Meaney@felphampc.gov.uk>

Subject: Worms Lane TRO needed TRO REFERENCE NUMBER 3083689

I have had correspondence from a constituent of my area about illegal parking on a WSCC highway that leads to his cottage called Mow Cottage in Worms Lane. I do know the area well as have walked my dogs there in the past. People go to Worms wood nearby and park in front of a long metal gate that is the highway in question. Apparently this same lane is used by ADC to reach their Sea Defence equipment near to Flansham Park, could Felpham Parish Council support this man on a TRO lines at the gate.

TRO Snooks Corner

Double yellow lines now in place.

Possible Change in Meeting Nights

To move Finance and Administration to 6.15pm on first Tuesday of month.