

***DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN  
COUNCIL MEETING OF 4<sup>TH</sup> JULY 2023***

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & ADMINISTRATION COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL  
ON TUESDAY 13<sup>TH</sup> JUNE 2023 AT 7.15 PM.**

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

**Councillors: Russ Marsden-Sear, Rick Parker (Ex Officio)**

**F 11. APOLOGIES FOR ABSENCE:**

Councillors: Pat Young

**F 12. DECLARATIONS OF INTEREST:**

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

**F 13. QUESTION TIME FROM MEMBERS OF THE PUBLIC:**

None

**F 14. CLERK'S REPORT:**

No report.

**F 15. CORRESPONDENCE/ANNOUNCEMENTS:**

The Clerk reported that a resident in Felpham Road was experiencing poor behaviour exhibited by students from Felpham Community College at the bus stop after school and that contact had been made with the school office.

**F 16. COMMUNITY HALL REPORTS:**

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

The RFO reported that roof work was now complete.

**F 17. FINANCIAL ACCOUNTS OF THE COUNCIL FOR MAY 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 May 2023.

**F 18. ROAD MITIGATION SCHEMES INCLUDING BLAKE'S MEAD ESTATE**

The Clerk advised councillors that West Sussex County Council had been contacted regarding adoption of the roads on the Blake's Mead Estate. They had responded to advise that all the roads within the estate have been adopted, except for those built by Bovis Homes and that the developer is shortly going to remedy construction defects in these roads in order that the County Council can take over and formally adopt them later this year. A further email has been sent requesting additional details of this.

**F 19. FELPHAM PARISH COUNCIL ANNUAL AGREEMENTS AND CONTRACTS**

The RFO outlined the two contracts reviewed annually by Felpham Parish Council for the Lobster Pot/Fisherman's Gardens and St. Michael's Island. It was proposed that on renewal, these be adjusted to become three-year agreements.

**Councillor Glen Hewlett proposed that three-year agreements be prepared with terms of agreement returning to the Finance and Administration Committee and thereafter proceeding to Main Council. This was seconded by Councillor Bob Budd and unanimously agreed.**

**F 20. PARISH GRANTS AND GRANTS PROCESSES**

Councillors discussed the existing grants process and the need to adjust this to respond in a timely fashion to local groups in need. It was agreed that a Grants Working Party be convened to examine the process and Councillors Russ Marsden-Sear and Councillor Bob Budd will work with the RFO to prepare a new Grant Awards process.

Councillor Russ Marsden-Sear reported to councillors that he had recently visited the Felpham Sea Cadets with Councillor Rick Parker and attended the Divisions & Awards Night with a very positive report of the activities and behaviour of the cadets. The Sea Cadets building is in a very poor state of repair with water ingress through the roof and the disabled access currently unusable until repaired.

**Councillor Rick Parker proposed that on receipt of a satisfactory application, a £3000 emergency grant be made from General Reserves for roof repairs with an additional £1000 of match funding towards repair of the disabled access. This was seconded by Councillor Bob Budd and unanimously agreed. On receipt of the application, this will proceed to Main Council for ratification.**

**F 21. FELPHAM COMMUNITY HALL YOUTH CLUB**

The RFO reported on the progress with the Youth Club and proposed funding that would be required next year. Once clarification has been received on the funding required, this will be brought back the Finance Committee.  
New volunteers are needed and will receive training and DBS checks.

**F 22. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):**

Councillor Glen Hewlett advised councillors of the success of the solar panels on the Community Hall roof and requested permission from the committee to prepare a business case for battery storage and an electric boiler which was unanimously agreed.

**DATE OF NEXT MEETING: Tuesday 11<sup>th</sup> July 2023 at 19.15.pm.**

The meeting closed at 8.30 pm.

Approved..... Date.....