

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN  
COUNCIL MEETING OF 6<sup>TH</sup> FEBRUARY 2024**

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & ADMINISTRATION COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL  
ON TUESDAY 9<sup>TH</sup> JANUARY 2024 AT 5.30 PM.**

**PRESENT:**

**Chair: Councillor Steve Baker**

**Vice Chair: Jacki Burton**

**Councillors: Glen Hewlett, Jane Parker, Pat Young**

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

**F 81. APOLOGIES FOR ABSENCE:**

Councillor Bob Budd

**F 82. DECLARATIONS OF INTEREST:**

None

**F 83. QUESTION TIME FROM MEMBERS OF THE PUBLIC:**

None

**F 84. RFO/CLERK'S REPORT:**

This was circulated to all councillors prior to the meeting.

The RFO reported that the Warm Hub run by Felpham Parish Council starts on 11<sup>th</sup> January 2024.

**F 85. CORRESPONDENCE/ANNOUNCEMENTS:**

None

**F 86. COMMUNITY HALL REPORTS:**

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

**F 87. FINANCIAL ACCOUNTS OF THE COUNCIL FOR DECEMBER 2023:**

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

The RFO reported that an additional baby changing unit is currently being fitted.

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 December 2023.

**It was RESOLVED that the accounts as presented, be approved as a true and accurate record and that bank balances were agreed against reconciliation and to recommend to Main Council the expenditure as shown on the report.**

**F 88. TO AGREE UPLIFT TO COUNCILLORS' ALLOWANCES**

See attached Clerk's Report.

The RFO reported the recent recommendations by Arun District Council to councillors who discussed the potential uplift.

**Councillor Rick Parker proposed that councillors agree the uplift to Councillor's Allowances in line with guidance. This was seconded by Councillor Jane Parker and passed with four votes for, two against and one abstention. This will now proceed to Main Council for ratification.**

**F 89. FELPHAM YOUTH CLUB**

A report was circulated to all councillors prior to the meeting. Councillors discussed the slight decline in attendance, but the RFO reported that the new activity tables have attracted interest. This is currently financed until July and was budgeted for previously.

**F 90. FELPHAM CAR PARKS**

Councillor Steve Baker advised councillors that a further meeting was held with Arun District Council Officers and that this will be an agenda item for the February meeting with a report to be produced and shared by Arun District Council prior.

**F 91. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):**

None

**DATE OF NEXT MEETING: Tuesday 6<sup>th</sup> February 2024 at 5.30 pm**

The meeting closed at 5.55 pm.

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

**RFO/Clerk's report to F&A / Main Council 9/1/24**

**Councillor Allowances**

Dear Town/Parish Clerk

As you will be aware in November it was announced that a lump sum of £1,925 would be applied to staff with the salary band 2 to 43. It was also announced that for bands above scale 43 a percentage of 3.88% would be applied to these salary bands – usually a percentage award is confirmed to cover all salary bands. You will also be aware that the Members' Allowances Scheme, as approved by Council in July 2019, resolved that the Basic Allowance and all Special responsibility Allowances (SRAs) would be increased in line with staff pay awards.

Following discussions, the Panel has decided that a percentage of 5.72% will be added to the Basic Allowance and all other SRAs in line with the Members' Allowances Scheme. The 5.72% has been agreed as this is the total average percentage (excluding apprenticeships, Directors and the CEO).

This means that the District Basic Allowance has been increased with immediate effect from £6,033 to £6,378.

You are now being informed as a Town/Parish Council – as some Councils chose to pay their Members an allowance known as the parish basic allowance equating to 10% of the District Basic Allowance. I can confirm that no other changes have been made to Travel and Subsistence payments or any other parts of the Members' Allowances Scheme.

**Community Highways Application Limmer Lane**

**Enquiry 3089520 Community Highway Scheme (CHS) application Limmer Lane**

As I hope you can appreciate, we have received a lot of CHS applications this year far more than we could deliver. Unfortunately, the Limmer Lane traffic calming as submitted did not pass the initial assessment which is a key requirement in the CHS process.

The reason the application could not be considered was because most traffic calming features are typically used to resolve speeding issues or encourage road users to use alternative routes should such a route exist and we generally do not consider buildouts or speed humps unless there is evidence of a significant safety issue. If buildouts were to be installed then it could increase pedestrian conflict with vehicles or in the case of speed humps cause noise and vibration and other issues.

Should additional supporting information become available, or you wish to make a revised application in the future then we could potentially reconsider this application. An example would be if a material changes to circumstances occurred since the original application was made, such as a new external funding opportunity has arisen.