

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 2ND APRIL 2024**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 5TH MARCH 2024 AT 5.30 PM.**

**PRESENT: Chair: Councillor Steve Baker
Councillors: Bob Budd, Jacki Burton, Glen Hewlett, Jane Parker, Pat Young
Ex Officio Councillors: Russ Marsden-Sear, Rick Parker**

F 105. APOLOGIES FOR ABSENCE:

None

F 106. DECLARATIONS OF INTEREST:

None

F 107. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 108. RFO/CLERK'S REPORT:

Attached to the minutes.

F 109. CORRESPONDENCE/ANNOUNCEMENTS:

Councillors received an update on the Felpham Emergency Resilience Group Working Party Remit and meeting notes.

F 110. COMMUNITY HALL REPORTS:

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

F 111. FINANCIAL ACCOUNTS OF THE COUNCIL FOR FEBRUARY 2024:

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 February 2024.

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.

The RFO outlined the end of year financial processes.

F 112. TO AGREE DONATION OF UNUSED COUNCILLOR ALLOWANCES

Deferred.

F 113. TO AGREE A DATE FOR A COMMITTEE INSPECTION OF ST. MICHAEL'S ISLAND

Councillors agreed that a condition appraisal will be scheduled in April for members of the Finance and Administration Committee with an additional date in May for other councillors to visit the island should they wish.

F 114. 5TH YEAR REPORT ON THE PERFORMANCE OF THE SOLAR PANELS

Councillor Glen Hewlett reported the information from the 5th year report to councillors (attached to minutes).

F 115. TO ADOPT NALC GREEN BOOK UPDATED FELPHAM PARISH COUNCIL STAFF CONTRACTS AS ISSUED 2024

Councillor Russ Marsden-Sear proposed that Felpham Parish Council adopt the NALC Green Book updated Felpham Parish Council staff contracts as issued 2024. This was seconded by Councillor Bob Budd and unanimously agreed.

F 116. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

The RFO advised that additional supportive paperwork for a grant request has been received and that this will now return to the Grants Working Party for consideration at the meeting scheduled for Thursday 21st March at 6pm

The meeting closed at 17.57 pm.

DATE OF NEXT MEETING: Tuesday 2nd April 2024 at 5.30 pm

Approved.....

Date.....

RFO & Clerk's Report 5th March 2024

Changes to Arun District Council's free car parks in Felpham and Middleton-on-Sea

From 1 April 2024, Arun District Council propose the introduction of a new maximum free stay period within Grassmere (Felpham), Links Avenue (Felpham) and Shrubbs Field (Middleton-on-Sea) free car parks.

It is proposed that the maximum free parking times will be changing with a no return period also being introduced. Please see the new free parking times and no return periods below:

Grassmere car park – 8 hours free parking, no return within 2 hours.

Links Avenue – 2 hours free parking, no return within 6 hours.

Shrubbs Field – 8 hours free parking, no return within 2 hours.

Visitors will need to obtain a free-of-charge ticket from a ticket machine located within the car parks. The ticket must be clearly displayed on the dashboard.

Blue Badge holders can continue to park within all Arun District Council car parks all day, without obtaining a ticket, as long as a valid Blue Badge is clearly displayed.

Introducing the ticket machines would enable us to collect usage data on these car parks. This data can be used to inform decisions taken by Arun District Council, in partnership with the parish councils, regarding any future changes to the car parks.

The changes would also deter abuse of the car park, allowing a greater turnover of vehicles and will identify abandoned vehicles earlier, enabling their removal, ensuring availability for residents and visitors.

We have noticed that there has been speculation about the cost of the machines and their installation and maintenance. We can confirm the installation cost is £150 per machine, not the £3000 that has been shared. The machines themselves are stock and are therefore not an additional cost to the council. The ongoing maintenance and restocking of the machines will be encompassed under our existing car park contract.

You can read more information here [Free car parks – Felpham and Middleton-On-Sea FAQs | Arun District Council](#)

If you have any questions regarding the above changes, or comments to make on the proposals, please contact car.parks@arun.gov.uk by 21 March 2024.

Limmer Lane

Clerk to meet with WSCC Highways Engineer with a view to assessing the road markings, and to see if there is potential for a few repeaters @ key locations.

Martyn's Law

Premises in the Standard Tier (capacity between 100-799) will be required to take steps to ensure preparedness for, and protection from, terrorist attacks.

Report on the performance of the Solar Panels fitted on the Felpham Community Centre Roof

This is the fifth annual report on the performance of the solar panels fitted to the Community Centre roof. FPC installed and commissioned solar panels on the Community Centre roof by the 31st January 2019 at a cost of £14,000 and secured a contract by which FPC are paid for the amount of electricity it generates and exports. This Feed in tariff (FIT) is paid to the Council quarterly.

The headline figures for the year 1st February 2023 until 31st January 2024 are:

- a. Electrical saving in kWh – **8128 kWh** or **40.1%** of our 2018 electrical consumption;
- b. Financial saving against expenditure for 2018 electrical consumption is no longer relevant as the per unit energy cost with the recent (2022 rapid increase in global energy costs mainly due to the conflict in the Ukraine) has increased from 12.3p per kWh daytime in 2018 to 38.39p per kWh under the current contract (2024) – **an increase of 312%**. This makes any comparison on cost terms against 2018 expenditure meaningless;
- c. Financial saving against what the true cost of 2023 electrical consumption would have been without the fitting of solar panels reflecting tariff change – **£2883**;
- d. Quantity of Electricity exported to the National Grid – **15385 kWh** or **75.91%** of our 2018 electrical consumption;
- e. Payments received from Electrical generators (FIT) - **£1,190.49**

I would suggest that the most important savings are those set against what we would have used and spent without the panels being in situ (c). For the year our electrical saving was **8128 kWh** and our financial saving was **£2883**. In addition we have exported **15385 kWh** of power generated from a renewable resource to the National Grid. This is the equivalent of **6.020** tonnes of CO₂ ($8128 * 0.256$) + ($15385 * 0.256$) which has not been emitted to the atmosphere.

From the above utilising the actual savings that we made and the FIT income we received (**£1,190.49**) we have secured gives a cost benefit of **£4073.49**

Adding this to the confirmed cost benefit of 2019 (**£2502**), 2020 (**£2845**), 2021 (**£2932**) and 2022 (**£3736**) we have enjoyed to date from installation a total cost benefit of **£16088**.

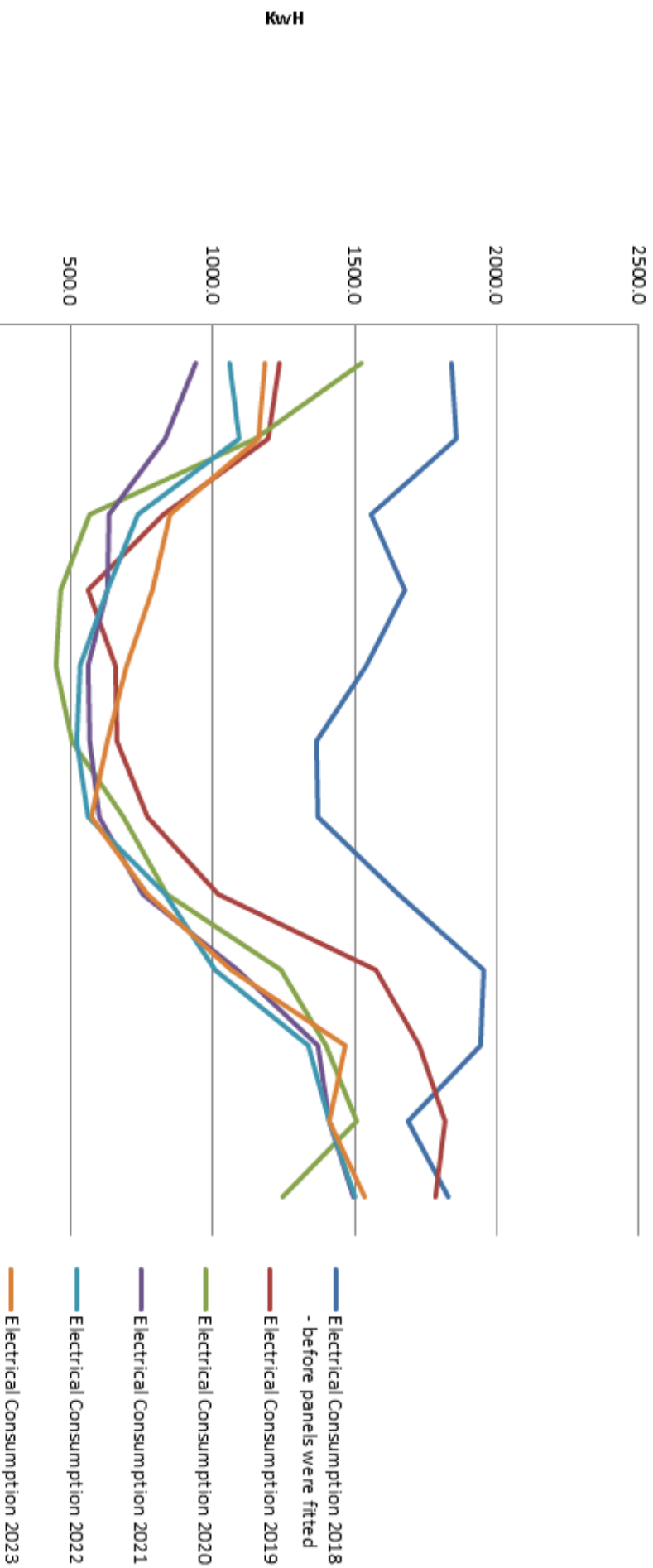
Therefore payback now = **4.585 years**. Crudely this will mean that we have returned our initial outlay by, approximately, the middle of July 2023. Over this is a year (actually 15months) earlier than we had anticipated. The assessed payback at the time of the evaluation of the tender returns was **5.76 years**. Our original target based on manufacturer's sale information was circa 7 years.

Our Return on Investment (**ROI**) (annual Nett benefit/cost) = $((£16088/£14000)/5) = 22.98\%$. This compares to the assessed payback at the time of the evaluation of the tender returns of **17.97%**.

A graph is attached for information

Glen Hewlett CEng MA BEng (Hons) FIMechE

Community Hall Electrical Consumption



Year	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan
Electrical Consumption 2018 - before panels were fitted	1843.0	1857.3	1557.3	1674.4	1539.3	1364.1	1369.9	1656.2	1951.8	1940.8	1685.9	1828.2
Electrical Consumption 2019	1233.9	1195.6	826.3	559.8	656.9	661.5	768.6	1019.5	1573.3	1728.4	1816.5	1786.3
Electrical Consumption 2020	1524.2	1149.9	564.8	466.4	446.4	504.0	688.5	837.9	1243.6	1398.2	1507.20	1249.4
Electrical Consumption 2021	940.0	833.0	638.0	629.4	564.2	567.0	599.0	756.4	1087.9	1370.3	1409.0	1495.1
Electrical Consumption 2022	1061.5	1096.1	737.2	629.4	531.9	521.0	559.5	832.1	1011.0	1337.5	1408.5	1502.5
Electrical Consumption 2023	1187.2	1160.4	851.2	785.9	697.1	631.9	575.1	770.0	1064.8	1467.3	1412.5	1536.9