

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 1ST OCTOBER 2024**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 3RD SEPTEMBER 2024 AT 5.30 PM.**

**PRESENT: Chair: Glen Hewlett, Vice Chair: Councillor Russ Marsden-Sear
Councillors: Bob Budd, Kirsty Halls, Pat Young**

F 36. APOLOGIES FOR ABSENCE:

Councillors: Antony Bassett, Emma Aylward, Jules Verhulpen

F 37. DECLARATIONS OF INTEREST:

None

F 38. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 39. RFO/CLERK'S REPORT:

Biodiversity Net Gain Report

Now a part of UK legislation, biodiversity net gain (BNG) is set to become a mandatory consideration for all development projects in England, with very few exceptions. It acts as a planning condition and policy requirement of planning consent, causing a significant impact on the decision-making process of local planning authorities as they determine whether planning permissions are granted or refused.

As a result, delivering BNG will become an integral part of almost all planning applications moving forward in the eyes of local authorities, and developers will be required to factor in a consideration to improve biodiversity as part of their pre-development plans.

St Michael's Island may be able to be incorporated in this for a term of 30 years and funding would be received. A report will be required into the suitability of this area.

Councillor Glen Hewlett advised that a fully auditable option appraisal will be required into St. Michael's Island.

RFO to undertake further investigations.

Following the End of Year Audit Report, Councillor Glen Hewlett congratulated the RFO and for a successful audit.

F 40. CORRESPONDENCE/ANNOUNCEMENTS:

Councillor Glen Hewlett advised councillors that new electric vehicle (EV) charge points are proposed for the Upper Bognor Road and that a four-week consultation will run from 4 September until 2 October.

F 41 FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE

Councillor Glen Hewlett advised councillors that a meeting had been held with Ferg representatives to consider allocation of additional FERG storage. As this would affect hiring storage for the hall, approach has been made to Arun District Council for the use of the changing rooms.

The RFO has assisted with a grant request made for funding to support this initiative.

Note was made of the recent comments on Felpham Matters regarding the Climping Fire. FERG have issued a response to residents as follows:

'Felpham Emergency Resilience Group (FERG) functions as a working group within the frame work of a caring and enthusiastic Felpham Parish Council .

*Our dedicated volunteer team is trained to respond following adverse incidents, **when requested** by the statutory Services in addition to assist vulnerable residents facing domestic emergencies. Example: In excess of 10000 responses were made during and following the pandemic.*

We were not requested to provide assistance following the recent fire. All forms of media is routinely used to communicate urgent safety information quickly over some distances including news broadcasts.

We continue to increase our numbers and warmly invite folk to join us in support of your community and beyond'.

F 42. COMMUNITY HALL REPORTS:

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

The latest feed in tariff figures generated by the solar panels are £443.05 from 1st March to 3rd June.

The RFO reported that Worthing Homes/Together Arun did not win ongoing National Lottery funding but that volunteers have asked whether activities could continue on a Thursday morning free of charge whilst funding is sought. This would equate to a loss in hall hire of £67.55 per week.

It was agreed with the RFO Community Hall Manager that free provision is made on a Thursday morning until Christmas whilst applications for grants are made.

F 43. FINANCIAL ACCOUNTS OF THE COUNCIL FOR JULY/AUGUST 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 July/August 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.

F 44. TO APPROVE GRANT AWARD RECOMMENDATIONS OF THE GRANTS WORKING PARTY FOR RATIFICATION BY MAIN COUNCIL

The grants working party had recommended the following awards:

Bishop Tufnell School: £1000.00 to support 'The Harbour' which needs to be fitted out with therapeutic, engaging and appropriate resources to enable the children to develop.

Home Start £500.00 to enable volunteers to give practical and emotional help to families in the Felpham area.

A further grant request could not be considered as it did not meet the requirements for a grant application.

Councillor Bob proposed that councillors approve the grant award recommendations of the Grants Working Party for ratification by Main Council. This was seconded by Councillor Russ Marsden-Sear and unanimously approved.

F 45. BUDGET SETTING

The RFO explained the annual budget setting process which forms a legal document to request a precept. Any increase/decrease must be accounted for. Committees approve their budgets over the next two months, and this is approved and ratified by the Main Council in December for submission to Arun District Council. This will form an agenda item for forthcoming meetings.

The Felpham Parish Council internal audit is scheduled to take place in October.

Election costs have been requested by Arun District Council of £22,000 which will be taken from earmarked reserves held for this purpose, but these will now need to be replaced and so careful consideration will need to be made regarding any additional spending by each committee.

F 46. TO ADOPT THE UPDATED FINANCIAL REGULATIONS PRODUCED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) IN APRIL 2024 (DISTRIBUTED MAY 2024)

Councillor Russ Marsden-Sear proposed that councillors approve the adoption of the updated Financial Regulations produced by the National Association of Local Councils (NALC) in April 2024 (distributed May 2024). This was seconded by Councillor Bob Budd and unanimously agreed.

F 47. TO CONSIDER AND APPROVE, IF APPROPRIATE, COMMUNITY HALL REAR WINDOW PROTECTION.

The RFO reported that investigations have been made into replacing the broken glass at the rear of the hall. The office breakage occurred during hot weather. A grant has been obtained of £1300.00. The cost to replace and cover the windows in protective plastic is £2702.00 as opposed to glass replacement of £300.00. **As further breakages may not occur, councillors agreed that the glass just be replaced currently and should any further issues occur, then the plastic be fitted.**

F 48. ROAD MITIGATION SCHEMES

The Clerk updated councillors on TRO/Community Highways application processes and requirements.

F 49. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

The meeting closed at 18.09 pm.

DATE OF NEXT MEETING: Tuesday 1st October 2024 at 5.30 pm

Approved.....

Date.....