

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 3RD DECEMBER 2024**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 12TH NOVEMBER 2024 AT 5.30 PM.**

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

F 50. APOLOGIES FOR ABSENCE:

Councillors: Emma Aylward Jules Verhulpen

F 51. DECLARATIONS OF INTEREST:

None

F 52. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 53. RFO/CLERK'S REPORT:

Local Government Pay Agreement:

The Local Government Services Pay Agreement for 2023/24 has been reached and budgeted for. This equates to an increase of 2.6% or 66p per hour. All staff are on NALC contracts, and this will be backdated to 1st April as per the award decision.

Street Lights:

The streetlight on the footpath leading from Felpham Way to Felpham Road past St. Mary's Church has now been repaired by Enerveo at a cost of £222.48.

F 54. CORRESPONDENCE/ANNOUNCEMENTS:

Councillor Glen Hewlett reported on the West Sussex County Council decision to continue funding A259 design works from reserves.

The Clerk reported on a complaint from a resident to MP Alision Griffiths regarding the recent fibre works in Felpham and City Fibre's failure to adhere to permitted operational hours of work.

F 55. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE:

'Training for our volunteers continues apace. Since our last update we have continued to benefit from presentations from external organisations expanding on the overall knowledge now available to the group.

FIRST AID TRAINING: SECAM:

This was a presentation delivered by SECAM. It covered basic first aid and also CPR and use of a defibrillator. It was a hands-on session with those attending given the opportunity to practice several techniques and also to use a defib.

PLANNING AND RESPONDING TO MAJOR EMERGENCIES.

This was a talk which explored the many tiers of responsibility behind planning and responding to major emergencies within the health sector.

FURTHER PLANNED SESSIONS:

October 15th HM Coastguard.

November 19th Sussex Police.

Other items to note:

Accommodation/storage

Work is progressing on gaining permission to relocate our equipment into the unused facilities at the Community Hall.

Grant application.

FERG was advised of a potential grant which may be available to us. Dave S researched this and completed the exhaustive application form. Doug M the RFO then provided supporting evidence to this application.

A key requirement of the application was for us to be able to demonstrate that we have a system and process already in place and that any successful grant is used supplement equipment that FERG has already identified/ordered.

Equipment.

An order is pending for our first batch of equipment. This includes emergency grab bags, first aid kits, bump hats and some other smaller items. These all fall within the allocated budget for FERG and have been included within the above-mentioned grant application as an indication of our own commitment to emergency resilience.'

F 56. COMMUNITY HALL REPORTS:

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

F 57. FINANCIAL ACCOUNTS OF THE COUNCIL FOR SEPTEMBER/OCTOBER 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 September/October 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 58. AGAR AND ANNUAL CONCLUSION OF AUDIT AND INTERIM INTERNAL AUDIT

The conclusion of audit which had previously been circulated to all councillors and been available online since July, was discussed by the RFO with details of the process being given to councillors who discussed and examined the conclusions at length.

Councillors offered their thanks to the RFO, Clerk and Community Hall Assistant for their work on both this and the interim internal audit.

F 59. BUS SHELTERS

The Clerk reported on works to the bus stop opposite Flansham Health Centre at the junction of Park Drive following a complaint from a resident. This was instructed at a cost of £650 inc.

A further request was received by a resident for a bus stop on Felpham Way opposite the school bus stop at the Downview lights. Councillors were not able to consider this request due to budgetary restrictions.

F 60. SEA CADETS GRANT AWARD

Felpham Parish Council had previously resolved to pay the builder £2000 + VAT directly for works to the Sea Cadet's roof but the invoice has been paid in full and the Sea Cadets requesting direct reimbursement. This payment will be for £2000.00 only.

Councillor Russ Marsden-Sear proposed that the grant payment of £2000.00 be made directly to the Sea Cadets. This was seconded by Councillor Kirsty Halls and unanimously agreed.

F 61. GRANT AWARDS POLICY

Councillor Glen Hewlett advised councillors that the grants budget for this financial year has been spent and that all current applications will now be deferred to April 2025. It is recommended that the Grant Award's Policy be reviewed and Councillor Glen Hewlett, the Clerk and RFO will draft a new policy that will be circulated in advance of the February finance meeting.

F 62. BIODIVERSITY GAIN/HORSEFIELD

The RFO reported that the companies that were investigated and offered land banking were found to only advertise packages to potential developers. Speaking with other professional companies that offer this facility, the minimum package area is 20 acres.

The Clerk/RFO are currently investigating possible grants to maintain the area as a biodiverse habitat.

Advice was received that cutting a hole in the existing gate would create a Health and Safety risk and allow predators onto the island where there are protected species. The gate has been in position for over two years meaning that there is no current interference to established hedgehog territories and other suitable habitats exist in the immediate vicinity.

Arun and Rother Rivers Trust asked whether Felpham Parish Council would consider installing bat boxes on St. Micheal's Island and this will form an agenda item at the next Allotments and Open Spaces meeting.

F 63. CODE OF CONDUCT

Councillor Glen Hewlett reminded councillors that council work is done by democratic committee decision and that the decision of the committee is final. Councillors should not seek to undermine a decision made by Felpham Parish Council.

F 64. BUDGET SETTING

It was proposed by Councillor Glen Hewlett and seconded by Councillor Russ Marsden-Sear that this item be closed to the public (Public Bodies (Admission to Meetings) Act 1960 and Local Govt Act 1972 7.6 (b) ss 100 and 102) due to its confidential and contractual sensitivity. This was unanimously agreed.

Councillors discussed the proposed budget in closed session.

Councillor Glen Hewlett proposed that the RFO recommendations on budget, prepared with Committee Chairs, are approved and will now proceed to Main Council for ratification. This was seconded by Councillor Russ Marsden-Sear and unanimously agreed.

F 65. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

The meeting closed at 6.15 pm.

DATE OF NEXT MEETING: Tuesday 3rd December 2024 at 5.30 pm

Approved.....

Date.....