

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN  
COUNCIL MEETING OF 4<sup>TH</sup> FEBRUARY 2025**

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & ADMINISTRATION COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL  
ON TUESDAY 7<sup>TH</sup> JANUARY 2025 AT 5.30 PM.**

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

**F 80. APOLOGIES FOR ABSENCE:**

Councillors: Emma Aylward, Bob Budd, Jules Verhulpen, Pat Young

**F 81. DECLARATIONS OF INTEREST:**

None

**F 82. QUESTION TIME FROM MEMBERS OF THE PUBLIC:**

None

**F 83. RFO/CLERK'S REPORT:**

The Clerk reported that the two defective solar lights on the promenade are due to be repaired on 17<sup>th</sup> January.

There have been complaints from residents regarding the state of repair of the roads in the village and the Clerk has contacted West Sussex County Council regarding this. West Sussex County Council have advised that 'we have recently raised safety jobs for a few potholes on Felpham Road. In addition to this, both Felpham Road and Upper Bognor Road have been added to our 'Find & Fix' list. This resource is aimed at repairing all defects in a road, including those that do not meet investigatory level. I cannot advise when the find and fix work will be completed, but I will let you know if I am given a date in advance of the works. In respect of longer-term works, both roads are pending assessment by our Carriageway and Footway team. Once assessed, the team will then know where the roads sit, countywide, in terms of a future surfacing treatment.'

**F 84. CORRESPONDENCE/ANNOUNCEMENTS:**

Councillors had previously agreed that Felpham in Focus articles will now appear less frequently to reduce costs. **RFO to advise Felpham in Focus**

**F 85. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE:**

Dave Smart, Joint Lead FERG, provided an end of year update to the Finance and Administration Committee, a copy of which is available on the website:  
<https://felphampc.gov.uk/felpham-parish-council/agendas-and-minutes/>

**RFO to forward details of remaining FERG budget.**

**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 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 December 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 88. COUNCILLOR ALLOWANCES: ANNUAL INCREASE**

Councillor Glen Hewlett advised councillors of the announced increase to Councillor allowances from Arun District Council. Parish Councillors typically receive 10% of the District Councillor allowance and this would equate to an annual increase of £24.60 per councillor.

Councillor Kirsty Halls queried whether this increase must be taken considering budgetary pressures. Councillor Glen Hewlett advised that the allowance is an entitlement. Following discussion, it was agreed that the Finance and Administration remained undecided on acceptance of the increase and that this will now be added to the Finance and Main Council agendas next month for further discussion.

**F 89. TOGETHER ARUN / STAY AND PLAY REVIEW AND UPDATE**

The RFO outlined details of the request by Stay and Play for continued free use of the hall from January 2025. No grant request has been received or self-funding arranged to date. Jiggly Wrigglers will now be taking the slot that was used by Stay and Play.

**Considering the failure of the group to obtain funding, Councillor Kirsty Halls proposed that councillors refuse further free hall use for Stay and Play but that this may be reviewed should the group become self-funding. This was seconded by Councillor Glen Hewlett and unanimously agreed.**

**F 90. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):**

Councillor Kirsty Halls requested that investigations be made into installing a tea/coffee machine in the foyer.

**Community Hall Assistant to investigate**

**DATE OF NEXT MEETING: Tuesday 4<sup>th</sup> February 2025 at 5.30 pm**

Approved.....

Date.....