

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 4TH MARCH 2025**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 4TH FEBRUARY 2025 AT 5.30 PM.**

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

F 91. APOLOGIES FOR ABSENCE:

Councillors: Emma Aylward, Jules Verhulpen

F 92. DECLARATIONS OF INTEREST:

None

F 93. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 94. RFO/CLERK'S REPORT:

The RFO advised councillors of the increased cost of Felpham in Focus articles, which amounted to approximately £3000.00 last year. Star of the Sea advertising costs would be approximately £500.00 per year.

Councillor Bob Budd to contact Star of the Sea editor to arrange.

F 95. CORRESPONDENCE/ANNOUNCEMENTS:

None

**F 96. NOMINATION OF COUNCILLOR GLORIA MOSS ONTO THE FINANCE AND
ADMINISTRATION COMMITTEE.**

Councillor Antony Bassett proposed that Councillor Gloria Moss be elected a member of the Finance and Administration Committee. This was seconded by Councillor Bob Budd and was unanimously agreed.

F 97. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE INCLUDING CONSIDERATION OF COMMUNITY HALL BEING USED AS A REST CENTRE

Equipment storage:

Relocation of equipment from the hall storeroom to the allocate room in the changing facilities has been completed.

Grant money from SSEN:

This money is now in the PCs accounts and will be spent as per the grant application for equipment for FERG.

Currently volunteers are being requested to submit their sizes so that clothing appropriate to their needs is ordered.

It is planned to issue this on a personalised basis, which in turn will speed up and simplify response times as volunteers will already be in possession of the key elements of PPE.

All clothing will be clearly marked "FELPHAM EMERGENCY RESILIENCE GROUP" as per the requirement of the grant application.

Other equipment:

Some outstanding items for the residual FERG budget from the Parish Council are still awaited so hopefully they will be obtained asap.

Additional grant application, Projector:

Gloria Moss has, with the assistance of Justy Grant, our local PCSO submitted a grant application for a portable projector. This will allow FERG representatives to go out into the community and neighbouring parishes to deliver presentations on the need for other areas to form their own resilience groups.

The latest information is that this grant has been approved is awaiting sign off.

January 2025 training session:

Our first training session for 2025 took place on Tuesday 21st January. It was well attended. It took the form of a tabletop exercise testing the knowledge of those present. The scenario, a fictitious, but entirely possible incident in the middle of Felpham presented those preset with evolving challenges. Questions were asked of each group and debate flowed freely.

February's training will be a presentation by an external organisation.

The group continues to be led by Gloria Moss (BEM), supported by Dave Smart The report will be made available in the Meeting Associated Documents folder on the Felpham Parish Council website.

Discussions of the viability of the Community Hall becoming a rest centre took place, with concerns raised regarding the suitability of the building and insurances required. It was suggested that contact be made with Arun District Council to investigate and assess criteria.

F 98. COMMUNITY HALL REPORTS:

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

F 99. FINANCIAL ACCOUNTS OF THE COUNCIL FOR JANUARY 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 January 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 100. COUNCILLOR ALLOWANCES: ANNUAL INCREASE

The RFO reported the recent recommendations by Arun District Council to increase councillor allowances. Councillors discussed the potential uplift from £663.80 to £688.40 (10% of ADC Councillor Allowances) from April.

Councillor Glen Hewlett advised that it was a personal choice as to whether to take the allowance and that many councillors donate their allowances to charity or good causes.

Councillor Antony Bassett proposed that councillors accept the Councillor Allowance increase to £688.40. This was seconded by Councillor Glen Hewlett and agreed by the majority of councillors with one vote against.

F 101. TO AGREE I.T. SUPPORT CONTRACTOR FOR 2025/26

Three quotations had been obtained for consideration by councillors. Following negotiations by the RFO with the current provider, they have agreed to reduce their quotation to be much more competitively priced in line with previous years' pricing and on an ongoing basis. Councillors agreed that the RFO renew the current IT support contract.

F 102. TO CONSIDER PROCESS AROUND ACCEPTANCE OF APOLOGIES

Guidance from Arun District Council and SLCC advises that acceptance of apologies should not take place routinely. In very exceptional circumstances, just prior to the six-months, an application can be made to full council, but if a councillor is not able to fulfil their role and represent residents at least once in six months, they should step down and can then stand as a councillor again later if they are able to do so.

Councillor Kirsty Halls proposed that councillors agree the revised process that no apologies for absence will be accepted and that the 6-month rule will apply to all absences. This was seconded by Councillor Bob Budd and unanimously agreed.

F 103. TO CONSIDER/AGREE ADDITIONAL SAVINGS ACCOUNT OPTIONS TO PROTECT FUNDS OVER £85000 (THE FINANCIAL SERVICES COMPENSATION SCHEME (FSCS))

The RFO advised that the Monmouthshire savings account was now closed. The new precept payment may put us over the £85,000 amount but as this is paid in two halves, it can be held in the two accounts and still be under the threshold. Redwood Bank currently offer the best rates and investigation is being made into opening an account.

F 104. TO AGREE THE NEW GRANTS AWARD POLICY FOR ADOPTION AND RATIFICATION AT MAIN COUNCIL

The revised Grants Award Policy had been circulated to all councillors prior to the meeting.

Councillor Russ Marsden-Sear proposed that councillors adopt the new Grant Awards Policy. This was seconded by Councillor Kirsty Halls and unanimously agreed.

F 105. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

It was agreed that Donation of Councillor Allowances will form an agenda item at Finance and Main Council next month.

DATE OF NEXT MEETING: Tuesday 4th March 2025 at 5.30 pm

Approved.....

Date.....