

**DRAFT *SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN  
COUNCIL MEETING OF 6<sup>TH</sup> MAY 2025***

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & ADMINISTRATION COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL  
ON TUESDAY 8<sup>TH</sup> APRIL 2025 AT 5.30 PM.**

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

**F 116. APOLOGIES FOR ABSENCE:**

Councillors: Emma Aylward, Antony Bassett, Jules Verhulpen

**F 117. DECLARATIONS OF INTEREST:**

None

**F 118. QUESTION TIME FROM MEMBERS OF THE PUBLIC:**

None

**F 109. RFO/CLERK'S REPORT:**

The RFO reported that a substantially cheaper gas rate has been negotiated from 1<sup>st</sup> December 2024.  
End of year close down has taken place, and the internal end of year audit will take place on 15<sup>th</sup> May prior to AGAR (Annual Governance and Accountability Return).

**F 119. CORRESPONDENCE/ANNOUNCEMENTS:**

None

**F 120. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE**

This month FERG held a management meeting and next month Chris Scott (Assistant Manager - Resilience & Emergencies Team WSCC) and the new Bognor Regis Fire Station manager will attend the FERG meeting.

**F 121. COMMUNITY HALL REPORTS:**

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

## **F 122. FINANCIAL ACCOUNTS OF THE COUNCIL FOR MARCH 2025:**

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 March 2025.

**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 123. 6TH YEAR REPORT ON COMMUNITY HALL SOLAR PANELS**

This report was circulated to all councillors prior to the meeting and is available to view on the Felpham Parish Council website.

The headline figures for the year 1st February 2024 until 31st January 2025 are:

Electrical saving in kWh in 2024 – 8154.4 kWh or 40.23% of our 2018 electrical consumption;

Financial saving against what the true cost of 2023 electrical consumption would have been without the fitting of solar panels reflecting tariff change – £2642.57;

Quantity of Electricity exported to the National Grid – 15059.3 kWh or 74.3% of our 2018 electrical consumption;

Payments received from Electrical generators (FIT) - £1173.02

For the year our electrical saving was 8154.4 kWh and our financial saving was £2642.57. In addition we have exported 15059.3 kWh of power generated from a renewable resource to the National Grid. This is the equivalent of 5.943 tonnes of CO<sub>2</sub> ( $8154.4 * 0.256$ ) + ( $15059.3 * 0.256$ ) which has not been emitted to the atmosphere.

From the above utilising the actual savings that we made and the FIT income we received (£1,173.02) we have secured gives a cost benefit of £4056.02

Adding this to the confirmed cost benefit of 2019 (£2502), 2020 (£2845), 2021 (£2932), 2022 (£3736), 2023 (£4073.49) we have enjoyed to date from installation a total cost benefit of £20144 against an expenditure of £14,000.

We returned our initial outlay by, approximately, the middle of July 2023, 15 months ahead of target. 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. Thus, all the savings made now are to the benefit of the Parish accounts. With a projected life of at least 20 years such benefits should continue.

Councillors thanked Councillor Glen Hewlett for his work on the report.

**F 124. TO AGREE THE FELPHAM PARISH COUNCIL METAL DETECTING POLICY**

**Councillor Russ Marsden-Sear proposed that councillors approve the Felpham Parish Council Metal Detecting Policy. This was seconded by Councillor Bob Budd and unanimously agreed.**

**F 125. TO AGREE STAFF SALARY AND HOLIDAY POLICY FOR 2025/26**

The Clerk/RFO left the room whilst this was discussed.  
Councillor Glen Hewlett confirmed that a Salary Review will be undertaken, and a report be presented at the next Finance and Administration Committee meeting.

**F 115. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):**

Councillor Glen Hewlett advised councillors that the Grants Working Party will held on 15<sup>th</sup> May at 6.30pm.

**DATE OF NEXT MEETING: Tuesday 13<sup>th</sup> May 2025 at 5.30 pm**

Approved.....

Date.....