

**DRAFT *SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 3RD JUNE 2025***

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 13TH MAY 2025 AT 5.30 PM.**

PRESENT:

Councillors: Emma Aylward, Antony Bassett, Steve Baker, Bob Budd, Kirsty Halls, Glen Hewlett, Tom Harty, Martin Harvey, Gloria Moss, Graham Page, Jane Parker, Rick Parker, Jules Verhulpen

Ex Officio Councillors: Chair Russ Marsden-Sear, Vice Chair Pat Young

All councillors at Felpham Parish Council are members of the Finance and Administration Committee for the municipal year 2025/26.

F1. NOMINATION OF CHAIR OF THE COMMITTEE 2025/26

Two nominations were received:

Councillor Glen Hewlett was nominated by Councillor Emma Aylward and this was seconded by Councillor Gloria Moss.

Councillor Steve Baker was nominated by Councillor Rick Parker and this was seconded by Councillor Jane Parker.

Councillors voted and the results of this vote were 9 votes for Councillor Glen Hewlett, 4 votes for Councillor Steve Baker.

Councillor Glen Hewlett was duly elected as Chair of the Finance and Administration Committee for the municipal year 2025/26.

F 2. APOLOGIES FOR ABSENCE:

Councillors: Martin Harvey, Jules Verhulpen

F 3. DECLARATIONS OF INTEREST:

None

F 4. NOMINATION OF VICE CHAIR OF THE COMMITTEE 2025/26

One nomination was received.

Councillor Gloria Moss was nominated by Councillor Pat Young, and this was seconded by Councillor Kirsty Halls. Councillors unanimously voted to ratify this

decision and Councillor Gloria Moss was duly elected as Vice Chair of the Finance and Administration Committee for the municipal year 2025/26.

F 5. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 6. RFO/CLERK'S REPORT:

The Clerk reported on a letter from Southern Water inviting Felpham Parish Council along with other FPC invited local stakeholders/groups, to attend a pop-up session with Southern Water. Councillors approved this suggestion. **Clerk to contact Southern Water to arrange a suitable date.**

The noticeboard at the bus stop opposite the Southdowns is damaged and in need of replacement. **Clerk to obtain costings.**

The RFO reported that the annual audit will take place on Thursday 15th May.

Quotations have been sought and obtained for the repairs and refurbishment of the seafront lights at Felpham Promenade. This spend has been budgeted for and approved by the Chair of the Finance and Administration Committee. A schedule for the works has been requested

F 7. CORRESPONDENCE/ANNOUNCEMENTS:

None

F 8. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE

FERG were thanked by the Conservation Society for their assistance with the Felpham VE Day event.

On 20th May the FERG meeting will be attended by Chris Scott, Head of WSCC resilience and the new manager of the Bognor Regis Fire Station.

F 9. COMMUNITY HALL REPORTS:

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

F 10. FINANCIAL ACCOUNTS OF THE COUNCIL FOR APRIL 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 April 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 11. TO APPROVE GRANT AWARD RECOMMENDATIONS OF THE GRANTS WORKING PARTY.

It was RESOLVED that the grant recommendations of the Grants Working Party be approved. Clerk to contact applicants and RFO to arrange payments.

F 12. TO AGREE STAFF SALARY AND HOLIDAY POLICY FOR 2025/26

The Clerk and RFO left the room whilst this agenda item was discussed.
A report by the Chair of the Finance and Administration Committee was circulated to all councillors prior to the meeting.

Councillor Emma Aylward proposed that councillors approve the report recommendations. This was seconded by Councillor Kirsty Halls and unanimously agreed.

F 13. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

Councillor Glen Hewlett advised councillors of the requested allocation of the donations of unused councillor allowances to the Bognor Regis Armed Forces Day and Felpham VE Day celebrations. **It was RESOLVED that this request be approved.**

Councillor Glen Hewlett advised councillors of the request by the Monitoring Officer to meet with all councillors as a way of seeking to informally resolve the complaints and the wider issues that the Parish Council has been facing. **Clerk to arrange a suitable date.**

DATE OF NEXT MEETING: Tuesday 3rd June 2025 at 5.30 pm

Approved.....

Date.....