

**DRAFT *SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 7TH OCTOBER 2025***

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 9th SEPTEMBER 2025 AT 5.15 PM.**

PRESENT: Chair: Councillor Glen Hewlett, Vice Chair: Councillor Gloria Moss
Councillors: Bob Budd, Glen Hewlett, Gloria Moss, Graham Page, Jane Parker, Rick Parker
Ex Officio Councillors: Russ Marsden-Sear, Pat Young

F 24. APOLOGIES FOR ABSENCE:

Councillors: Emma Aylward, Antony Bassett, Kirsty Halls, Tom Harty, Jules Verhulpen

F 25. DECLARATIONS OF INTEREST:

None

F 26. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 27. CLERK'S REPORT:

None

F 28. CORRESPONDENCE/ANNOUNCEMENTS:

None

**F 29. TO VOTE TO ACCEPT COUNCILLOR DAVE SMART AS A MEMBER OF THE
FINANCE AND ADMINISTRATION COMMITTEE AND BANK SIGNATORY.**

It was RESOLVED that Councillor Dave Smart be accepted as a member of the Finance and Administration Committee and bank signatory subject to ratification at Main Council.

F 30. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE

No updates

F 31. COMMUNITY HALL REPORTS:

These had been circulated to all Councillors, prior to the meeting, for information.
The RFO advised that annual decoration was nearing completion.

F 32. FINANCIAL ACCOUNTS OF THE COUNCIL FOR JUNE/JULY/AUGUST 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 June/July/August 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 33. OPENING OF REDWOOD BANK ACCOUNT AND CLOSURE OF HSBC

The RFO advised that a Redwood Bank account has been opened and HSBC closed due to unacceptable service. Unity Bank will be used as a current account and a savings account, with any funds over the FSCS protection level being placed in Redwood Bank including the precept payment which is due shortly.

F 34. REPLACEMENT OF NOTICEBOARD NEAR SOUTHDOWNS PUB.

Councillors voted to accept the quotations for replacement of the noticeboard at the bus stop opposite the Southdowns Pub. Money for this is budgeted for and in reserves.
Clerk to order and arrange.

F 35. TRO APPLICATIONS – FLANSHAM MEWS & TURRET HOUSE, LIMMER LANE

Three residents attended the meeting regarding proposed TRO applications to outline their concerns.

Felpham Mews: To place double yellow lines at the entrance/exit of Flansham Mews in order to improve visibility for drivers exiting the road.

Councillors voted to support the application for a TRO at Flansham Mews with 3 votes for and 7 abstentions.

Turret House, Limmer Lane: To place double yellow lines for a distance of 10 metres to the left of the exit to Turret House to improve visibility for drivers and cyclists.

Councillors unanimously voted to support the application.

A further issue regarding the parking of vehicles in Vicarage Lane was raised by a resident.

F 36. DPO ROLE/WEBSITE ACCESSIBILITY

Councillors RESOLVED to accept the quotation to ensure Website Accessibility Compliance and to accept the renewal of the DPO role.

F 37. BUDGET SETTING

The RFO outlined the budget setting process. This will now appear monthly on agendas for committees to consider budgets.

F 37. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN)

Councillor Russ Marsden-Sear made councillors aware of a post made by him on 9th August on Felpham Matters referring to a business in the village. This post stated that the views expressed regarding this business were personal but that the post had mistakenly been signed as Chair of Felpham Parish Council. Councillor Russ Marsden-Sear apologised for this error.

Glen Hewlett reminded councillors that Parish Councils cannot endorse businesses.

Meeting closed at 6pm

DATE OF NEXT MEETING: Tuesday 7th October 2025 at 5.30 pm

Approved.....

Date.....