

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

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & ADMINISTRATION COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL  
ON TUESDAY 9<sup>th</sup> 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:**

The RFO discussed the previously circulated Interim Audit of June 24<sup>th</sup> 2025, the RFO took questions and explained in full its contents.

**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 SOUTHDOWN'S PUB.**

Councillors voted to accept the quotations for replacement of the noticeboard at the bus stop opposite the Southdown's 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 9<sup>th</sup> 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 7<sup>th</sup> October 2025 at 5.30 pm**

Approved.....

Date.....