

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

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 7TH OCTOBER 2025 AT 5.15 PM.**

PRESENT: Chair: Councillor Glen Hewlett, Vice Chair: Councillor Gloria Moss
Councillors: Emma Aylward, Antony Bassett, Kirsty Halls, Tom Harty, Glen Hewlett,
Gloria Moss, Graham Page, Jane Parker, Rick Parker, Dave Smart, Jules Verhulpen
Ex Officio Councillors: Russ Marsden-Sear, Pat Young

F 38. APOLOGIES FOR ABSENCE:

Councillor Bob Budd

F 39. DECLARATIONS OF INTEREST:

None

F 40. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 41. CLERK'S REPORT:

The RFO advised councillors of CIL funding received. This will be earmarked and ringfenced. CIL monies must be spent on: providing, replacing, improving, operating or maintaining infrastructure that supports development in the area; or anything else concerned with addressing the demands that development places on the area including roads and other transport facilities; flood defences; schools and other education facilities; sporting and recreational facilities; open spaces; green infrastructure (may include tree or hedgerow planting) for projects of whole community interest.

F 42. CORRESPONDENCE/ANNOUNCEMENTS:

None

F 43. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE

FERG training was postponed last month but First Aid training will take place this month. Shelving has been ordered for the storage room. Additional kit will be ordered once this is in situ. A 'Coping with Crisis' session is planned for the future.

F 44. COMMUNITY HALL REPORTS:

These had been circulated to all Councillors, prior to the meeting, for information.
The RFO advised that Wonderland Day Nursery have now taken up residency.

F 45. FINANCIAL ACCOUNTS OF THE COUNCIL FOR SEPTEMBER 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 September 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 46. AGAR AND ANNUAL CONCLUSION OF AUDIT. TO DISCUSS INTERNAL AUDITS OF JUNE 24TH AND SEPTEMBER 23RD 2025.

The RFO reported that both internal and external audits had taken place since the last meeting. Councillors discussed the internal audits and noted that there were no recommendations found, and that Felpham Parish Council was operating as it should. Councillor Glen Hewlett thanked the RFO, Clerk and Community Hall Assistant for their work.

F 47. TRO FLANSHAM LANE

A member of the public attended the meeting and outlined the case for the requested TRO in Flansham Lane which was supported by the West Sussex County Councillor.
Councillors unanimously voted to support the application.
Clerk to contact WSCC.

F 48. ST. MICHAEL'S ISLAND/HORSE FIELD

Councillor Glen Hewlett explained the background to the new lease that was in place for horses on St. Michael's Island.

F 49. BUDGET SETTING

Councillors discussed budget setting and devolution. **Chairs of committees to contact RFO with proposed budget changes.**

F 50. TO DISCUSS FELPHAM PARISH COUNCIL STANDING ORDERS, CODE OF CONDUCT AND AGENDAS.

Councillors discussed Felpham Parish Council processes and procedures. Councillors were reminded of the need to act courteously and for the benefit of Felpham residents.

F 51. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN)

Councillor Glen Hewlett advised councillors that a meeting is scheduled at Grassmere Parade at 11.30am on 8th October between councillors and representatives of the Post Office to discuss the unauthorised works to the planting at Grassmere Parade.

Meeting closed at 6.12pm

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

Approved.....

Date.....