

**DRAFT *SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 9TH DECEMBER 2025***

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 4TH NOVEMBER 2025 AT 5.30 PM.**

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

F 52. APOLOGIES FOR ABSENCE:

Councillor: Antony Bassett, Kirsty Halls, Glen Hewlett, Jules Verhulpen

F 53. DECLARATIONS OF INTEREST:

None

F 54. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 55. CLERK'S REPORT:

None

F 56. CORRESPONDENCE/ANNOUNCEMENTS:

The RFO advised that a new digital phone system means that the parish office will have a new number: 01243 586385. This is the number that is currently used for outgoing calls but will now be used for incoming calls also.

F 57. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE

Councillor Dave Smart and Councillor Gloria Moss advised the following:

- The FERG meeting last month was first aid training, predominately on bleeds and broken bones.
- This month first aid training will be on CPR and use of defibrillators
- Shelving has been delivered for the storage area and once in place, additional kit will be ordered.

- There will not be a FERG meeting in December.
- Next training in the new year will be 'Coping With Crisis'

F 58. COMMUNITY HALL REPORTS:

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

F 59. FINANCIAL ACCOUNTS OF THE COUNCIL FOR OCTOBER 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 October 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 60. TO CONSIDER GRANT AWARDS

Councillors considered two grant awards:

Tyler's Trust: 'Offering support to families who have children with life-threatening or life-limiting illnesses. Currently supporting two families living within Felpham Parish' £300.00

St. Wilfrid's Hospice: 'To provide Hospice Community Team support and care to Felpham Parish residents who are palliative or end of life, and their family.

The Hospice Community Team is invaluable to local people. They provide unwavering support and reassurance to patients when they are scared and in pain, helping them to regain control over their lives and devote precious time to their loved ones'. £500.00

Councillor Gloria Moss proposed that councillors agree the grant awards for this quarter of £300.00 to Tyler's Trust and £500.00 to St. Wilfrid's Hospice. This was seconded by Councillor Bob Budd and unanimously agreed. Clerk and RFO to arrange payment.

F 61. TO AGREE TO RE-APPOINTMENT OF THE INTERNAL AUDITOR MULBERRY AND CO FOR 2025/26

Councillor Dave Smart proposed that the date be amended to 2026/27 and this was unanimously agreed.

Councillor Dave Smart proposed that councillors agree the re-appointment of the Internal Auditor, Mulberry and Co, for 2026/27. This was seconded by Councillor Bob Budd and unanimously agreed.

F 62. GRASSMERE PARADE

Councillor Russ Marsden-Sear reported on the outcomes of a meeting held at Grassmere Parade between representatives of Felpham Post Office (CIC) and Felpham Parish Council regarding damage to the planting at Grassmere Parade. This was a positive meeting with agreed outcomes, working relationships and processes determined.

Councillor Bob Budd proposed that as a goodwill gesture the signage be removed from the planting area and this was unanimously agreed.

F 63. BUDGET SETTING

The RFO advised councillors that the 2026/27 budget was almost finalised and would be on the agenda for Main Council in December for ratification prior to submission to Arun District Council in January. A rise below the rate of inflation is anticipated.

Councillor Dave Smart suggested that some cost centres, which are over budget, may need to rise: Parish Council Hospitality (Felpham Heroes to have a separate cost centre), Outside Projects and Fun in the Park. Councillors agreed with the suggestion.

The RFO explained that all payments made are in line with Financial Regulations and transparency requirements.

RFO to make final adjustments to budgets for ratification in December.

F 64. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN)

None

Meeting closed at 6.13 pm

DATE OF NEXT MEETING: Tuesday 9th December 2025 at 5.15 pm

Approved.....

Date.....