

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN  
COUNCIL MEETING OF 3<sup>RD</sup> MARCH 2026**

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & ADMINISTRATION COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL  
ON TUESDAY 3<sup>RD</sup> FEBRUARY 2026 AT 5.30 PM.**

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

**F 90. APOLOGIES FOR ABSENCE:**

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

**F 91. DECLARATIONS OF INTEREST:**

None

**F 92. QUESTION TIME FROM MEMBERS OF THE PUBLIC:**

None

**F 93. CLERK'S REPORT:**

The RFO reported that quotations had been received for proposed works to the building and that both quotations were for a similar amount. Councillors unanimously agreed to approve booking of the builder, and this will form an agenda item next month for formal ratification.

Councillor Glen Hewlett advised that the latest report on the performance of the Community Hall solar panels will be available in April.

Councillors agreed to approve investigation of costs for an electric boiler at the Community Hall with battery storage.

The RFO reported that the audit is booked for 27<sup>th</sup> April.

**F 94. CORRESPONDENCE/ANNOUNCEMENTS:**

None

**F 95. TO VOTE TO ACCEPT COUNCILLOR RUSS PARKINSON AS A MEMBER OF THE FINANCE & ADMINISTRATION COMMITTEE.**

**Councillor Gloria Moss proposed that councillors accept Councillor Russ Parkinson as a member of the Finance and Administration Committee. This was seconded by Councillor Rick Parker and unanimously agreed.**

**F 96. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE**

Councillor Gloria Moss and Councillor Dave Smart reported the following:

The last training session was on the use of CPR.

Next month there will be a presentation from Royal Voluntary Service.

FERG have been asked to contribute to a national video showing how resilience groups run.

The storeroom is now shelved and has kit in place. An audit of equipment is being compiled by Councillor Dave Smart for the asset register.

**F 97. COMMUNITY HALL REPORTS:**

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

**F 98. FINANCIAL ACCOUNTS OF THE COUNCIL FOR JANUARY 2026:**

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 January 2026.

**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 99. TO CONSIDER REVISION OF FINANCIAL DELEGATION AND RESPONSIBILITY SPENDING LIMITS**

Councillor Glen Hewlett advised the committee that spending limits had not been reviewed for many years and did not align with higher limits at other parish councils and higher costs generally.

It was proposed that the limits from May 2026 are raised to:

Up to £1,000.00, the Clerk/RFO

Up to £2000.00 the Clerk/RFO in conjunction with the Chair of the Council or Chair of the appropriate Committee.

Up to £5000.00 the appropriate Committee.  
Sums above £5000.00 must be referred to Main Council for approval.

All transactions are reported to council monthly and are available on the website.

**Councillor Dave Smart proposed that councillors accept the revised Financial Delegation and Responsibility Spending Limits. This was seconded by Councillor Bob Budd and unanimously agreed.**

**F 100. SOUTHERN WATER GRANT**

Councillors discussed the success of the recent Southern Water Grant of £2143.00.  
Councillor Glen Hewlett thanked staff for their work on achieving this.

**F 101. TO AGREE THE CONTINUATION OF STAR OF THE SEA MONTHLY ARTICLE FOR 2026/27**

Councillors unanimously agreed to continue advertising in Star of the Sea in 2026/27.

**F 102. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN)**

None

Meeting closed at 6.12 pm

**DATE OF NEXT MEETING: Tuesday 3<sup>rd</sup> March 2026 at 5.30 pm**

Approved.....

Date.....