

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 7TH APRIL 2026**

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

**PRESENT: 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 103. APOLOGIES FOR ABSENCE:

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

F 104. DECLARATIONS OF INTEREST:

None

F 105. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 106. CLERK'S REPORT:

The RFO reported that in line with NALC contracts, the Clerk/RFO will be progressing one spinal point with effect from April 2026. This does not include any future union agreed national pay awards.

End of year close down will commence shortly and payments will not be made until 16th April. The RFO reported that the audit is booked for 27th April.

F 107. CORRESPONDENCE/ANNOUNCEMENTS:

The Clerk reported on correspondence from Arun District Council regarding the bus stop at Flansham Surgery. The Clerk has advised ADC that this stop is extensively used by residents and would need to be kept in place. Felpham Parish Council would not wish to take ownership from Arun District Council and incur associated future maintenance costs.

F 108. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE

- An audit of equipment has been undertaken and further equipment ordered.
- The training day next month will be undertaken by a Sussex Police Service Volunteer.
- The recent presentation from the Royal Voluntary Service was felt to be very valuable.
- There will be focus on training going forward to ensure resilience of the group and group leaders will be assigned.

Councillor Russ Marsden-Sear asked whether FERG would be able to deliver training to the Sea Scouts on defibrillator use. Councillor Gloria Moss confirmed that this request could be accommodated.

F 109. COMMUNITY HALL REPORTS:

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

F 110. FINANCIAL ACCOUNTS OF THE COUNCIL FOR FEBRUARY 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 February 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 111. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN)

The Clerk advised that the next Grants Working Party meeting will be held on Tuesday 10th March at 6.30/6.45 pm and that all applications will be circulated in advance to the Chairs/Vice Chairs of the committees who form the Working Party.

Meeting closed at 5.50 pm

DATE OF NEXT MEETING: Tuesday 7th April 2026 at 5.30 pm

Approved.....

Date.....