

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 12TH MAY 2026**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 7TH APRIL 2026 AT 5.30 PM.**

PRESENT:

**Chair: Councillor Glen Hewlett, Councillor Gloria Moss
Councillors: Russ Parkinson, Dave Smart, Maggie Wattling
Ex Officio Councillors: Russ Marsden-Sear, Pat Young**

F 112. APOLOGIES FOR ABSENCE:

Councillors: Emma Aylward, Antony Bassett, Bob Budd, Kirsty Halls, Graham Page, Jane Parker, Rick Parker, Jules Verhulpen

F 113. DECLARATIONS OF INTEREST:

None

F 114. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 115. CLERK'S REPORT:

None

F 116. CORRESPONDENCE/ANNOUNCEMENTS:

Councillor Glen Hewlett updated councillors on the proposed location of the additional electric vehicle charge points in Felpham. Concerns had been raised regarding this location with West Sussex County Council.

F 117. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE

Councillor Gloria Moss advised that FERG members are very successfully contributing to presentations.

Councillor Dave Smart advised that further equipment has been ordered and thanked the RFO for his work on this.

F 118. COMMUNITY HALL REPORTS:

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

F 119. FINANCIAL ACCOUNTS OF THE COUNCIL FOR MARCH 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 March 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 120. 7TH YEAR REPORT ON COMMUNITY HALL SOLAR PANELS

A report by Councillor Glen Hewlett had been circulated to all councillors and is attached to these minutes.

Councillors discussed the cost benefit against expenditure and very positive outcomes of the panels. Councillor Glen Hewlett advised councillors that investigations are currently underway into an electric boiler and battery storage to further enhance savings.

F 121. CIL SPENDING STRATEGY

THE RFO advised councillors of the recent report on CIL spending requested by Arun District Council. A total of £476.24 of CIL funding is available to spend but this will be carried over until a suitable project is identified.

F 122. TO APPROVE GRANT AWARD RECOMMENDATIONS OF THE GRANTS WORKING PARTY

Recommendations of the Grants Working Party had been circulated to all councillors and in Meeting Associated Documents in advance of the meeting:

Arun Counselling Centre	£300.00	26/7
Bognor Food Bank	£1000.00	£500.00 25/26, £500.00 26/27
Bognor Regis Armed Forces Day	£500.00	26/7
FAGS 50th	£500.00	Payment towards a bench/tree with a plaque
Sailing Club	0	
4 Sight Vision	£500.00	26/7

Councillor Gloria Moss propped that councillors approve the recommendations of the Grants Working Party. This was seconded by Councillor Russ Marsden-Sear and unanimously approved. This will now proceed to Main Council for ratification.

F 123. TO AGREE INCREASE IN CLERK/RFO HOURS

A report had been circulated to all councillors in advance of the meeting.

Councillors discussed the proposal to increase the Clerk's hours by 5 hours per week and the RFO's hours by 3 hours per week.

Councillor Dave Smart proposed that councillors approve the increase in Clerk/RFO weekly hours with effect from 1st April 2026. This was seconded by Councillor Maggie Watling and unanimously approved. This will now proceed to Main Council for ratification.

F 124. TO AGREE TO RE-APPOINTMENT OF THE INTERNAL AUDITOR MULBERRY AND CO FOR 2026/27

Councillor Dave Smart proposed that the Finance Committee agree the re-appointment of the internal auditor Mulberry and Co. for 2026/7. This was seconded by Councillor Russ Marsden-Sear and unanimously agreed.

F 125. TO AGREE PROJECTOR, ROUTER AND WI-FI POINT REPLACEMENT

The RFO advised councillors that a projector has been purchased as previously approved. The cost of the new router and wi-fi point replacement is £642.00 and councillors agreed this work which was approved by the Chair of Finance and Administration.

F 126. TO APPROVE ALLOCATION OF UNUSED COUNCILLOR ALLOWANCES

Councillor Russ Marsden-Sear outlined the proposed donations of unused councillor allowances:

Councillors Bassett/Halls: Bognor Food Bank
Councillors Aylward/Verhulpen: Felpham and Middletown Carers Club
Councillors Young/Budd: Bognor Regis Armed Forces Day
Councillor Marsden-Sear: Animal shelter

Councillor Glen Hewlett proposed that councillors approve the allocation of unused councillor allowances. This was seconded by Councillor Dave Smart and unanimously approved. This will now proceed to Main Council for ratification.

F 127. TO AGREE THE AWARD OF WORKS FOR STOREROOM, NEW DOORWAY AND ASSOCIATED WORKS TO D. HALL

Councillor Gloria Moss proposed that councillors approve the award of works for the storeroom, new doorway and associated works to D. Hall. This was seconded by Councillor Dave Smart and unanimously approved.

F 128. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN)

Councillor Russ Marsden-Sear thanked Councillor Glen Hewlett for his work as Chair of the Finance and Administration Committee. The RFO additionally thanked Councillor Glen Hewlett for his work and support.

Meeting closed at 6.15 pm

DATE OF NEXT MEETING: Tuesday 19th May 2026 at 5.30 pm

Approved.....

Date.....

Report on the performance of the Solar Panels fitted on the

Felpham Community Centre Roof Covering the period 01.02.25 until 31.01.26

This is the seventh annual report on the performance of the solar panels fitted to the Community Centre roof. FPC installed and commissioned solar panels on the Community Centre roof by the 31st January 2019 at a cost of £14,000 and secured a contract by which FPC are paid for the amount of electricity it generates and exports. This Feed in tariff (FIT) is paid to the Council quarterly.

The headline figures for the year 1st February 2025 until 31st January 2026 are:

- a) Electrical saving in kWh in 2025 – **9028 kWh** or **44.54%** of our 2018 electrical consumption;
- b) Financial saving against what the true cost of 2025 electrical consumption would have been without the fitting of solar panels reflecting tariff change – **£2460.23**;
- c) Quantity of Electricity exported to the National Grid – **14299.8 kWh** or **70.55%** of our 2018 electrical consumption;
- d) Payments received from Electrical generators (FIT) - **£1853.31**

I would suggest that the most important savings are those set against what we would have used and spent without the panels being in situ (b). For the year our electrical saving was **9028 kWh** and our financial saving was **£2460.23**. In addition, we have exported **14299.8 kWh** of power generated from a renewable resource to the National Grid. This is the equivalent of **5.971** tonnes of CO₂ ($9028 * 0.256$) + ($14299.8 * 0.256$) which has not been emitted to the atmosphere.

From the above utilising the actual savings that we made and the FIT income we received (**£1,853.31**) we have secured gives a cost benefit of **£4313.54**

Adding this to the confirmed cost benefit of 2019 (**£2502**), 2020 (**£2845**), 2021 (**£2932**), 2022 (**£3736**), 2023 (**£4073.49**) and 2024 (**£4056.02**) we have enjoyed to date from installation a total cost benefit of **£24458.05** against an expenditure of **£14,000**.

We returned our initial outlay by, approximately, the middle of July 2023, 15 months ahead of target. The assessed payback at the time of the evaluation of the tender returns was **5.76 years**. Our original target based on manufacturer's sale information was circa 7 years. Thus, all the savings made now are to the benefit of the Parish accounts. With a projected life of at least 20 years such benefits should continue.

Three graphs are attached for information. The first graph shows electrical consumption monthly. The base year (i.e. pre installation of the solar panels) is 2018. The second graph shows annual electrical consumption per year. Again, the base year is 2018. The third graph shows our annual electrical consumption since the solar panels were installed. Since the panels were installed the reduction in electrical consumption has been retained. The year on year variances are down to the weather conditions and some down to activity within the hall.

Glen Hewlett CEng MA BEng (Hons) FIMechE