

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN  
COUNCIL MEETING OF 2<sup>ND</sup> JUNE 2026**

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL  
ON TUESDAY 19<sup>TH</sup> MAY 2026 AT 5.30 PM.**

**PRESENT:**

**Councillors: Bob Budd, Kirsty Halls, Gloria Moss, Jane Parker, Rick Parker, Russ Parkinson, Dave Smart, Maggie Wattling  
Ex Officio Councillors: Russ Marsden-Sear, Pat Young**

**F 1. NOMINATION OF CHAIR OF THE COMMITTEE 2026/27**

**Councillor Glen Hewlett was nominated by Councillor Gloria Moss and this was seconded by Councillor David Smart. Councillors unanimously voted to ratify this decision and Councillor Glen Hewlett was duly elected as Chair of the Finance and Administration Committee for the municipal year 2026/27.**

**F 2. APOLOGIES FOR ABSENCE:**

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

**F 3. DECLARATIONS OF INTEREST:**

None

**F 4. NOMINATION OF VICE CHAIR OF THE COMMITTEE 2026/27**

**Councillor Maggie Wattling was nominated by Councillor Gloria Moss and this was seconded by Councillor Bob Budd. Councillors unanimously voted to ratify this decision and Councillor Maggie Wattling was duly elected as Vice Chair of the Finance and Administration Committee for the municipal year 2026/27.**

**F 5. QUESTION TIME FROM MEMBERS OF THE PUBLIC:**

None

**F 6. CLERK'S REPORT:**

None

**F 7. CORRESPONDENCE/ANNOUNCEMENTS:**

None

**F 8. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE**

Cllr Dave Smart presented his report on behalf of FERG. Copies are available on request and circulated to Councillors.

**F 9. COMMUNITY HALL REPORTS:**

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

**F 10. FINANCIAL ACCOUNTS OF THE COUNCIL FOR APRIL 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 April 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 11. TO REVIEW AND AGREE THE FISHERMAN'S GARDENS/LOBSTER POT LEASE**

This had been made available to Councillors prior to the meeting. The RFO had talked to Tom Barnes (License Holder) and established he was happy with the current agreement and had spent considerable amount of time and money on the area's upkeep over the last few years. He would be keen to extend the lease for a further three years (to a suggested five years). In line with other Council contracts, this will be reviewed and further considered at next meeting. The current agreement was reviewed and renewed in lieu of any new agreement being issued.

**F 12. TO AGREE WORKS TO SOLAR LIGHTS**

Quotes for the replacement of missing lights (2) were sought from CC Solar.

**Councillor Dave Smart proposed that councillors agree to the spend previously budgeted for the amount of £1920 inc VAT for replacement. This was seconded by Councillor Gloria Moss and unanimously agreed.**

**F 13. TO RECEIVE AND CONSIDER THE INTERNAL AUDITOR'S REPORT**

This was previously circulated, the RFO fully explained the report to councillors and took questions.

**F 14 TO APPROVE:**

- **THE EFFECTIVENESS OF FELPHAM PARISH COUNCIL'S SYSTEM OF INTERNAL CONTROL.**

This was previously circulated, the RFO fully explained the independent Auditors report and the Parish's financial processes to councillors.

**Councillor Bob Budd proposed that councillors accept and approve the the effectiveness of Felpham Parish Council's system of internal control. This was seconded by Councillor Dave Smart and unanimously agreed. This will now proceed to Main Council for ratification.**

- **ANNUAL AUDIT REPORT AND AGAR (ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN)**

The independent internal report was carried out on 27th April and will now be sent to the external auditor and independently audited. All documentation had been circulated to councillors in advance of the meeting and was explained in detail by the RFO.

**Councillor Bob Budd proposed that councillors accept and approve the Annual Audit Report and AGAR. This was seconded by Councillor Dave Smart and unanimously agreed. This will now proceed to Main Council for ratification.**

Councillor Dave Smart congratulate the RFO and Clerk on an exemplary audit and thanked them for their continued hard work and professionalism.

- **ANNUAL GOVERNANCE STATEMENT 2025/26 SECTION 1**

**Councillor Bob Budd proposed that councillors approve the Annual Governance Statement Section 1. This was seconded by Councillor Dave Smart and unanimously agreed. This will now proceed to Main Council for ratification and signing.**

- **ACCOUNTING STATEMENTS 2025/26 SECTION 2**

**Councillor Bob Budd proposed that councillors approve the Annual Governance Statement Section 2. This was seconded by Councillor Dave Smart and unanimously agreed. This will now proceed to Main Council for ratification and signing.**

**F 15. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN)**

None

Meeting closed at 6.10 pm

**DATE OF NEXT MEETING: Tuesday 2<sup>nd</sup> June 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 31<sup>st</sup> 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 1<sup>st</sup> February 2025 until 31<sup>st</sup> 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 CO<sub>2</sub> ( $9028 * 0.256$ ) + ( $14299.8 * 0.256$ ) 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