DRAFT ***SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN COUNCIL MEETING OF 3RD NOVEMBER 2026***

FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 6TH OCTOBER 2026 AT 5.30 PM.

PRESENT:

Chair: Councillor Glen Hewlett,
Councillors: Bob Budd, Russ Parkinson, Maggie Wattling

Ex Officio Councillors: Russ Marsden-Sear, Pat Young

F 53. APOLOGIES FOR ABSENCE:

Councillors: Emma Aylward, Antony Bassett, Kirsty Halls, Gloria Moss, Jane Parker, Rick Parker, Dave Smart

F 54. DECLARATIONS OF INTEREST:

None

F 55. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 56. CLERK'S REPORT:

The Clerk advised that:

- notices had been purchased for the Community Hall Car Park and authorisation sought from Arun District Council to install bollards to prevent vehicles driving around the car park gate. **Councillor Glen Hewlett and Clerk to prepare a report for the committee**.
- A CIL payment of £1515.01 was received making the CIL budget £9394.76. The purchase of two picnic tables would be proposed in the Main Council meeting, with councillors reminded to suggest appropriate projects for CIL spending.
- Electric Vehicle Chargepoint Installation - 2026 LEVI Pilot ProjectCharge points. Flansham Park and Binstead Avenue– **Clerk to object via consultation.**
- Arun District Council Car Parking Strategy had been circulated to all councillors.

F 57. CORRESPONDENCE/ANNOUNCEMENTS:

None

F 58. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE

No updates this month.

F 59. COMMUNITY HALL REPORTS:

These had been circulated to all Councillors, prior to the meeting, for information. Councillor Glen Hewlett advised councillors that electrical consumption has risen by 20% but this reflected an increase in hires.

F 60. FINANCIAL ACCOUNTS OF THE COUNCIL FOR SEPTEMBER 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 months of September 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 61. TO AGREE THE DONATION OF UNUSED COUNCILLOR ALLOWANCES.

Councillor Russ Marsden-Sear advised the committee of the proposed donation of councillor allowances:

Councillor Antony Bassett and Councillor Kirsty Halls: Fees for 1981 Photographer at Fun in the Park
Councillor Russ Marsden Sear and Councillor Pat Young: Sussex Reptile Rescue Centre
Councillor Emma Aylward and Councillor Jules Verhulpen: Carer's Club
Councillor Bob Budd: Stonepillow

Councillor Bob Budd proposed that councillors agree the proposed donation of unused councillor allowances. This was seconded by Councillor Maggie Wattling and unanimously agreed.

F 62. BUDGET SETTING

Councillor Glen Hewlett reminded councillors that any amendments to budgets would need to be proposed by the end of the month. Chairs and Vice Chairs are reminded to liaise with the RFO.

F 63. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN)

Councillor Russ Marsden-Sear suggested that a gift be purchased for a councillor who is currently unable to attend meetings. The committee agreed with this suggestion.

Meeting closed at 6pm

DATE OF NEXT MEETING: Tuesday 3rd November 2026 at 5.30 pm

Approved…….. Date……