DRAFT ***SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN COUNCIL MEETING OF 8TH DECEMBER 2026***

FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 3RD NOVEMBER 2026 AT 5.15 PM.

PRESENT:

Chair: Councillor Glen Hewlett, Vice Chair: Maggie Wattling
Councillors: Bob Budd, Kirsty Halls, Gloria Moss, Russ Parkinson, Dave Smart

Ex Officio Councillors: Russ Marsden-Sear, Pat Young

F 64. APOLOGIES FOR ABSENCE:

Councillors: Emma Aylward, Antony Bassett, Jane Parker, Rick Parker

F 65. DECLARATIONS OF INTEREST:

None

F 66. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 67. CLERK'S REPORT:

All correspondence was circulated in advance of the meeting.

F 68. CORRESPONDENCE/ANNOUNCEMENTS:

None

F 69. FELPHAM EMERGENCY RESILIENCE GROUP MONTHLY UPDATE

The most recent meeting provided volunteers with a presentation and training on dynamic risk assessments. The next FERG meeting will be a tabletop exercise.

F 70. COMMUNITY HALL REPORTS:

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

F 71. FINANCIAL ACCOUNTS OF THE COUNCIL FOR OCTOBER 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 October 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 72. TO APPROVE QUARTERLY GRANT AWARDS.

Councillor Bob Budd proposed that councillors approve the quarterly grant award of £500.00 to St. Wilfrid's Hospice for the Hospice at Home service. This was seconded by Councillor Maggie Wattling and unanimously agreed.

F 73. TO AGREE TO RE-APPOINTMENT OF THE INTERNAL AUDITOR MULBERRY AND CO FOR 2027/28.

Councillor Dave Smart proposed that councillors approve the reappointment of the internal auditor Mulberry & Co for 2027/28. This was seconded by Councillor Gloria Moss and unanimously approved.

F 73. TO CONSIDER THE DESIGN AND PROPOSED CONTENT OF THE FELPHAM PARISH COUNCIL QUARTERLY NEWSLETTER.

Councillors discussed the newsletter. Any proposed additions are to be provided by councillors to the Clerk. **Clerk to investigate a newsletter subscription**

F 74. FELPHAM COMMUNITY HALL CAR PARK AND CONSIDERATION OF A COMMUNITY ASSET TRANSFER APPLICATION.

Councillor Glen Hewlett outlined the current issues affecting the Community Hall Car Park and the proposed measures and works required to address these concerns. These included measures discussed with Arun District Council to prevent vehicle access to the car park from either entrance when the gate is closed.

In the longer term, it was proposed that Felpham Parish Council submit an application for a Community Asset Transfer, which would enable the Parish Council to take responsibility for the management and maintenance of the car park.

It was unanimously RESOLVED that Councillors supported the proposed measures and works required to ensure the safety and long-term sustainability of the Community Hall Car Park, and approved proceeding with these measures.

F 75. TO RATIFY THE DECISION OF THE ALLOTMENTS AND OPEN SPACES COMMITTEE TO APPROVE THE PROPOSED ST. MICHAEL'S ALLOTMENTS LEASE AND ASSOCIATED POLICIES.

Councillor Bob Budd proposed that councillors ratify the decision of the Allotments and Open Spaces Committee to approve the proposed St. Michael's Allotments lease and associated policies. This was seconded by Gloria Moss and unanimously approved.

F 76. TO RATIFY THE DECISION OF THE ALLOTMENTS AND OPEN SPACES COMMITTEE TO APPROVE THE PROPOSED CHANGES TO THE ST. MICHAEL'S ALLOTMENTS RENT WITH EFFECT FROM 1ST APRIL 2027.

Councillor Bob Budd proposed that councillors ratify the decision of the Allotments and Open Spaces Committee to approve the proposed changes to the St. Michael's Allotments rent with effect from 1st April 2027. This was seconded by Dave Smart and unanimously approved.

F 77. BUDGET SETTING

Councillors discussed the draft budget at length.
RFO to investigate any final potential budget reductions prior to December committee approval.

F 78. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN)

Councillor Glen Hewlett advised councillors that following confirmation of the 2026/27 Local Government pay award in August 2026, which provided for a 3.3% increase in staff salaries, the corresponding increase has been applied to Members' allowances. The increase has been applied in accordance with the indexation provision contained within the Council's approved Members' Allowances Scheme, adopted under the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 As a result, the District Council Basic Allowance has increased from £7,104 to £7,338 with effect from October 2026 with the increase backdated to 1 April 2026.
Parish Councillors are able to receive 10% of District rate (£733.80 pa)
Councillor Dave Smart proposed that councillors approve the payment of the increase backdated to 1st April 2026. This was seconded by Councillor Gloria Moss and unanimously approved.

Councillor Glen Hewlett advised councillors that following expiration of the current lease for the six solar lights running from the Lobster Pot towards Bognor Regis, Arun District Council has advised that in order to secure the use for the long term, one new 20-year

lease has suggested (contracted out of the LL & T Act as per the existing tenancies) at £2.00pa, but otherwise on similar terms to the previous agreements.
In the usual way the fees/costs incurred by ADC in dealing with the matter would be paid for by Felpham Parish Council and these are likely to be in the region of £1250 to include solicitor costs, a POS Notice, and ADC costs.
It was unanimously RESOLVED that Councillors supported the proposed new lease and associated costs.

Meeting closed at 6.12 pm

DATE OF NEXT MEETING: Tuesday 8th December 2026 at 5.30 pm

Approved…….. Date……