

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 3rd APRIL 2018.

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
ON MONDAY 26th MARCH 2018.**

PRESENT: Councillors: G Matthews, M Copeland, A Burrows, D Smart, Mrs G Moss, P English, Ms H Flynn & G Hewlett.

F 175. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillor Mrs R Kissell.

F 176. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 177. DECLARATIONS OF INTEREST:

There were no declarations of interest at the outset of the meeting.

F 178. QUESTION TIME:

There were no members of the public present and therefore no questions or issues were raised.

F 179. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 29th FEBRUARY 2018:

These were approved as a true and accurate record. These had been presented to Main Council on 6th March 2018 for ratification and adoption.

F 180. MATTERS ARISING:

F 168 Deed of Agreement – Councillor G Matthews asked if there was any update on this. The Clerk advised that he would chase this up again with the Council's solicitors.

There were no other matters arising.

F 181. CORRESPONDENCE / ANNOUNCEMENTS:

There had been no correspondence received or announcements to make.

F 182. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS (13th June & 22nd May 2018 respectively):

There were no new items proposed.

F 183. FEBRARY 2018 FINANCIAL ACCOUNTS OF THE COUNCIL:

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

It was requested that the meeting formally approve the financial accounts as a true and accurate financial record for the month of February 2018.

It was RESOLVED that the accounts as presented, be approved as a true and accurate record and to recommend to Main Council the expenditure of £ 11,528.51 for the month of February 2018.

The Clerk advised the meeting that the Council's Money Market Fixed Deposit with HSBC to the sum of £35,173.56 was due to mature on 3rd April 2018. In this respect the meeting was requested to consider as to whether it wished to renew/reinvest this sum for the next financial year.

It was RESOLVED that the Chairman of the Committee investigate alternative options with regard to this investment and a higher interest rate, and advise the Clerk accordingly.

F 184. TO RECEIVE THE TIME SHEET OF THE CLERK FOR FEBRUARY 2018:

This was presented to the meeting for authorisation. This showed that the Clerk had worked eleven hours over those employed for.

The Chairman duly signed the time sheet as a true and accurate reflection of the hours worked by the Clerk during February 2018.

F 185. MONTHLY REPORT OF THE COMMUNITY HALL MANAGER:

The meeting received the monthly report of the Community Hall manager, copies of which had been circulated to all Councillors prior to the meeting and hard copies given out at the meeting.

A copy of the report is attached to these minutes as Appendix A.

F 186. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

F 187. DATE OF THE NEXT MEETING – Monday 23rd April 2018 at 7 p.m.

The meeting closed at 7.31 p.m.

Approved.....

Date.....

Appendix A:

Community Hall Manager's Report:

February - March

"Bookings so far have been good with Main Hall Bookings of:

WellFit class Monday morning and Just Jive and Sign Language on Monday night.

Slimming World Tuesday for 6hrs in the evening with approx. 120 customers. Pilates in the Conference room.

Baby Sensory in the morning (now extended to 3hrs) and Sama Karate Wednesday evening.

Scouts (Beavers) (Felpham 2nd Scout Group) and Sign Language Thursday Evening.

Yummy Mummies Friday Mornings and Baby Ballet later in the Morning, Pilates in the Conference room.

Saturday mornings Rugby Tots (weekly) and Bric a Brac Auction taking several hours once monthly.

Dog training every Sunday for 2 hours, Ongoing
Holistic Fair 4-5 Sundays per year (£180 per booking).

Rooms are booked and used regularly. More daytime bookings for rooms being sought, Dementia Support taking 2 rooms once monthly.

The local resident's association are holding their bi monthly meetings with us and are planning a big list of events with bookings confirmed on many dates throughout the year. We've had several children's parties booked and I've made many appointments to see people in the immediate future regarding ongoing Business training. I have met with Worthing Homes and will be meeting other Community Organisations soon. Continued discussions with WSCC, Arun and Sussex Police regarding potential Youth Clubs and SCL Ltd regarding ongoing daytime classes for 16-18 year olds.

£3153.14 for March and a more regular amount, currently upwa £3200 for April and slightly increasing ongoing, constantly searching for new hirers to boost this month on month with a few things in the pipeline.

I've been updating social media regularly and have added the Skedda Booking system details to it with pricing to accompany the availability.

Snagging list prepared for Arun and Barrett's. Reilly's Construction have been out to investigate works to be done including flooring work, the flooring contractors accompanied them and agree some flooring finishes were substandard. They are planning to visit and complete flooring remedial works imminently by appointment (likely to be Late March early April)".

Doug Millen - Hall Manager