

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

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
ON MONDAY 25th JUNE 2018.**

PRESENT: Councillors: G Matthews, Mrs R Kissell G Hewlett, Ms H Flynn
M Copeland and Mrs G Moss.

F 20. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillor D Smart (away on business) and P English (ill).

F 21. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 22. ELECTION OF CHAIRMAN:

Councillor M Copeland was nominated by Councillor Mrs G Moss, this was seconded by Councillor Ms H Flynn. There were no other nominations received.

On a unanimous vote Councillor M Copeland was duly elected as the Chairman of this Committee for municipal year 2018/19.

F 23. DECLARATIONS OF INTEREST:

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

F 24. QUESTION TIME:

There were 2 members of the public present. No questions or issues were raised.

F 25. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 21st MAY 2018:

These were approved as a true and accurate record. These had been presented to Main Council on 5th June 2018 for ratification and adoption.

F 26. MATTERS ARISING:

There were no matters arising.

F 27. CORRESPONDENCE / ANNOUNCEMENTS:

(1) Consideration of the purchase of a lap top computer for Councillors Mr & Mrs Harvey – it had appeared through the GDPR training and the setting up of dedicated e-mail addresses for Councillors seminar that Councillor Mr & Mrs Harvey had access only to a shared computer at home (the computer being owned by their son). In terms of security for them and the Council it was being proposed that the Council buy a lap top, which the Council would own, and loan this to the Harvey's. The meeting was requested to consider this and make a determination. The meeting was advised that a Samsung lap top could be sourced for approximately £180.00.

It was proposed by Ms H Flynn, seconded by Councillor Mrs G Moss, and on a vote of 3 for with 3 abstentions RESOLVED that, given the exceptional circumstances, the lap top being strictly limited in its use and that the computer remain the property of the Council that it be recommended to Main Council that a lap-top be provided to Councillors Harvey.

There was no other correspondence or announcements to report.

F 28. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:

There were no new items proposed.

F 29. MAY 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 of the Council as a true and accurate financial record for the month of May 2018.

It was unanimously RESOLVED that the accounts as presented, be approved as a true and accurate record and to recommend to Main Council the expenditure of £ 14,478.64 for the month of May 2018.

F 30. TO RECEIVE THE TIME SHEET OF THE CLERK FOR MAY 2018:

This was presented to the meeting for authorisation. This showed that the Clerk had worked 0 hours worked 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 May 2018.

F 31. 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 had

copies given out at the meeting.

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

F 32. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

F 33. DATE OF THE NEXT MEETING – Monday 23rd July 2018 at 7 p.m.

The meeting closed at 7.32 p.m.

Approved.....

Date.....

Appendix A:

Community Hall Manager's Report:

"22nd May 2018 – 19th June 2018"

Manager's Report

Bookings so far have been good again with the following:

WellFit class Monday morning, Rugby Tots from 1.30pm, Kris Moyses baby Fit from 5.30pm and Just Jive and Sign Language on Monday night.

Baby Sensory moved to main hall and a Tuesday, Pilates in the conference room and Slimming World Tuesday for 6hrs in the evening with approx. 120 customers.

Happy Dogs Wednesday Mornings has started (they thoroughly clean and disinfect the floor after) and Sama Karate Wednesday evening, Dementia Support taking 2 rooms once a month.

Tiny Talk (Baby sign language) on Thursday mornings with Scouts (Beavers) (Felpham 2nd Scout Group) and Sign Language Thursday Evening.

Friday Mornings is 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.

Holistic Fair 4-5 Sundays per year (£180 per booking) (24/6/18).

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

BMCA association are holding their bi monthly meetings with us.

We've had several children's parties booked and I've made many appointments to see people in the immediate future. I have met with Worthing Homes whom now hold monthly drop in mornings at the centre and are planning events here.

I 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. Worthing Homes will be using outside space during school holidays for Football Clubs with Brighton and Hove Albion in the Community.

Breakfast and Afterschool club with Rise and Shine delayed from their estimated June start due to Ofsted not having yet visited. It may be that they now commence in September for the new school year. They are considering a Summer club if Ofsted visit and approve in time. This will help the August slow down due to school holidays.

Income for June @ £3711.29, similar to May's @ £3773.76 (reporting period was 3 days longer for May so a slight increase could be seen in June to £3955.07 if a direct comparison is made) up on £2852.50 for April, ahead of £3200 projected for May onwards, increasing ongoing to a revised estimate from approx. £4200 to £4500 in September due to Ofsted's delayed visit, constantly searching for new hirers to boost this month on month with a few things in the pipeline.

Daily Breakfast and After School Club now confirmed, taking a projected annual income to now over £54,000 pa.

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 They have visited and completed flooring remedial works. Drains, Ceilings and wall cracks are ongoing but in hand, with a view to works occurring in the quiet August period (no pre-school in).

Doug Millen - Hall Manager".