

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 4th SEPTEMBER 2018.

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
ON TUESDAY 28th AUGUST 2018.**

PRESENT: Councillors: G Matthews, P English, Mrs R Kissell, G Hewlett, M Copeland, D Smart and Mrs G Moss.

F 50. APOLOGIES FOR ABSENCE:

Councillor Ms H Flynn.

No other apologies had been received.

F 51. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 52. DECLARATIONS OF INTEREST:

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

F 53. QUESTION TIME:

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

F 54. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 23rd JULY 2018:

These were approved as a true and accurate record. These were now to be presented to Main Council on 4th September 2018 for ratification and adoption.

F 55. MATTERS ARISING:

F 47. TO CONSIDER ESTIMATE RECEIVED FOR SOUND PROOFING OF THE KITCHEN SHUTTER WITHIN THE CONFERENCE ROOM AT THE COMMUNITY HALL – at the last meeting of this Committee the Administration Assistant to the Council had been requested to ascertain extra information on the doors being flush fitted and sound proofed. This had been confirmed to the Council and therefore the meeting was requested to confirm the purchase of these doors.

It was PROPOSED by Councillor D Smart and seconded by Councillor G Hewlett that this now goes to Main Council for possible purchase for £487.00 including painting etc.

After a unanimous vote – this was agreed.

There were no other matters arising.

F 56. CORRESPONDENCE / ANNOUNCEMENTS:

- (i) **Blake’s Mead Community Association (BMCA)** – the meeting had discussed, at their last meeting, the request for the siting of new dog bins and had determined that two would be provided subject to confirmation from ADC of the best location for these. The Clerk advised that this had been done and the two sites identified and in this respect sought confirmation that the two dog bins now be purchased.

It was DECIDED that this would be delayed to the next meeting after Admin Assistant to the Clerk determined exactly the location of the two bins. ADC would also be spoken to regarding a sign in the children’s play area adjacent to the MUGA to combat regarding dog fouling in that enclosed area.

There was no other correspondence or announcements to report.

F 57. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:

There were no new items proposed.

F 58. JULY 2018 FINANCIAL ACCOUNTS OF THE COUNCIL AND THOSE OF THE COMMUNITY HALL:

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

- (a) 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 July 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 £8,194.43 for the month of July 2018.

F 59. TO RECEIVE THE TIME SHEET OF THE CLERK FOR JULY 2018:

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

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

F 60. 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.

- Councillor G Hewlett raised concerns regarding the defect list – the blinds and window winders in particular do not seem to be fit for purpose and that these should have been designed for general public use in mind. The handles do not seem to be robust enough and have just been stated that they are left in working order so there is no guarantee that they won't break again. Doug Millen (Hall Manager) to liaise with Councillor G Hewlett regarding this. These not to be signed off until all matters resolved. Councillor G Hewlett will telephone from the Parish Office regarding this and an email will be constructed and sent evidencing why they are not fit for purpose.

F 61. TO DETERMINE THE PREFERRED CONTRACTOR FOR NOISE ABSORPTION SOLUTION FOR THE MAIN HALL AT THE COMMUNITY HALL:

As requested from the last meeting the Administration Assistant to the Council had contacted the companies involved and had obtained the information required and forwarded this to all Councillors prior to the meeting. The meeting was therefore now requested to determine their preferred contractors for the work.

Councillor G Hewlett had prepared a document summarising the companies concerned.

It was decided that clarification be sought on reverberation and noise reduction – by arranging a visit from two companies : Thermacoustics and Velocity International Productions – so they can make a short presentation with samples and bring suitable metering equipment etc. plus references of previous clients for FPC to contact, before making a final decision.

F 62. CONSIDERATION OF REPLACING SOLAR LIGHTS ON PROMENADE:

At the last meeting of this Committee the Administration Assistant to the Council had been requested to find out from ADC which companies they use and report back. The information received back from ADC was reported and in this respect the meeting was now requested as to whether or not it wished to replace the solar lights as outlined to the last meeting.

It was RESOLVED that we go ahead after Admin Assistant clarifies that there is a sufficient and satisfactory guarantee/warranty regarding vandalism etc.

This was PROPOSED by Councillor D Smart and seconded by Councillor Mrs G Moss – and after a unanimous vote – agreed.

F 63. TO CONSIDER A PROPOSAL TO PURCHASE EQUIPMENT FOR BEACH AND GENERAL LITTER PICKING IN FELPHAM:

Councillor Ms L Jones had brought this matter up at the Council's Projects & Resilience Committee for support.

***** THIS WAS NOW NOT GOING TO BE PRESENTED TO THE FINANCE AND ADMINISTRATION COMMITTEE *****

All Councillors were advised that this was to come off the agenda now.

F 64. TO CONSIDER THE PRIORITISATION OF FUTURE PROJECTS/INITIATIVES OF THE COUNCIL:

The Clerk had produced an itemised list of those projects and initiatives that Councillors wished to promote as part of the future usage of General Reserves and those that came out of the Visioning and Business Planning exercise carried out and facilitated by SALC. The meeting was requested to determine those it wished now to go forward with in the future so that these could then be identified as project initiatives and budgeted accordingly for over one, two or three years.

After discussion it was decided that an EXTRAORDINARY MEETING be arranged by the PROJECTS COMMITTEE to determine the list – which can be added to.

Councillor Mrs G Moss stated the date of the meeting to be confirmed.

F 65. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

F 66. DATE OF THE NEXT MEETING – Monday 24th September 2018 at 7 p.m.

The meeting closed at 7:50 p.m.

Approved.....

Date.....

Appendix A:

Community Hall Manager's Report:

22nd July – 20th August 2018

Managers Report

1. Finance

- a. Income – Gain/ Loss - Last month & forecast for the rest of the year –
Income for August is £2342, slightly up on the projected £2255 but down on July @
£3663.19 (down due to preschool breaking up on 15/7, increasing ongoing to a revised
estimate from approx. £4200 to £4500 in September due to Ofsted's delayed visit, August
will be quiet due to the pre schools' absence and other classes summer slowdown/reduction
- b. Expenses – Ongoing utilities, repair and upkeep has been passed to Reilly's and
Barratts this month due to the minor defect and repairs being their issue (Blinds and drains).
Broken glass pane paid for by ADC, repair arranged by myself (changing room external
door) Annual gas inspection instructed @£85. No major anticipated costs only general
decoration (will discuss with Reilly's as the are due to paint once replastered)
- c. Projections - Constantly searching for new hirers to boost income month on, taking a
projected annual income to now over £54,000 pa.

2. Building –

Final snagging list drawn up (with Glen Hewlett) and submitted to Tim Mitchell at Reilly's
Builders.

3. Bookings

- a. Prospects - in the pipeline (additional Martial Arts School and Dog Training). Daily
Breakfast and After School Club now confirmed from September once Ofsted inspected.
Hosted a Drama Summer Camp
- b. Lost Bookings – none, quieter due to Summer break but all bookings continuing and
returning in September
- c. Marketing – FREE Social Media channels and email. Once breakfast and afterschool
club in occupation space offering is a little limited.

Many Thanks.

Doug Millen - Hall Manager".