

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 2nd OCTOBER 2018.

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
ON MONDAY 24th SEPTEMBER 2018.**

PRESENT: Councillors: G Matthews, Mrs R Kissell, G Hewlett, D Smart and Mrs G Moss.

Councillors M Rumsey & Miss A Barker were also in attendance in the public gallery.

F 67. APOLOGIES FOR ABSENCE:

Councillor Ms H Flynn, P English & M Copeland.

No other apologies had been received.

F 68. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 69. DECLARATIONS OF INTEREST:

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

F 70. QUESTION TIME:

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

F 71. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 28th AUGUST 2018:

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

F 72. MATTERS ARISING:

There were no matters arising.

F 73. CORRESPONDENCE / ANNOUNCEMENTS:

- (i) **Blake's Mead Community Association (BMCA)** – further to the last meeting where it had been decided that this issue would be revisited after the Administration Assistant to the Clerk had determined exactly the location

of the two bins and that 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, the Clerk advised that nothing had been heard back from ADC. **He stated that he would chase this up with them.**

- (ii) **Remembrance Day Wreathes** – the Clerk advised that he had ordered and received two wreathes for Remembrance Day. He also requested whether the Council would wish to order smaller sprays for the Bomber Memorial Plaque and the three commemorative benches. He recommended that the Council contribute £25 (the same figure as last year) towards the RBL Poppy Appeal for each of the large wreathes and for the meeting to determine the number of sprays it wished to order and what the contribution figure for these would be.

It was RESOLVED that £25 be donated to the Poppy Appeal for the two large wreaths and that 4 sprays be purchased at the price of £12 each.

- (iii) **Lease Back Agreement of the Changing Rooms at the Community Hall** – the Clerk reported that these had now been signed and the Council was awaiting the formal signed Agreement from ADC.

- (iv) **Deed of Agreement for the Community Hall** – the Council has received notification of a Planning Application (FP/202/18/PO) which is for the variation of the definition of “sports equipment contribution” to “equipment contribution” and a change in what the sum can be used for, from the provision of sports equipment to the provision of equipment on the site. Apparently this had been necessary as it is a change to the wording of the original s106 agreements made back in 2004, as part of the original planning application for what was then Site 6 (now Blake's Mead). Comments on this application have to be received by ADC by 18th October 2018 which invariably means that it will not go to ADC Development Control Committee until its meeting of 24th October 2018 (or maybe its November Meeting). Unfortunately therefore this does mean that the Council is unlikely to get the Deed of Agreement or any s106 payment relating to it before December 2018.

- (v) The Clerk advised that as of today the Council had received four Grant Applications for next year. The closing date for applications was 30th September 2018.

There was no other correspondence or announcements to report.

F 74. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:

There were no new items proposed.

F 75. AUGUST 2018 FINANCIAL ACCOUNTS OF THE COUNCIL AND THOSE OF THE COMMUNITY HALL:

The Bank Statements for August 2018 had been sent to all Councillors, prior to the meeting, for information.

- (a) It was requested that the meeting formally approve the bank statements of the Council as a true and accurate financial record for the month of August 2018.

It was unanimously RESOLVED that the bank statements as presented, be approved as a true and accurate record of the Council's income and expenditure for the month of August 2018.

F 76. TO RECEIVE THE TIME SHEET OF THE CLERK FOR AUGUST 2018:

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

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

F 77. 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 78. TO DETERMINE THE PREFERRED CONTRACTOR FOR NOISE ABSORPTION SOLUTION FOR THE MAIN HALL AT THE COMMUNITY HALL:

The current situation as outlined below, and from the previous meeting of this Committee, remained the same:

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.

The Clerk to chase this up further with Councillor G Hewlett.

F 79. CONSIDERATION OF REPLACING SOLAR LIGHTS ON PROMENADE:

The last meeting of this Committee had been requested to consider as to whether or not it wished to replace the above solar lights.

It had been RESOLVED, at that time, that it be recommended that the Council proceed after the Administration Assistant had clarified that there was a sufficient and satisfactory guarantee/warranty regarding vandalism etc.

The Clerk reported that nothing had been progressed since that time and advised that he would chase this matter up, now he was back full time at work.

F 80. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

F 81. DATE OF THE NEXT MEETING – Monday 22nd October 2018 at 7.00 p.m.

Councillors are requested to note the new start time for this Committee.

The meeting closed at 7.34 p.m.

Approved.....

Date.....

Appendix A:

Community Hall Manager's Report:

September 2018

1. Finance

a. Income – Gain/ Loss - last month & forecast for the rest of the year –

Income to 23rd September is £3607, up on a quiet August due to Summer Break (£2342), but down on July @ £3663.19 (down due to preschool only returning on 5/9, increasing ongoing to a revised estimate from approximate £4200 due to returning classes and Rise 'n' Shine (Breakfast and After School Club) being in residence from 5th September.

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 (much is now done by Reilly's part of final snagging).

c. Projections - constantly searching for new hirers to boost income month on, taking a projected annual income to now over £54,000 per annum

2. Building – final snagging list drawn up (with Glen Hewlett) and submitted to Tim Mitchell at Reilly's Builders, works have begun and are nearing completion (subject to sign off).

3. Bookings

Prospects – negotiating with Dizzy Ducklings for extended hours to 2.30pm from 1pm, additional Martial Arts School and Dog Training. Daily Breakfast and After School Club now resident from September having been Ofsted inspected. The Hall hosted a Drama Summer Camp.

Lost Bookings – Dementia Support (2hrs once per month due to Rise 'n' Shine and Dizzy Ducklings hours extending), quieter due to Summer break but all bookings continuing and returning throughout September.

Marketing – FREE Social Media channels and email. Now breakfast and afterschool club in occupation space offering is a little limited.

Doug Millen – Community Hall Manager.