

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 5th FEBRUARY 2019.

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
ON TUESDAY 15th JANUARY 2019.**

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

F 137. APOLOGIES FOR ABSENCE:

Apologies received from Councillor Ms H Flynn.

F 138. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 139. DECLARATIONS OF INTEREST:

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

F 140. QUESTION TIME:

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

F 141. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 18th DECEMBER 2018:

These were approved as a true and accurate record. These had been presented to Main Council on 8th January 2019 for ratification and adoption.

F 142. MATTERS ARISING:

There were no matters arising, that would not be covered by the agenda items for this meeting.

F 143. CORRESPONDENCE / ANNOUNCEMENTS:

- (i) **Keith Campbell (Council's Solicitors)** – confirmation that the Council had now finally received the signed Deed of Agreement for the Community Hall and that the s106 monies attached to this had been placed in the Parish Council's Bank Account. These being £37,334.42 for the Community Hall Contribution and £39,637.59 for equipment contribution

- (ii) **Solar Panels on Community Hall** – the meeting was advised that the works would commence on Thursday 24th January 2019.
- (iii) **Sound Absorption Installation within Community Hall** – it was currently anticipated that the work would be carried out by the end of January 2019.

There was no other correspondence or announcements to report.

F 144. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:

The Clerk reminded the meeting that the JWAAC H&T Sub-Committee Meeting due to be held this week had been postponed.

It was agreed that all Road Traffic Mitigation Scheme information etc be reported to this Committee.

There were no new items proposed.

F 145. DECEMBER 2018 FINANCIAL ACCOUNTS OF THE COUNCIL:

- (i) The Accounts of the Council for the month of December 2018 had been sent to all Councillors, prior to the meeting, for information.

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

It was unanimously RESOLVED that the accounts of the Council as presented, be approved as a true and accurate record of the Council's income and expenditure for the month of December 2018, and it be recommended to Main Council that the expenditure for the month of December 2018 to the sum of £14,660.03 be approved.

F 146. TO RECEIVE THE TIME SHEET OF THE CLERK FOR DECEMBER 2018:

This was presented to the meeting for authorisation. This showed that the Clerk had worked 1 hour 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 December 2018.

F 147. 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 148. BUSINESS AT THE CHAIRMAN'S DISCRETION:

(a) Google Analytics: Audience Overview – Parish Council Web Site –

Councillor P English had requested that this be discussed. The information relating to this had been distributed to all Councillors prior to this meeting. Councillor English had responded with several questions for explanation and clarification. These had been sent to the Parish Council's web site manager, who had responded (the response was once again distributed to all Councillors, for their information, prior to the meeting) The response had been as follows:

“The report is generated monthly from Google analytics.

The intention is to show the Council how the website is being used and what people are looking for.

Analytics are used by the Council's Webmaster to improve the customer experience on weekly basis. Knowing what words people use to look for information is important. Unfortunately Google were sued over this feature and it has been removed, however Maureen has a workaround that she uses to check for keywords and she regularly updates the website to ensure that if a search term is missing it is added. Last month there were several failed searches because people were searching using the word Arun because they are confused by who does what.

Bounce rates merely show the % of single page visits. These are not an issue. Often a person will land on a header page and go straight to another page. That is normal. 1.38 minutes on a page is also not unusual. Moving from the home page to a committee page and locating an agenda can be achieved in less than one minute.

If the Council wishes to have a more in-depth understanding this could be achieved in one of three ways:

- 1. A Councillor can be given access to the Analytics package and extract whatever data they wish;***
- 2. Councillors could be shown how to read the reports provided***
- 3. A précis report could be provided each month or quarter showing key statistics”.***

It was agreed that the issue of the website be an agenda item for future meetings and that the webmaster be approached in the first instance, to ascertain how the Parish Council are performing in terms of 'hits' compared to other Parish Council websites.

There was no other business at the Chairman's discretion.

F 149. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

**F 150. DATE OF THE NEXT MEETING – Tuesday 12th February 2019 at 7.00 p.m.
(following on from the Planning & Licensing Committee Meeting).**

The meeting closed at 7.40 p.m..

Approved.....

Date.....

Appendix A:

Community Hall Manager's Report: 22/12/18 to 07/01/2019

1. Finance

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

Income to 18th December is £4203, up on November's is £4024 and on October's £4117. On target for the estimated monthly £4200 projections. December to January will be quiet (for end of Jan report period, approx. £1000 less) due to Dizzy Ducklings and Rise and Shine close down for Christmas week as well as most other classes taking a break during the festive period. Ongoing from January looking good with a return to the estimated monthly £4200 projections. Negotiated a lower rate on my work mobile tariff, down to £9 per month.

- b. Expenses – Ongoing utilities, repair and upkeep

- c. Chasing contractors to install Digital Projector, inspect roof for annual report and replace Conference Room lock (never had a key)- cost of £571.20, unpaid until works completed. No other major anticipated costs only general decoration (much is now done by Reilly's part of final snagging). Snagging is yet to be fully signed off but works are nearing completion with only the ceiling of the conference room, lighting panels in lobby and Parish office blind outstanding (this has been chased weekly). Sound proofing will be added to shutter door backs at no charge when Main Hall sound proofing installed (contractor award imminent). Conference room ceiling and building lighting scheduled for 20/21 December.

- d. Projections - Constantly searching for new hirers to boost income month on, taking a projected annual income to now over £53,000 pa.

2. Building – Final snagging list drawn up (with Glen Hewlett) and submitted to Tim Mitchell at Reilly's Builders, inspection done and majority of works are nearing completion (subject to sign off, see 1c.), Drainage seems rectified having had a new external chamber installed. (again, tbc and subject to sign off). Longer term I'll be looking to arrange works to rejuvenate/redecorate internal areas of the building.

3. Bookings

- a. Prospects – **Another dance fitness club class (Jive, Jazz, Salsa) to take Just Jive's Monday session and other week days from January. Dizzy Ducklings have extended hours to 2.30pm from 1pm at additional £80 per month. HOOP UK (wellbeing charity) have several fitness sessions and meetings booked. NHS nursing training looking to book several all day Thursday Sessions and Yoga Bellies joining us on a Friday.**
- b. Lost Bookings – **NONE**
- c. Marketing – **FREE Social Media channels and email. Now breakfast and afterschool club in occupation and Dizzy Ducklings hours extended space offering is a little limited but I am looking for corporates (NHS etc) to fill the daytime hall void hours. A daytime dance class is using us Mondays and looking to extend into other days based on its success .**

Doug

Felpham Community Hall Manager