

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

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
ON TUESDAY 12th FEBRUARY 2019.**

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

F 151. APOLOGIES FOR ABSENCE:

Apologies received from Councillors G Hewlett, Ms H Flynn and Mrs G Moss.

F 152. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 153. DECLARATIONS OF INTEREST:

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

F 154. QUESTION TIME:

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

F 155. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 15th JANUARY 2019:

These were approved as a true and accurate record. These had been presented to Main Council on 5th February 2019 for ratification and adoption.

F 156. MATTERS ARISING:

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

F 157. CORRESPONDENCE / ANNOUNCEMENTS:

- (i) **Came & Company (Council's Insurance Brokers)** - in response to a request sent, by the Council, to include the solar panels within the Council's insurance for the Community Hall, this had been accepted at the cost of an extra £27.43 per annum on the Council's insurance.

- (ii) **National Association of Local Councils (NALC)** – the Council have been advised that the Secretary of State for Housing, Communities and Local Government confirmed that Council Tax referendum principles would not be extended to local town & parish councils for 2019/20.

There was no other correspondence or announcements to report.

F 158. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:

- (a) Adoption of roads on Blake's Mead - for JWAAC H & T Sub-Committee.
(b) Residents are concerned that phase 3 of Blake's Mead (Bovis) will not be adopted and what WSCC are doing to ensure the developer meets its obligations.

There were no other new items proposed.

F 159. JANUARY 2019 FINANCIAL ACCOUNTS OF THE COUNCIL:

- (i) The Accounts of the Council for the month of January 2019 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 January 2019.

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 January 2019, and it be recommended to Main Council that the expenditure for the month of January 2019 to the sum of £18,065.49 be approved.

- (ii) **Briefing Note – Movement of Monies for Financial Year 2019/20** – the Clerk had distributed to all Councillors, with their agendas for this meeting, a Briefing Note on this matter. The meeting was requested to consider and confirm the movement of monies within the Council's budgets for Financial Year 2019/20.

After discussion it was proposed by Councillor D Smart, seconded by Councillor Mrs R Kissell and unanimously agreed that the movement of monies, as stated in the Briefing Note, for financial year 2019/20 be as follows, subject to the confirmation of Main Council:

(Please note EMR refers to the Earmarked Reserves of the Council).

1) Cost Centre 101 – Administration

- a) Monies underspent in financial year 2018/19 from Cost Codes 4027 – I.T. and 4028 – I.T. Equipment Purchase to be transferred to EMR 319 – I.T. Purchases.

2) Cost Centre 203 – Public Benefit

- a) Monies underspent in financial year 2018/19 for Cost Code 4047 – Public Toilets Contribution to be transferred to EMR 315 – Toilets.
- b) Monies overspent in Cost Centre 4103 – Street Lighting in financial year 2018/19 (£1,257) to be paid for from monies drawn down from EMR 313 – ADC Community Grant.
- c) Monies underspent in financial year 2018/19 from Cost Code 4105 – Notice Boards to be transferred to EMR 322 – Notice Boards

3) Cost Centre 208 – Neighbourhood Plan

- a) £1,000 to be taken from EMR 318 – Neighbourhood Plan and transferred to Cost Code 4300 – NP Consultancy as agreed during budget setting process for financial year 2019/20.
- b) £750 to be taken from EMR 318 – Neighbourhood Plan and transferred to Cost Code 4301 – NP Publicity as agreed during budget setting process for financial year 2019/20.
- c) £4,000 to be taken from EMR 318 – Neighbourhood Plan and transferred to Cost Code 4305 – NP Printing Costs as agreed during budget setting process for financial year 2019/20.
- d) Monies underspent in financial year 2018/19 in Cost Codes 4302 – NP/Design Guide and 4303 – Community Action Plan to be transferred to EMR 318.

4) Cost Centre 401 – Community Hall

- a) £16,800 spent (solar panels) in financial year 2018/19 from Cost Code 4257 – Other Revenue Costs be paid for from Income Code 1092/401 – Community Hall Equipment Sum.
- b) £6516.33 spent (hall acoustics) in financial year 2018/19 from Cost Code 4257 – Other Revenue Costs be paid for from Income Code 1092/401 – Community Hall Equipment Sum.
- c) Income Code 1091 – Community Hall Maintenance Sum – monies left in code for financial year 2018/19 to be placed in new EMR – Community Hall Maintenance Sum for 2019/20.
- d) Income Code 1092 – Community Hall Equipment Sum – monies left in code for financial year 2018/19 to be placed in new EMR – Community Hall Equipment Sum for 2019/20.

F 160. TO RECEIVE THE TIME SHEET OF THE CLERK FOR JANUARY 2019:

This was presented to the meeting for authorisation. This showed that the Clerk had worked 3 and a half hours over 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 January 2019.

F 161. 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.

The Clerk was requested to ascertain possibility of maps of Felpham being available for residents etc.

F 162. ROAD TRAFFIC MITIGATION SCHEMES (RTMS) FOR FELPHAM:

The Clerk reminded the meeting that this, along with the Parish Council web site, would be included on now and future agendas for this Committee.

The Clerk, had in advance of the meeting sent to all Councillors the (what was then) most up to date figures for the works carried out thus far on Road Traffic Mitigation Schemes for Felpham. **The Clerk reminded Councillors that the monies for the works was not publicly generated money but that generated through the s106 agreement from the development of Blake's Mead and specifically for infrastructure improvements.**

The Clerk distributed, at the meeting, the latest and most up to date figures that he had received from WSCC the day before this meeting. These were as follows:

Road Traffic Mitigation Schemes – Felpham
Confirmed Expenditure figures (11/02/2019)

- 1) Sea Road/Felpham Road/Admiralty Road - **£20,500 (COMPLETED).**
- 2) Vicarage Lane Junction with Felpham Road - **£16,000 (fees only thus far – preliminary designs will be received post elections in May 2019).**
- 3) Limmer Lane Junction with Felpham Road - **£20,000 (fees only thus far – proposal made to mark out car parking bays to front of shops opposite the Post Office).**
- 4) Downview Road Traffic Lights/Crossing - **£18,000 (completed).**
- 5) Downview Road Traffic Calming - **£96,000 (completed) – the Clerk was requested to contact WSCC with regard to the work carried out is not fit for the purpose it was intended i.e to slow down traffic. The width of the**

humps in situ still allow vehicles to straddle without slowing down traffic

- 6) Vicarage Lane Footway - **£2,000 (fees only – unlikely to be progressed)**
- 7) Area Wide 20mph Scheme - **£107,000 (current consultation being carried out).**
- 8) Flansham Park/Flansham Lane Junction - **£3,000 (fees only – original proposal removed).**
- 9) Summerly Lane/Felpham Way Junction - **£120,000 (work currently being carried out).**

F163. PARISH COUNCIL WEB SITE:

The Clerk had circulated to all Councillors, since the last meeting, the web site Analytics for January 2019. He had also, and as requested at the last meeting, provided the data on the comparison of hits with other Parish Councils during December 2018. These were as follows:

- Felpham 364
- Findon 284
- East Preston 250
- Barnham 235
- Aldingbourne 173
- Clapham & Patching 110
- Ford 78
- Kingston 44

Councillor M Rumsey outlined his e-mail on improvements to the web site.

The Clerk to ascertain if the web site can be mobile friendly.

It was agreed that a working party be set up to bring back to Committee ideas for reviewing the Parish Council web site. The working party to comprise of Councillors P English, M Rumsey and M Copeland.

F 164. BUSINESS AT THE CHAIRMAN'S DISCRETION:

There was no business at the Chairman's discretion.

F 165. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

F 166. DATE OF THE NEXT MEETING – Tuesday 12th March 2019 at 7.15 p.m.

The meeting closed at 7.52 p.m.

Approved.....

Date.....

Appendix A:

Community Hall Manager's Report – 01/10/19 to 31/01/19

1. Finance

a. Income – Gain/ Loss - Last month & forecast for the rest of the year –
Income to 31.1.19 @ £4005 (new reporting period will now be calendar monthly). The lower amount is due to the Christmas break.

On target for the estimated monthly £4200 projections,

Expenses – Ongoing utilities, repair and upkeep –

- b. **Solar Panels now installed and working (£25 earnt to date). Chasing contractors to install Digital Projector, no other major anticipated costs only general decoration (much is now done by Reilly's part of final snagging). Snagging is still yet to be fully signed off but works are nearing completion with only the ceiling of the conference room and room 2 to be finalised, repair was made and repainted only to crack again 2 days later, lighting / panels now repaired/ replaced throughout.**
 - c. **Sound proofing will be added to shutter door backs at no charge when Main Hall sound proofing installed (w/e of 1st Feb) . Works on Sound Proofing now done (subject to final checks) (1st /2nd Feb).**
 - d. **Projections - Constantly searching for new hirers to fill sparse daytime and evening slots to boost income month on month, taking a projected annual income to now over £50,000 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 1b. Longer term I'll be looking to arrange works to rejuvenate/redecorate internal areas of the building. Quotes for redecoration of some areas and larger radiator for lobby being sort.**
3. **Bookings**
- a. **Prospects –Another dance & fitness club class (Jive, Jazz, Salsa) has started Mondays (3hrs) and Fridays (1.5hrs). Dizzy Ducklings have extended hours to 2.30pm from 1pm at additional £80 per month. Yoga Bellies have joined us on a Friday. Holiday Clubs run by Rise n Shine to fill school holiday periods when Pre School and Breakfast / Afterschool club not in.**
 - 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 Fridays and looking to extend into other days based on its success .**

Many Thanks

Doug

Felpham Community Hall Manager

