

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 2nd APRIL 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 MARCH 2019.**

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

F 167. APOLOGIES FOR ABSENCE:

Apologies received from Councillors M Copeland, P English and Ms H Flynn. In the absence of the Chairman, the Vice-Chairman chaired the meeting.

F 168. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 169. DECLARATIONS OF INTEREST:

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

F 170. QUESTION TIME:

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

F 171. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 15th FEBRUARY 2019:

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

F 172. MATTERS ARISING:

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

F 173. CORRESPONDENCE / ANNOUNCEMENTS:

- (i) **Close Down of Accounts for Financial Year 2018/19** – the Clerk advised the meeting that the close down of the Council's accounts would take place on Friday 5th April 2019.

There was no other correspondence or announcements to report.

F 174. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:

There were no new items proposed.

F 175. FEBRUARY 2019 FINANCIAL ACCOUNTS OF THE COUNCIL:

- (i) The Accounts of the Council for the month of February 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 February 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 February 2019, and it be recommended to Main Council that the expenditure for the month of February 2019 to the sum of £26,119.83 be approved.

F 176. TO RECEIVE THE TIME SHEET OF THE CLERK FOR FEBRUARY 2019:

This was presented to the meeting for authorisation. This showed that the Clerk had worked 1 hour 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 February 2019.

F 177. 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 178. PERFORMANCE DEVELOPMENT REVIEW OF THE COMMUNITY HALL MANAGER:

The above had been carried out by Councillors D Smart, M Copeland and Mrs G Moss during February 2018. The outcomes of the Performance Review had been distributed to all Councillors, prior to the meeting. These included:

- the notes and recommendations from the review meeting.
- A copy of the 2018 Performance Development Plan with comments, and

- A new 2019 Performance Development Plan with new objectives for the coming financial year.

The meeting was made aware that these findings etc have not yet been disclosed as Council approval was needed before being presented to the Community Hall Manager.

Councillor D Smart then outlined the process that was carried out and the methodology for scoring to determine a bonus figure.

It was proposed by Councillor G Hewlett, seconded by Councillor G Matthews and **on a unanimous vote it was agreed that the following be recommended to Main Council:**

- 1) **To agree the performance development plan for the Community Hall Manager for 2019/20.**
- 2) **The scores and comments made by the panel for the Community Hall Manager's Personal Development Plan for 2018/19 and the % of bonus that he would receive.**
- 3) **The notes made from the review meeting.**

F 179. ROAD TRAFFIC MITIGATION SCHEMES (RTMS) FOR FELPHAM:

The Clerk advised that the contractors had moved off site (on the day of this meeting) after the completion of the road works carried out at the top of Summerly Lane/Felpham Way.

The meeting was made aware that the 20mph scheme consultation had finished on the 28th February but as of the day of this meeting no feedback/ results etc had been received from WSCC.

With regard to the funding question that had been raised at the last JWAAC Meeting, the following had been received from WSCC:

"In the minutes of JWAAC 6/1/16, in the 'progress statement' attachment there is a line saying that Ben Whiffin responded to Councillor English on 15 September 2015 saying that the expiry date for S106 funds is June 2024.

So we appear to have adequate time to complete this suite of works".

F180. PARISH COUNCIL WEB SITE:

Councillors had received, prior to the meeting, the analytics of visits made to the Parish Council web site during the month of February 2019.

A meeting of the web site working party was due to take place in the near future.

F 181. PURCHASE OF CREDIT CARD READER FOR COMMUNITY HALL BOOKINGS:

Councillors had received with their agendas a comparison of possible credit card readers that could be utilised by the Community Hall Manager for bookings. This information had been put together by the Community Hall Manager with a recommendation for his preferred reader.

It was proposed by Councillor D Smart, seconded by Councillor Mrs G Moss and on a unanimous vote that the Council purchase the Square Card Reader, at a cost of £39.00 +VAT. As this sum was well below £500.00 this decision would not need the approval of Main Council.

F 182. BUSINESS AT THE CHAIRMAN’S DISCRETION:

(a) Annual Contribution to ADC for Felpham Toilets – the Clerk advised that the Parish Council had received a bill for £8,484.00 for its contribution towards the public toilets in Felpham. He advised that the Council had budgeted for £3,500,00 in this financial year, for this, and the same amount in 2019/20.

The Clerk had written to ADC on this and their response was distributed to Councillors at the meeting, for information. As this correspondence had only been received on the day of the meeting the Clerk felt that this was for information only, to raise Councillors attention to the situation. He therefore sought the meetings confirmation to raise this issue at the next Main Council meeting giving Councillors time to digest the information and come back with response that could be made to ADC.

The Clerk appreciated that this would be decided, and any payment made, in the next financial year but felt that because of the late receipt of the expected payment that ADC had requested this was the only prudent way forward. He reminded Councillors that there were earmarked reserves for toilets that could be used for payment.

It was RESOLVED that this matter be an agenda item for the next Main Council Meeting (2nd April 2019).

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

F 183. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

F 184. DATE OF THE NEXT MEETING – Tuesday 9th April 2019 at 7.15 p.m.

The meeting closed at 7.47 p.m.

Approved.....

Date.....

Appendix A:

Community Hall Manager's Report – 01/02/19 to 28/02/19

1. Finance

a. Income – Gain/ Loss - Last month & forecast for the rest of the year – **Income to 28.2.19 @ £3862 (new reporting period now be calendar monthly). The lower amount is due to the shorter month (28 days) and half term break. March projected income @ £4273**

Occupancy rate (excluding Parish Office) = 53.9%

56 available hours per day (4 spaces 8am-10pm = 14hrs x 4) x 28 days of February = 1568hrs available. 1st – 28th February 845hrs used (not all charged)

Projected Occupancy for March = 50.54%

Expenses – Ongoing utilities, repair and upkeep –

- b. **Solar Panels now installed and working (over £200 earned 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 now 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). Some panels require rehangng - ONGOING**
- 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. Holiday Clubs run by Rise n Shine to fill school holiday periods when Pre School and Breakfast / Afterschool club not in.**
- b. **Lost Bookings – Beavers (Scouts) Sadly leaving us due to no volunteers to run it. - £25pw. I'm confident of shortly filling the slot**

- 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 . I'll be looking to enhance our social media channels and the creation of a website.**

Many Thanks

Doug
Felpham Community Hall Manager