

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 14th MAY 2019.

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
ON TUESDAY 9th APRIL 2019.**

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

F 185. APOLOGIES FOR ABSENCE:

Apologies received from Councillors G Hewlett & Ms H Flynn.

F 186. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 187. DECLARATIONS OF INTEREST:

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

F 188. QUESTION TIME:

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

F 189. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 15th MARCH 2019:

These were approved as a true and accurate record. These had been presented to Main Council on 2nd April 2019 for ratification and adoption.

F 190. MATTERS ARISING:

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

F 191. CORRESPONDENCE / ANNOUNCEMENTS:

- (i) Chamberlain-Martin (Council's Solicitor's)** – the Council have been advised that the solicitor dealing with the lease agreements for the Community Hall had now retired, and that the bill for the work carried out on the leases would be based on a time spent basis.
- (ii) Good Energy** – confirmation that the Council is now ready to receive Feed-In Tariff payments.

There was no other correspondence or announcements to report.

F 192. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:

There were no new items proposed.

F 193. MARCH 2019 FINANCIAL ACCOUNTS OF THE COUNCIL:

- (i) The Accounts of the Council for the month of March 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 March 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 March 2019, and it be recommended to Main Council that the expenditure for the month of March 2019 to the sum of £13,642.92 be approved.

F 194. TO RECEIVE THE TIME SHEET OF THE CLERK FOR MARCH 2019:

This was presented to the meeting for authorisation. This showed that the Clerk had worked ½ 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 March 2019.

F 195. 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 196. ROAD TRAFFIC MITIGATION SCHEMES (RTMS) FOR FELPHAM:

The Clerk advised that there was currently nothing new to report on this subsequent to what had been reported to Main Council on 2nd April 2019.

F197. 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 March 2019.

F 198. BUSINESS AT THE CHAIRMAN’S DISCRETION:

There was no business at the Chairman’s discretion.

F 199. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

F 200. DATE OF THE NEXT MEETING – Tuesday 21st May 2019 at 7.15 p.m.

The meeting closed at 7.52 p.m.

Approved.....

Date.....

Appendix A:

Community Hall Manager's Report – 01/03/19 to 31/03/19

1. Finance

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

Income to 31.3.19 @ £4102. March was projected @ £4273 but slightly lower due to Scouts departure. April looking good at a similar amount despite a 2 week Easter break.

Occupancy rate (excluding Parish Office) = 49.68% (down a tad due to Scouts leaving)

Projected Occupancy for April = 49.35% (Despite 2 weeks school break, Rise 'n Shine running holiday Club and Serenity Fayre taking whole centre, all day for their 1 day event)

Expenses – Ongoing utilities, repair and upkeep –

- b. **Solar Panels now installed and working (over £1500 potentially saved 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.**
- c. **Works on Sound Proofing now done Some panels require rehanging and replacement - 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.**
- e. **Doors to be fitted to inside of external window to form Parish noticeboard @£345.**
- f. **£29 for purchase of a "debit/credit card facility", received and now in operation.**

- 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. They are in talks with Architect to find a solution to constant ceiling cracks. 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 obtained (2 received).**

3. Bookings

- a. **Prospects –Zumba Class potentially filling Scouts spot, Holiday Clubs run by Rise n Shine to fill school holiday periods when Pre School and Breakfast / Afterschool club not in. Lots of kids party interest.**
- b. **Lost Bookings – Beavers (Scouts) Sadly leaving us due to no volunteers to run it. - £25pw. I'm confident of shortly filling the slot (see above)**
- 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.

