

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 2nd JULY 2019.

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
ON TUESDAY 11th JUNE 2019.**

PRESENT: Councillors: G Matthews, M Copeland, G Hewlett, Mrs R Kissell.
M Rumsey and Mrs G Moss.

F 21. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillors D Smart and P English.

F 22. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 23. ELECTION OF VICE-CHAIRMAN:

Councillor G Hewlett was nominated by Councillor M Rumsey, this was seconded by Councillor Mrs R Kissell. There were no other nominations received.

On a unanimous vote Councillor G Hewlett was duly elected as the Vice-Chairman of this Committee for municipal year 2019/20.

F 24. DECLARATIONS OF INTEREST:

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

F 25. QUESTION TIME:

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

F 26. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 21st MAY 2019:

These were approved as a true and accurate record. These had been presented to Main Council on 4th June 2019 for ratification and adoption.

F 27. MATTERS ARISING:

- (i) Colour of paint to be used for the Community Hall interior decoration –** the Committee and Council had already agreed the sum for the repainting of the interior of the Community Hall. Further to discussions on the agreement for there to be magnolia paint for the top half of the walls to be repainted, the meeting was requested to determine the colour to be used for the bottom half. Colour swatches were available at the meeting for Councillors to look at. After consideration it was agreed that: **the colour ‘Goose Down’ be used for the lower part of the walls to be redecorated.**

There were no other matters arising.

F 28. CORRESPONDENCE / ANNOUNCEMENTS:

- (i) Proposed Bus Gate between Westmoreland Drive and Blake’s Mead –** further to an enquiry made on this, the Parish Council had been copied into the response sent by WSCC. This was as follows:

“At the planning stage there was a requirement for a bus gate however this has not been constructed. The advice that we had from the developer was that they were in discussion with the bus operator but a decision on the routing of the bus service had not been finalised therefore it was not certain that the bus gate would be provided at this location. We have advised the developer that they would need to formally vary their planning permission with Arun District Council if they are not going to provide the bus gate so that an alternative design for this area can be agreed.

As we understand there are currently a line of bollards each side to prevent any vehicular access however there has been complaints about motorcyclists cutting through this route. The area in question remains in the responsibility of the developer and I know that Harvey Rogers (WSCC) has raised the issue with the developer.

That’s as much as we know at this stage however we will take this opportunity to ask the developer for an update on matters”.

The Clerk was requested to contact the County Councillor with regard to whether any discussions have been held with the developers on a bus service for Blake’s Mead.

- (ii) West Sussex County Council –** the issue of the school site on Blake’s Mead had been raised recently. Subsequently an update on the primary school site had been provided, and was as follows:

“we have until July 2023 to exercise our option on the school site. It should be noted though it is only of sufficient size to accommodate a 1 Form Entry primary school, it is therefore not currently attractive to Academy Sponsors.

As far as we are aware there has been no other communication regarding

“refusal of schools being set up on land given by Barretts at Site Six Development (Blake’s Mead)”.

We are not always party to applications by Multi Academy Trusts to the Department for Education in the Free School Wave Bids, therefore we could not say with any certainty if there have been any refused applications for this particular site”.

Concern was expressed about the future outcome of the land, should it not be used for a school.

- (iii) **Solicitor’s Fees for Community Hall** – Councillors had been sent, with their agendas for this meeting, a copy of the break down provided by the Council’s Solicitors of the work carried out by them, on our behalf, and the total cost for these services. The information provided was extensive and in this respect the meeting was requested to consider its acceptance of the fees charged.

It was proposed by Councillor Mrs G Moss, seconded by Councillor M Rumsey and unanimously agreed that the figure provided by the Council’s Solicitors, for the sum of £3,550.00 plus VAT, for the work carried out on the Council’s behalf be agreed and approved.

There was no other correspondence or announcements to report.

F 29. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:

There were no new items proposed.

F 30. MAY 2019 FINANCIAL ACCOUNTS OF THE COUNCIL:

These had been sent to all Councillors, prior to the meeting, for information.

It was requested that the meeting formally approve the financial accounts of the Council as a true and accurate financial record for the month of May 2019.

It was RESOLVED that the accounts as presented, be approved as a true and accurate record and to recommend to Main Council the expenditure of £ 5,455.00 for the month of May 2019.

F 31. TO RECEIVE THE TIME SHEET OF THE CLERK FOR MAY 2019:

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

The Chairman duly signed the time sheet as a true and accurate reflection of the hours worked by the Clerk during May 2019.

F 32. 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 33. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

Scheme proposed for Vicarage Lane, Felpham – the Council had received forward notification of the County's proposed scheme for the area where Vicarage Lane meets Felpham Road. Copies of this and the accompanying e-mail had been sent to all Councillors prior to the meeting.

The meeting was now requested to consider its support for the proposal, as presented by WSCC, and as requested, prior to moving the designs forward for consultation after the summer period.

It was proposed by Councillor G Matthews, seconded by Councillor M Copeland and on a unanimous vote the proposal be agreed, in principle, subject to the confirmation of Main Council and future consultation.

F 34. PARISH COUNCIL WEB SITE:

There was nothing new to report on this. It was agreed that this be an agenda item, when specifically necessary and advised by the working group.

F 35. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

F 36. DATE OF THE NEXT MEETING – Tuesday 9th July 2018 at 7.15 p.m.

The meeting closed at 7.35 p.m.

Approved.....

Date.....

APPENDIX A:

Community Hall Manager's Report:

1. Finance

a. Income – Gain/ Loss - Last month & forecast for the rest of the year –
Income to 31.5.19 @ £3488.97 . May was projected @ £4000 but slightly lower due to School and other classes/clubs breaking for holidays and only a 3 day holiday club . June projected at a similar amount due to prolonged children's/enfants class holidays (1 week) and 3 x weekly dance classes being away for June

Occupancy rate (excluding Parish Office) = 47.6%

Projected Occupancy for June = 49.8%

Expenses – Ongoing utilities, repair and upkeep –

- b. Continue to chase various contractors to install Digital Projector, no other major anticipated costs only general decoration. 3 Quotes have been supplied to parish for lobby and main hall redecoration (awaiting decision), this will include a vinyl silk emulsion finish to aid cleaning and protect surfaces, I'll investigate corner protectors to preserve plasterwork in main hall after redecoration. Looking to undertake works during quiet Summer holiday period.**
- c. Snagging is still yet to be fully signed off with only the ceiling of the conference room and room 1 to be finalised. (Reilly's in discussions with structural engineers as to who's fault ceiling cracks are.)**
- d. Works on Sound Proofing now done Some panels require rehangng and replacement – ONGOING, re hanging was end of May, now chasing for June. Cost £500**
- e. Projections - Constantly searching for new hirers to fill sparse daytime and evening slots to boost income month on month.**
- f. First feed in Tariff payment of £88.01 received (represents a period from install to end of April)**

- 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. Longer term I'll be looking to investigate the possibility and viability of an electric central heating boiler to best use solar energy generated during sunny days, we currently use gas to heat the building day and night and do not use the energy generated in the daytime by the solar panels. Early indications of cost are £3500-£4000 which I believe could very quickly be saved in heating costs.**

3. Bookings

- a. Prospects – **“Encore” vocal group starting in June with 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 – **NONE (Dog training reduced to 1 hr now weather is better)**
- c. Marketing – **FREE Social Media channels and email. Space offering is a little limited but I am looking for corporates (NHS etc) to fill the daytime hall void hours. I’ll be looking to enhance our social media channels and the creation of a website.**

Many Thanks

Doug

Felpham Community Hall Manager