DRAFT ***SUBJECT TO THE APPROVAL OF MAIN COUNCIL 3rd SEPTEMBER 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 JULY 2019.

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

F 37. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillor P English.

F 38. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 39. DECLARATIONS OF INTEREST:

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

F 40. QUESTION TIME:

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

F 41. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 11th JUNE 2019:

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

F 42. MATTERS ARISING:

There were no matters arising.

F 43. CORRESPONDENCE / ANNOUNCEMENTS:

There was no correspondence or announcements to report.

F 44. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:

There were no new items proposed.

F 45. JUNE 2019 FINANCIAL ACCOUNTS OF THE COUNCIL:

The meeting was advised that in the absence of the Clerk/RFO (away on annual leave) the June accounts had not yet been closed. In this respect the June accounts along with those for July 2019 will be presented to this Committee at its meeting to be held on 13th August 2019.

F 46. TO RECEIVE THE TIME SHEET OF THE CLERK FOR JUNE 2019:

It was agreed at the meeting to approve the time sheet for which the Clerk had worked the same hours as those employed for and for authorisation.

The Chairman duly agreed to sign the time sheet as a true and accurate reflection of the hours worked by the Clerk during June 2019.

F 47. 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 48. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

20 mph Scheme proposed for Felpham – at the J.W.A.A.C meeting, held on 19th June 2019, and after a long debate it was confirmed that the 20 m.p.h. Parish wide scheme was to go ahead. Only County Councillors could vote on this and the vote was 4 in favour with 2 abstaining.

It is planned that the implementation of the scheme will take place in this financial year (hopefully before Christmas). The Council will be advised of exact times once dates have been received from the contractor.

F 49. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

F 50. DATE OF THE NEXT MEETING – Tuesday 13th August 2018 at 7.15 p.m.

The meeting closed at 7.30 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 30.6.19 @ £3,940.68 (inc FPC £583.33 pcm) down a little on May's due to Dance Classes (5 sessions weekly) being off due to instructors holidays, she returns July. Also, due to prolonged children's/enfants class holidays (1 week). July sees Dizzy Duckling vacate for the summer mid-month, I'll be moving Rise n Shine into Room 2 to free up conference room and encourage more accessible bookings evening bookings.

Occupancy rate (excluding Parish Office) = 49.8% up a little on May's 47.6% despite Dance Class' absence.

Projected Occupancy for July = 33.2%, up year on year by 10% but down from June due to summer holidays, looking to return stronger and growing year on year from September.

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 (awarded to D.Hall Construction), this will include a Dulux *vinyl silk emulsion in Goose Down* 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 quieter 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, chasing but to no avail.)

d. Works on Sound Proofing now done Some panels require rehanging and replacement – ONGOING, re hanging was due end of May or June, now chasing for July or over holiday period when hall at its quietest.

e. Projections - **Constantly searching for new hirers to fill daytime and evening slots to boost income month on month. Conference room availabity may help.**

f. First feed in Tariff payment of £88.01 received (represents a period from install to end of April). Next FiT reading now submitted which we will receive in August.

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 (ongoing) 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 started well in June with Zumba Class potentially filling Scouts spot**, **Holiday Clubs run by Rise n Shine to fill school holiday periods throughout July and August 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 (WSCC/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