

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 13th AUGUST 2019.**

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

F 51. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillor G Matthews.

F 52. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 53. DECLARATIONS OF INTEREST:

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

F 54. QUESTION TIME:

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

**F 55. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION
COMMITTEE MEETING DATED 9th JULY 2019:**

These were approved as a true and accurate record. These will be presented to Main Council on 3rd September 2019 for ratification and adoption.

F 56. MATTERS ARISING:

There were no matters arising.

F 57. CORRESPONDENCE / ANNOUNCEMENTS:

- (a) Open letter posted on web site by the Chairman of the Council in response to the problems experienced with alarms being activated at the Community Hall (copies of this had already been circulated to all Councillors).
- (b) Update by the Community Hall Manager, on the above, and the remedial action taken (also previously circulated to all Councillors).
- (c) The meeting was advised that the Chairman of the Council, along with the Clerk and Chairman of this Committee, and under the Council Standing Orders and Financial Regulations, had authorised the payment of £224.40 for Modular Display Boards for the Council (to be first used at the Bognor Kite Festival Event). The Clerk advised that the monies to pay for this would be taken from the budget of £2,000.00 for Community Awareness.

The payment for this was unanimously agreed.

There was no other correspondence or announcements to report.

F 58. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:

There were no new items proposed.

F 59. JUNE & JULY 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 months of June & July 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 £ 26,857.11 for the month of June 2019, and £ 17,714.74 for the month of July 2019.

F 60. FINANCIAL OVERVIEW OF THE COMMUNITY HALL FOR THE PERIOD APRIL to JULY 2019:

Councillors had received, with their papers for this meeting, copies of the income and expenditure allocated/accrued to the Community Hall in the four month period April to July 2019 (actual year to date). These were for noting only at this stage.

F 61. TO RECEIVE THE TIME SHEET OF THE CLERK FOR JULY 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 July 2019.

F 62. 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.

- (i) Councillor G Hewlett advised that £527.18 had been paid to the Council under the Feed in Tariff scheme. Also savings made on the cost of KWH has been £1,335.88, giving a total of £1,863.06. These figures projected mean that the initial payback for the solar panels for the Community Hall of 7 years could now be a possible payback of 4 years. The Committee agreed that they were very happy with the current position.
- (ii) Councillor D Smart outlined the current situation with regard to responses to the fire alarm going off on several occasions recently. He wished for the Committee to agree to utilising the current Security Company for emergency response to alarms going off. Councillor D Smart therefore proposed this, which was seconded by Councillor M Rumsey and agreed on a vote, 6 for with 1 abstention.

F 63. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

There was nothing new to report under this agenda item.

F 64. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

The Clerk reminded Councillors, that the next meeting of this Committee would be looking at the revised Financial Regulations of the Council. These had already been sent to all Councillors for their information and to be read, in advance of the next meeting.

F 65. DATE OF THE NEXT MEETING – Tuesday 10th September 2018 at 7.15 p.m.

The meeting closed at 7.44 p.m.

Approved.....

Date.....

APPENDIX A:

Community Hall Manager's Report: July 2019

1. Finance

a. Income – Gain/ Loss - Last month & forecast for the rest of the year –
Income to 31.7.19 @ £3,363.95 (inc FPC £583.33 pcm) down a little on June's due to prolonged children's/infants class holidays (2 weeks). July also sees Dizzy Duckling (DD) vacate for the summer mid-month, I'll be moving Rise n Shine (RnS) into Room 2 to free up conference room and encourage more accessible evening bookings.

Occupancy rate (excluding Parish Office) = 32.9% down on June's 49.8% due to various Bookings' absence during Summer holidays. (DD and RnS finished mid July). The quieter summer period actually assists our maintenance programme and prevents unnecessary closure or cancellations.

Projected Occupancy for August = 13.8%, up year on year by 5% but down from July due to summer holidays, RnS Holiday Club income is a great boost over the Summer period. 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. £144 paid for Pest Control (Alarm), other low (sub £200) alarm associated costs to rectify both Fire and Intruder Alarm issues (Dave Smart to report). Lobby (Calico Vinyl Silk) and main hall redecoration underway, nearing completion (at time of writing) (awarded to D.Hall Construction), this will include a Dulux *vinyl silk double diamond emulsion in Goose Down* finish in Main Hall to aid cleaning and protect surfaces, I'll investigate corner protectors to preserve plasterwork in main hall after redecoration.**
 - 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.) Not worsened.**
 - d. Works on Sound Proofing now done Some panels require rehangng and replacement – ONGOING , re hanging was due end of May or June, now chasing for holiday period when hall at its quietest. Booked for 17/8/19+,**
 - e. Projections - Constantly searching for new hirers to fill daytime and evening slots to boost income month on month. Conference room availability may help. Yoga and Jiggy Wrigglers moving in during daytime slots.**
 - f. Second feed in Tariff payment of £439.17 received 2/7/19 (represents a period from end of April – late June). Next FiT reading now submitted.**
2. Building –Longer term I'm still 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. Alarm repairs and Maintenance programme.

3. Bookings

- a. Prospects –“Encore” vocal group started well in June with a new Yoga Class filling empty summer spot, Jiggy Wrigglers returning from Sept during the daytime. 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. Peach Fit taking an extra hour on another day.
- 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