

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 1st OCTOBER 2019.

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
ON TUESDAY 10th SEPTEMBER 2019.**

PRESENT: Councillors: P English, M Copeland, G Hewlett, Mrs R Kissell, G Matthews, & M Rumsey.

F 66. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillors D Smart and Mrs G Moss.

F 67. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 68. DECLARATIONS OF INTEREST:

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

F 69. QUESTION TIME:

There was 1 member of the public present. No questions or issues were raised.

F 70. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 13th AUGUST 2019:

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

F 71. MATTERS ARISING:

There were no matters arising.

F 72. CORRESPONDENCE / ANNOUNCEMENTS:

- (a) Annual Fire Extinguisher testing carried out – all fit for purpose.
- (b) The second payment to the Council of the annual precept figure has been received from ADC.

There was no other correspondence or announcements to report.

F 73. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:

There were no new items proposed.

F 74. AUGUST 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 August 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 £ 9518.86 for the month of August 2019.

F 75. TO APPROVE THE NEW REVISED FINANCIAL REGULATIONS OF THE COUNCIL 2019:

Copies of this document had been circulated to all Councillors well in advance of this meeting for their information and digestion.

The document was based on/followed the New Model Financial Regulations Template for Town and Parish Councils 2019, which had been produced by the National Association of Local Councils (NALC).

The document was dealt with on a page by page basis, with question and answer sessions carried out where issues/comments were raised. On the conclusion of this:

Councillor Mrs R Kissell proposed that the document go forward to Main Council for adoption as this Council's new Financial Regulations with the amendments made at a.6 and 1.7 of the document. This was seconded by Councillor G Hewlett.

On a unanimous vote the proposal was carried.

F 76. TO RECEIVE THE TIME SHEET OF THE CLERK FOR AUGUST 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 August 2019.

F 77. 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.

Councillor M Copeland to discuss with Hall Manager the ongoing issue of “snagging” within the Community Hall.

F 78. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

There was nothing new to report under this agenda item.

F 79. MATTERS OF URGENT PUBLIC IMPORTANCE:

There were no matters of urgent public importance.

F 80. DATE OF THE NEXT MEETING – Tuesday 8th October 2018 at 7.15 p.m.

The meeting closed at 7.48 p.m.

Approved.....

Date.....

APPENDIX A:

Community Hall Manager's Report: August 2019

1. Finance

a. Income – Gain/ Loss - last month & forecast for the rest of the year –
Income to 31.8.19 @ £2431.58 (including FPC £583.33 pcm) down a little on July's due to prolonged children's/enfants class holidays (5 weeks) but up on last year. August also sees Dizzy Duckling (DD) vacate for the summer but Rise 'n' Shine have run a successful Holiday Club on many days throughout August.

Occupancy rate (excluding Parish Office) = 13.6% down due to various Bookings absence during Summer holidays but up from 8.9% last August. (DD and R'n'S finished mid-July). The quieter summer period actually assists our maintenance programme and prevents unnecessary closure or cancellations.

Projected Occupancy for September = 46.1%

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, Conference Room and Hall now redecorated (awarded to D.Hall Construction), Dulux *double diamond emulsion in Goose Down* finish in Main Hall to aid cleaning and protect surfaces, I'll investigate corner protectors with Councillor Paul English 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.**
 - 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 received 2/7/19 (represents a period from end of April – late June). Next FiT reading now submitted. To be paid on 4/9/19 @ £439.17**
- 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.**

3. Alarm repairs and Maintenance programme **now complete with Avantguard in place as 2nd responder after the monitoring station always contacting me in the first instance. Annual maintenance programme to be agreed.**

4. Bookings

- a. Prospects –**“Encore” vocal group started well in June with a new Yoga Class filling empty summer spot, Jiggy Wrigglers returning from September 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 on extra hours on other days.**
- b. Lost Bookings – **NONE (Dog training reduced to 1 hour whilst weather is better)**
- c. Marketing – **FREE Social Media channels and e-mail. 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