

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 4th FEBRUARY 2020.

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM
ON TUESDAY 14th JANUARY 2020.**

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

Councillor G Grundy was in attendance in the public gallery.

F 140. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillor Mrs G Moss & P English.

F 141. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

F 142. DECLARATIONS OF INTEREST:

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

F 143. QUESTION TIME:

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

**F 144. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION
COMMITTEE MEETING DATED 10th DECEMBER 2019:**

These were approved as a true and accurate record. These had presented to Main Council on 7th January 2020 for ratification and adoption.

F 145. MATTERS ARISING:

There were no matters arising.

F 146. CORRESPONDENCE / ANNOUNCEMENTS:

(a) Trevor Waller – Electric Housing – Store Area, Toilet Block, Promenade, Felpham

The Council had received a quote for the re-routing of cables, supplying a new housing conduit etc and electrical certificate for the promenade lights to the store area of the toilet block.

It was unanimously agreed that the work be carried out for the sum of approximately £350.00.

There was no other correspondence or announcements to report.

F 147. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:

There were no new items proposed.

F 148. DECEMBER 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 December 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 £ 4,098.44 for the month of December 2019.

F 149. TO RECEIVE THE TIME SHEET OF THE CLERK FOR DECEMBER 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 December 2019.

F 150. 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.

A copy of the report is attached to these minutes as Appendix A.

F 151. TO DISCUSS A POLICY FOR CCTV AT THE COMMUNITY HALL, BLAKE'S MEAD:

The Clerk had circulated, to all Councillors, prior to the meeting an information sheet received from the Council's Data Protection Officer (DPO) on the requirements necessary to ensure that the use of the Community Hall CCTV cameras complied with GDPR, and the work that would be necessary to produce a policy that would comply with those regulations. The indicators were that this would be an extensive amount of work that would be bespoke to this Council and its CCTV usage.

As part of the information provided the Data Protection Officer had submitted a quote for her to carry out the work should the Council so wish.

During discussions on this item, it was agreed that:

- (i) The production of a Privacy Impact Assessment (PIA) and a subsequent CCTV Policy was a matter of some urgency as a PIA had not been carried out at the stage when CCTV cameras were first installed at the Community Hall when it was the responsibility of Arun District Council nor since the Parish Council had taken over the building some two and a half years ago.
- (ii) The production of the two documents was a very specific and specialist process and would need to be bespoke to this Council with regard to its CCTV cameras, their operation, how they are used and maintenance.
- (iii) Given (i) and (ii) above it was agreed that the Council's DPO was in the best position to carry out the work through her understanding and machinations of the Council, the work carried out by her already on GDPR and Data Protection and that therefore the work was considered a logical continuation of the work already carried out by her.

Councillor D Smart proposed that the quote received from the DPO be agreed. This was seconded by Councillor G Hewlett on a vote of 6 for with 1 against it was RESOLVED that the quote received from the DPO be accepted and the work carried out as a policy for the Council.

F 152. REVIEW OF THE COUNCIL'S GRANT AID APPLICATION FORMS:

Councillors had received, prior to the meeting, a copy of the current Grant Aid Form along with a proposed first draft amended copy, so that a reviewed form could be discussed and agreed for the future.

The Clerk advised that from his perspective and understanding that this was, at this stage, just a first draft, to open up a dialogue and act as a starting point for discussion, amendment etc. The Clerk advised that he fully understood that at this point the document did not include everything in it that would be required, but was an excellent starting point nonetheless.

In this respect he wished to thank Councillors Smart and English for their comments which had formed the basis of this first draft.

He advised that there was no hurry to conclude this matter and that there was plenty of opportunity for any and all Councillors to have an input.

The document was tabled as the proposed first draft, and Councillors were requested, should they agree to it, to go away, digest what was in the first draft, and make any comments (to the Clerk), preferably prior to the next Finance Meeting (11th February) so that a second draft could be discussed and agreed at that meeting. The process to then continue until such time as the Finance Committee have a fully agreed document to present to Main Council.

It was RESOLVED that the tabled document be approved as the first draft and that Councillors now consider the document prior to the next meeting and provide the Clerk with any comments they may have. It was proposed that a second draft be put together at the next meeting of the Committee on 11th February 2020, based on the comments received in the intervening period.

A copy of the first draft is attached to these minutes.

F 153. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:

There was nothing new to report under this agenda item.

F 154. MATTERS OF URGENT PUBLIC IMPORTANCE:

(a) **New replacement photocopier** - the Clerk advised that the Council now had a new photocopier that was quicker and produced colour photocopies. He advised that the contract sum was the same but savings would be made over time as costs per copy were cheaper than under the previous contract. **This had previously been verbally mentioned to Councillors but was included here as a formal minute.**

There were no matters of urgent public importance.

F 155. DATE OF THE NEXT MEETING – Tuesday 11th February 2020 at 7.15 p.m.

The meeting closed at 7.38 p.m.

Approved.....

Date.....

APPENDIX A:

Manager's Report: Felpham Community Hall – 01.12.19 to 31.12.19

1. Finance

- a. Income – Gain/ Loss - Last month & forecast for the rest of the year –
Income to 31.12.19 @ £3869.09 (inc FPC £583.33 pcm). Occupancy rate (excluding Parish Office) = 45.2% (predicted @ 45% for January with an income of £4135)

Occupancy for December High due to Christmas Day falling midweek and not affecting our bookings as much. Whole hall booking on 28th Dec also helps.

Expenses – Ongoing utilities, repair and upkeep –

- b. **Snagging – ceilings now repaired (Jan 3rd). No further items outstanding internally.**
- c. **A carpet cleaner attachment to be purchased @ £119 for ongoing carpet spot cleaning.**
- d. **Projections - Constantly searching for new hirers to fill the few daytime slots to boost income month on month. U3A table tennis looking to take daytime slots**
- e. **Gas contract fixed from 1/12/19 to 31/11/20 (backdated to maximise saving). Approx 40% reduction cost in unit price. Now 3.5366p pkWh (was 5.9p)(1727 kWh annual usage), backdating will save an instant £250 - £300 on December's bill.**

Feed-In Tariff (FiT) payment will be paid by 02 December 2019 for the electricity generated under the FiT scheme from 17/06/2019 to 17/09/2019.

A payment of £459.83 will be credited directly into our bank account. This is based on a total generation during the above period of 6842 kWh and a deemed export of 3421 kWh.

2. **Building –Longer term Glen Hewitt and I 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. Ongoing project, based on results of FiT payments and utility savings/costs. A faulty gas meter which stopped providing readings, thus generating estimated bills, has prolonged the process as we need accurate gas usage figures for feasibility calculations. A new meter has now been fitted, providing accurate monthly readings (a refund has been received for the overcharged gas).**

3. Bookings

- a. **Prospects –new fitness Classes filling empty evening spots, Peach Fit are now taking an extra hours on other days. Jiggy Wrighlers started this week, WSCC and DART (Domestic Abuse Group) using us whenever possible and ongoing. BexFit – Another new fitness class started and looking to increase use, bringing existing customer base. New Yoga class has commenced. In discussions with Worthing Homes regarding a multi class project for the new year. U3A looking to take daytime slots for table tennis**
- b. **Lost Bookings – NONE, although Slimming World is looking for a new instructor, we may lose them if they are unable to recruit but have people waiting to take slots.**
- 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 further. U3A looking to take daytime slots for table tennis and working with Worthing Homes to create paid and funded community projects.

Many Thanks – Doug, Felpham Community Hall Manager