

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 3<sup>rd</sup> MARCH 2020.**

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & ADMINISTRATION COMMITTEE  
HELD AT THE FELPHAM COMMUNITY HALL, MEADEN WAY, FELPHAM  
ON TUESDAY 11<sup>th</sup> FEBRUARY 2020.**

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

Councillors G Grundy, M Harvey, Mrs M Harvey and Miss A Barker were in attendance in the public gallery.

**F 156. APOLOGIES FOR ABSENCE:**

Apologies had been received from Councillor K Watson (Councillor Training) and Mrs R Kissell (unwell).

**F 157. ABSENCE WITHOUT APOLOGIES:**

There were no absences without apology.

**F 158. DECLARATIONS OF INTEREST:**

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

**F 159. QUESTION TIME:**

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

**F 160. TO APPROVE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING DATED 14<sup>th</sup> JANUARY 2020:**

These were approved as a true and accurate record. These had presented to Main Council on 4<sup>th</sup> February 2020 for ratification and adoption.

**F 161. MATTERS ARISING:**

There were no matters arising.

**F 162. CORRESPONDENCE / ANNOUNCEMENTS:**

- (i) **ADC** – notification of the fees incurred for the Felpham Parish Council elections (Thursday 2<sup>nd</sup> May 2019). The clerk advised that these were for the sum of £280.00 and that payment would be in the new financial year (2020/21).

There was no other correspondence or announcements to report.

**F 163. ITEMS FOR INCLUSION ON NEXT JWAAC & JWAAC H&T SUB-COMMITTEE MEETING AGENDAS:**

There were no new items proposed.

**F 164. JANUARY 2020 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 January 2020.

**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 £ 13,205.24 for the month of January 2020.**

**F 165. TO RECEIVE THE TIME SHEET OF THE CLERK FOR JANUARY 2020:**

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 January 2020.

**F 166. 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 167. TO CONSIDER THE NEW MODEL STANDING ORDERS 2018:**

This matter had been deferred at the February Main Council Meeting and referred to this Committee for discussion. Copies of the proposed Standing Orders 2018 had been supplied to all Councillors who were also requested to bring, to this meeting, their copies of the existing Standing Orders (2016).

The document was gone through on a page by page basis with amendments being discussed and incorporated, where agreed.

**The amended Standing Orders 2018 would now be presented to Main Council for approval. This was agreed on a unanimous vote.**

**F 168. REVIEW OF THE COUNCIL'S GRANT AID APPLICATION FORMS:**

Councillors had received, prior to the meeting, a copy of the revised current Grant Aid Form (second draft amended copy).

***A copy of this draft is attached to these minutes.***

Councillors Smart and English had worked on this and presented their document to the meeting.

**It was proposed by Councillor G Hewlett, seconded by Councillor Mrs G Moss and unanimously agreed that the document, as presented, be agreed and used for Grant Aid Applications for 2021.**

**F 169. TO CONSIDER THE GRANT APPLICATION MADE BY THE ARMED FORCES DAY ORGANISERS:**

The Clerk advised the meeting that this application had been received by the Council one day after the closing date for Grant Applications. In this respect the meeting was requested as to whether it wished to consider the application (the Clerk advised that the Council still had £1,000.00 in its budget under the heading Grants & Donations (Permitted)).

If the decision was to consider the application then the Committee was requested to consider the level of Grant to be awarded.

**It was agreed that the application be discussed.**

It was proposed by Councillor Mrs G Moss that £300.00 be granted, this was seconded by Councillor G Matthews.

Councillor P English proposed a grant of £500.00, seconded by Councillor D Smart.

**On a vote of 3 for with 0 against and 4 abstentions, the proposal to grant £500.00 towards the Armed Forces Day was agreed and that this be paid for from the Council's Grants & Donations (Permitted) budget.**

**F 170. TO AGREE/REVIEW THE USE OF VARIABLE DIRECT DEBITS AS PER THE COUNCIL'S STANDING ORDERS 6.6:**

The Clerk had sent, with the agenda for this meeting, the list of companies/groups/organisations that the Council paid Direct Debits to for payments owed/invoices received.

**It was unanimously agreed that the use of the variable direct debits, as presented to the meeting, be agreed.**

**F 171. TO DETERMINE THE PROTOCOL/POLICY WITH REGARD TO MARKING THE DEATH OF A SENIOR NATIONAL FIGURE AND THE DEATH OF A SOVEREIGN:**

The Clerk had provided to all Councillors, in advance of the meeting copies of a protocol and policy adopted by a nearby fellow Parish Council, as a possible template to be use by this Council.

**After discussion it was RESOLVED that the Clerk work on a protocol/policy based on the one presented to the meeting, and any other local examples, and produce a draft policy to report to the next meeting of this Committee.**

**F 172. ROAD TRAFFIC MITIGATION SCHEMES FOR FELPHAM:**

**The following was reported:**

The 20mph scheme was substantially complete with most if not all of the items installed from the first order. A final inspection has not been carried out yet but this would be carried out shortly. There are also some post extensions still outstanding which WSCC are aware of. The order will be sealed as soon as WSCC are happy that the scheme is fully compliant.

As an aside drivers in the village will not know when the order is finally sealed and therefore should amend their speeds accordingly now we at this stage.

**There was nothing else to report under this agenda item.**

**F 173. MATTERS OF URGENT PUBLIC IMPORTANCE:**

There were no matters of urgent public importance.

**F 174. DATE OF THE NEXT MEETING – Tuesday 10<sup>th</sup> March 2020 at 7.15 p.m.**

The meeting closed at 8.40 p.m.

Approved.....

Date.....

## APPENDIX A:

### Hall Manager's Report (February 2020)

1. Finance
  - a. Income – Gain/ Loss - Last month & forecast for the rest of the year –  
**Income to 31.1.20 @ £3686.84 (inc FPC £583.33 pcm). Occupancy rate (excluding Parish Office) = 42.7% (predicted @ 47% for February with an income of £3947.33 (29 days))**

Lower income due to late start back of some classes and pre school, post Christmas.

Expenses – **Ongoing utilities, repair and upkeep –**

  - b. **A carpet cleaner attachment to be purchased @ £119 for ongoing carpet spot cleaning.**
  - c. **Projections - Constantly searching for new hirers to fill the few daytime slots to boost income month on month.**
2. Building
  - a) **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).**
  - b) **Roof on skatepark side has damage to tiles, quotes being obtained for their repair and/or replacement. Looks to be caused by youth's walking on it. Quotes to include application of anti climb paint and signage to prevent any future damage. (circa £2000)**
3. Bookings
  - a. **Prospects –new fitness Classes filling empty evening spots, Peach Fit are now taking an extra hours on other days. Jiggy Wrigglers started, 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 –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, and have taken part of their Tuesday already**
  - 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. ONGOING**

Many Thanks  
Doug,  
Felpham Community Hall Manage