

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 3rd 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 11th 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 14th JANUARY 2020:

These were approved as a true and accurate record. These had presented to Main Council on 4th 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 2nd 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 10th 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 Manager

APPENDIX B:



FELPHAM PARISH COUNCIL **DISCRETIONARY GRANT** **APPLICATION**

Please ensure you have read and understand all the information, terms and conditions contained within this application.

The purpose of this pack is to help you understand and comply with the process of applying to Felpham Parish Council for a Discretionary Grant. Please read the notes before completing the application form. All questions must be answered, providing enough detail to enable the Council to make a sound and fair decision. It is in your interests to provide as much detail as possible.

Applications cannot be considered from organisations which;

- Support or oppose political parties
- Discriminate on the grounds of age, sex, disability, race, religion and belief or sexual orientation or
- Where Central Government, Health Authorities, County or District Councils are the statutory funder for the equipment or service for which the bid is being made. However, schools for example, may wish to bid for something that is not supplied through state funding.

REQUIREMENTS AND CONDITIONS FOR AWARDING GRANTS

Any organisation, club or society that wishes to make an application for grant aid must;

- demonstrate that the project justifies a grant application
- submit a fully completed application form (forms received after the closing date will not be considered)
- agree to provide receipts for transactions made with the grant to the Parish within 28 days if requested
- agree to acknowledge the contribution made by the Council in all publicity

associated with the project

- be aware that all recipients of Parish Council grants may be subject to a visit by a small group of Councillors to see how the grant has been spent
- be aware that provision of a grant does not authorise the activity to be undertaken. The applicant is responsible for all legal permissions and insurances
- be aware that the Council will pursue repayment of the grant and costs if any criteria have not been adhered to.

ORGANISATION DETAILS	
Name of Organisation	
Purpose of Organisation	
Date founded	
Charity registration number (<i>if you are a charity</i>)	
Registered address of the organisation (or branch making the application)	
Name and address of the person applying	
Position in organisation	
Contact details	Tel: Mob: Email:
Amount your organisation is applying for	
Date application submitted	
OVERVIEW OF THE PROJECT	

**You must answer all the following questions;
(Please use additional sheets if required)**

	QUESTION	RESPONSE
1	Purpose of the grant. Please give full details.	
2	Total cost of the project and what proportion of the total project this grant will form. <i>(Please attach copies of estimates)</i> Note: You will need to demonstrate your grant is proportionate to the number of Felpham residents who will benefit directly from the project.	
3	How will you fund the remainder of the project?	

4	<p>Give details of the target group.</p> <p>Please indicate the overall number of people and also specifically the number of Felpham residents who will benefit from this project?</p>	
5	<p>Please indicate whether this is a permanent project that will benefit the residents of Felpham for many years or whether there is a time limit. If there is a time limit what is it and why?</p>	

	QUESTION	RESPONSE
6	Recognising that any grant must be spent within 12 months please outline the timeline for the project to be completed?	
7	What procedures do you have in place to ensure that the grant will be ring fenced for the stated purpose?	
8	We may seek proof that any grant has been used for the purposes intended. Please outline how you would provide that proof?	
9	Please explain how you intend to measure the success of the project.	
10	Have you received grant aid from Felpham PC before? <i>(Please give details and amounts.)</i>	

Felpham Parish Council in considering any application will also measure such application against the following 4 guiding principles. Any scheme or project for which a grant is considered must:

- 1) Support the lifestyle of local people,
- 2) Support a active and healthy lifestyle and
- 3) Be beneficial to the local economy and culture
- 4) Bring people together

Please indicate which of the following your scheme/project supports (*tick all that apply*)

1) Support the lifestyle of local people,			
Providing opportunities for a diverse range of experiences		Developing skills	
Improving physical wellbeing		Improving emotional wellbeing	
2) Support a active and healthy lifestyle and			
Providing opportunities for a diverse range of experiences		Developing skills	
Improving wellbeing		Supporting independence	
3) Be beneficial to the local economy and culture			
Protecting the environment and promoting sustainable development		Raising the profile of the local community and encouraging new visitors	
Supporting the development of skills and knowledge		Assisting start-up of new community groups and businesses	
4) Bringing people together			
Organising community events and activities		Increasing group membership and widening participation	
Starting up new activities and expanding existing services for members of the community		Making local communities more resilient	

**DOES YOUR ORGANISATION HAVE CONSTITUTION OR MISSION STATEMENT?
IF SO PLEASE ATTACH A COPY TO YOUR APPLICATION.**

In support of your application please attach a signed statement of accounts for the last complete year. This must include details of any reserves or other holdings that your organisation can access.

Please include any other supporting documents you may wish to send. (Please do not send original documents, as the Council does not accept any responsibility for the security of original documents.)

**Signed & Dated applications should be returned to:
The Clerk
Felpham Parish Council
Felpham Community Hall
Meadon Way
Felpham
West Sussex
PO22 8FA**

**The Discretionary Grant application period opens on the 1st June
and closes on 30th September.**

**Any applications received after the 30th September will not be
considered.**

The Council will make its decision at the end of the year. Applicants will be advised as to the outcome of their application early in the new year. Successful applicants will be invited to attend the Parish Council formal Grants Award evening to receive their cheque and to say a few words about the project. This award evening is normally held in April.



Felpham Parish Council: Eligibility Checklist

Grant Aid Funding 2020/21.

1.What is the Grant Aid Fund / Eligibility Checklist?

It outlines the aim of the fund and gives information on how to apply.

Any application must:

- Support the lifestyle of the residents of Felpham
- Support an active and healthy lifestyle
- Beneficial to the Felpham and local economy and culture
- Bring people together.

Preference will be given to groups or organisations that:

- Have secured additional funding sources.
- Can demonstrate strong community support and leadership in their project.

To be eligible for a grant from Felpham Parish Council, your application should confirm that it fulfils the criteria below (or you must be able to explain in a covering letter any request for making an exception):

Your organisation:

- is formally constituted or has a set of rules governing its management.
- holds its own bank account.
- does not aim to distribute a profit.
- has its own annual accounts, including an income/expenditure statement and balance sheet OR has a financial projection if it is less than a year old.
- has a Child Protection Policy (if you work with children or vulnerable adults).
- Has a Data Protection policy

Your project:

- is preferably for a particular item of equipment or expenditure.

- will benefit some or all of the residents of Felpham (specific details will be required).
- the project will be completed by the end of the financial year (March 2021).
- is supported by at least two (2) estimates for costs (details will be required).

Justifying the amount of grant requested:

- be specific.
- if you have reserves, say why you cannot finance the project from your own resources.
- You must also be able to demonstrate that the amount of grant applied for is proportionate to the cost of the overall project and the number of Felpham residents it will benefit.

The small print:

- grants will not be made to individuals, or to groups without a bank account.
- eligible groups must be financially sound.
- a clear benefit to some or all Felpham residents is fundamental.
- all applications and supporting documentation must be received by 30th September 2020,
- applications will only be assessed on the information provided.
- successful applicants will be advised as soon as possible after the Council has considered all applications received.
- the Parish Council is not obliged to specify reasons for refusal but may be able to give a general indication how an application weakness might be overcome in any future bid. We have duty of care in spending public money.
- grants will be presented in April/May 2021, at a date to be advised. It is expected that those who have been successful attend the presentation evening.
- you must only spend the grant for the purpose specified in your application, or with the prior consent, in writing, of the Parish Council to any amendment: otherwise the grant awarded must be returned in full.
- the Parish Council reserves the right to request a report evidencing grant spending and/or achievement of your aims, and to complete any monitoring and evaluation forms when requested.

2 Eligibility

You can check if you are eligible to apply, and what you can apply for, below:

ARE YOU A..	YES	NO	MAYBE	COMMENTS
Community group	X			

Local charity	X			
National charity			X	Where proven local benefit
Residents association	X			
Village hall committee	X			
Sports group	X			
Previous grant holder			X	Yes, for a new project
Youth group	X			
Local school			X	Subject to the type of project

APPLYING FOR	YES	NO	MAYBE	COMMENTS
Purchase of equipment	X			
Rent		X		
Retrospective payment		X		
Venue or equipment hire		X		
Staffing costs		X		No for ongoing staffing costs
Annual or ongoing costs			X	Where it can show ongoing community or economic benefit
Building works or repairs		X		
Advertising or promotion		X		

3 The amount you can apply for

The amount of funding available to each group/organisation varies, depending on the number of the local population it benefits.

There is an upper limit on how much funding you can request, so a higher limit application (above £1,000.00) would need to show additional funding and strong community support for the initiative.

Your application must clearly state how much money you are applying for and for what purpose. It must also clearly demonstrate that Felpham residents will benefit directly from any grant.

If you are applying for multiple items, such as equipment, then you must provide a detailed breakdown of item costs with quotes. We will not progress your application until you have provided this information.

4 How to apply

Please ensure you read and understand the information contained within this checklist and the application form before completing and submitting your application. Submission of a fully completed and signed application form indicates you fully accept all the terms and conditions.

Return your form to:

E-mail: clerk@felphampc.gov.uk

Address: Felpham Parish Council
Felpham Community Hall
Meaden Way
Felpham PO22 8FA

5 Application deadlines

All applications will be considered after the closing date of 30th September 2020. If your application is received after the submission deadline, or is incomplete, it will not be considered.

TERMS AND CONDITIONS;

The Parish Council is under a duty to protect the public funds it administers. It may use the information you have provided on the application form for the prevention and detection of fraud. The Council also reserves the right, as part of its decision making process to carry out such due diligence checks as necessary to ensure the validity and accuracy of any application. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Terms and Conditions		Tick
1	The funding must be used only for the purpose specified in the application.	
2	The money must be used within 12 calendar months of the allocation being received unless otherwise agreed prior to the funding award.	
3	The organisation must if requested by the Parish Council provide evidence that the grant money is/has been spent specifically for the purposes of the original application.	
4	At the end of the project or in the case where an organisation ceases to exist, or if an organisation ceases to provide a service in the area, the organisation shall notify the Council and if so requested, return any equipment or unspent grant.	
5	Felpham Parish Council accept no liability whatsoever in respect of any complaints, claims or actions arising from or associated with any community project.	
6	The applicant will be responsible for the expenditure of the monies allocated under this scheme and shall provide all required information to Felpham Parish Council.	
7	If through multiple applications the organisation receives more money than required to complete the project, they may be asked to return a pro rata amount to the Council	

DECLARATION: On behalf of the applicant organisation, I declare that:

I am authorised to make this application. I have read, understood and completed the application in line with the information contained in this form. All the information and supporting documentation I have provided is truthful and accurate.

I declare that if a grant is awarded, that the money will be used solely for the purposes outlined in this application and that proof of this will be returned to the Council for monitoring purposes. If details of the project or service change, I will notify the Council, which reserves the right to have the grant aid returned.

Data Protection: Felpham Parish Council (the Controller) will store your contact details on a secure database until the end of the grant period. The information will not be shared unless the law permits. The Council reports funding decisions and

these are published on our website, along with all applicant organisations' names, the decision on the bid, the grant amount awarded and a brief project description.

Signature.....

Date.....