

**FELPHAM PARISH COUNCIL
MINUTES OF THE VIRTUAL MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
ON TUESDAY 2ND JUNE 2020 AT 7.00PM.**

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

F 1. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillor Mrs G Moss.

F 2. DECLARATIONS OF INTEREST:

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

F 3. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

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

F 4. CORRESPONDENCE:

There was no correspondence to report.

F 5. YEAR END FIGURES FOR APPROVAL AND SIGNING OFF BY COUNCIL CHAIRMAN FOR YEAR END INTERNAL AUDIT PURPOSES:

Approval for the Council's financial figures for financial year 2019/2020 were agreed and signed off by the Chairman of the Council, in preparation for the virtual internal annual audit to be carried out on June 11th 2020.

F 6. COMMUNITY HALL MANAGER'S ANNUAL REVIEW WITH RECOMMENDATIONS – FOR APPROVAL:

The Annual review of the Community Hall Manager, for targets set for the financial year 2019/20, along with the recommendation of the Assessment Panel had been circulated prior to the meeting. The meeting was requested to consider the recommendations therein, so that these could then go to Main Council for ratification.

It was unanimously agreed that the recommendation of a bonus award of 60% of the 10% maximum bonus achievable be awarded. It was also noted that the Community Hall Manager had seen the outcomes and recommendations

of his review and had agreed to these.

F 7. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

The Hall Manager's Report for the months of April and May 2020 had been circulated to all Councillors by e-mail. The Chairman of this meeting (Councillor M Copeland) wished for the report to be placed on the agenda for the next Main Council meeting to be held on 7th July 2020, for discussion.

F 8. DATE OF NEXT MEETING: Tuesday 14th July 2020 at 7.00 p.m

The meeting closed at 7.30 p.m.

Approved.....

Date.....

