

All minutes are draft and subject to approval at the next meeting

**FERRING PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE
(Advisory Powers Only)**

**Minutes of the Finance & General Purposes Committee meeting held at 7.30pm
on Monday 19th August 2019 at the Parish Office.**

Present	Councillors	Lesley Young (Chairman)
		Stephen Abbott
		Terry Jackson
		Ruth Sims
		Carole Robertson
		Roger Elkins

1	Apologies for absence There were no apologies	
2	Declarations of interest Councillors Carole Robertson, Lesley Young & Ruth Sims in their capacity as a Director of the Glebelands declared an interest in agenda item 10. Councillor Roger Elkins in his capacity as an ADC Councillor & WSCC Cabinet Member declared an interest in agenda item 10.	
3	Public Question Time There were no members of the public present.	
4	To confirm the Minutes of the last meeting held 1st July 2019 The Minutes of the Finance & General Purposes Committee Meeting held on 1 st July 2019 were approved by the Committee as a correct record and signed by the Chairman.	
5	Matters arising from the report of the last meeting held on 1st July 2019 There were no matters arising	
6	Accounts and Finance The income and expenditure schedule for June & July 2019 were reviewed with the agreed spelling alterations and the following amendments to the July schedule, 003686, 003687 & 003688, 'rewarded' to be changed to 'awarded' and 003691, 'blessing organist' to be changed to 'Council blessing church organist'. Both schedules will be recommended for Full Council approval.	PC
7	Parish Clerk Report including Financial Matters The Clerk advised that a resident has informed the Parish Council office that there is a tree on the edge of Warren Pond next to her property that seems to be in a bad condition. The tree warden has looked at the tree and confirms that the tree is in fact dying and could already be dead. The tree is only accessible via the above-mentioned property; the Clerk has met with the	

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	<p>property owner and the tree surgeon this evening. In the tree surgeon's professional opinion the tree will need to be removed to the level of the pond surrounding fence and that he can provide a quotation for the required works.</p> <p>The Committee agreed that the quotation will be discussed as an agenda item at Full Council on 2nd September.</p>	PC
8	<p>Committee Structure – Councillor Stephen Abbott</p> <p>Councillors will recall that at the Statutory Annual Meeting 14th May, minute item 11-05-2019, Appointment of any new committees/sub-committees in accordance with standing Order 19 (11), there will be two new committees, Personnel Committee & Policy Review Committee. Councillor Stephen Abbott suggested that these do not require to be full committee status and that they should become sub-committees that report direct to Full Council.</p> <p>At the same meeting, under minute item 10-05-2019, to review the terms of reference for each committee, there was a discussion that agenda items are being duplicated at Committee and Full Council Meetings and if there is a necessity for the F&GP Committee. Councillors agreed that there were duplications but felt that the F&GP Committee was an integral part of the Committee structure and it was agreed that committee terms of reference will be reviewed at the next respective committee meetings.</p> <p>The committee's terms of reference have now been agreed by each committee and RESOLVED by Full Council.</p> <p>The committee members agreed that they are happy to continue with the current committee structure and the addition of the small sundry expenditure authorisation as RESOLVED by Full Council on 15th July.</p> <p>The above will be recommended for Full Council approval.</p>	
9	<p>Office Equipment – Councillor Terry Jackson</p> <p>The Parish Office IT equipment is over seven years old and is currently running Windows 7 with the associated office package. Also the broadband speed is currently at around 6mbps.</p> <p>On 14 January 2020 Windows 7 ceases to be supported and this means that important security updates will not be installed on the current office systems and thus will be vulnerable to security breaches.</p> <p>The F&GP Committee agreed that the proposal to update the computer IT equipment to Windows 10 should be taken forward to the quotations stage.</p> <p>The above will be recommended for Full Council approval.</p>	TJ
10	<p>The Glebelands Project – Councillor Terry Jackson</p> <p>The F&GP Committee is asked to give consideration and agreement to the Glebelands Project Group recommendation to allocate a sum of money from the 2019 Parish budget to carry out a survey of the Glebelands Community</p>	TJ

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	<p>Centre. This is an essential action in determining the viability of the possible Glebelands purchase.</p> <p>It was acknowledged that the building survey can include a CCTV drainage report, however it does not include inspection of the electrics, plumbing or heating. Two quotations have been received in the region of £2500 excluding VAT.</p> <p>After a lengthy discussion it was agreed to recommend to Full Council allocating £3000 from the 2019 Parish budget to carry out a survey of the Glebelands Community Centre subject to confirmation of the following:</p> <ol style="list-style-type: none"> 1. The survey is indemnified 2. The length of time that the survey is valid <p>The above will be recommended for Full Council Approval.</p>	
11	<p>Ferring Library As WSCC continue look at options as to how to reduce their budget, it has been reported that all tier 6 libraries could be under threat of closure to help save money. This will include consideration of Ferring Library. Further discussions will take place in January 2020, when WSCC Cabinet formally recommends the 2020-2021 budget to the County Council.</p> <p>After a short discussion, whilst the threat of the closure is a concern, the F&GP Committee note the necessity to reduce budgets and that the village library falls into tier 6, it was agreed that the Parish Council will take no further action at this time.</p>	
12	<p>Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda There was nothing to mention.</p>	
13	<p>The next Finance Committee Meeting is scheduled for Monday 7th October 2019 at 7.30pm at the Parish Office.</p>	
	<p>The meeting closed at 8.40pm.</p>	