

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 1st July 2019 at the Parish Office.**

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| Present | Councillors | Carole Robertson |
| | | Stephen Abbott |
| | | Lesley Young |
| | | Terry Jackson |

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| 1 | Elect a Chairman Councillor Lesley Young was elected as the Chairman of the Finance & General Purposes Committee. Councillor Carole Robertson was thanked by the Committee for her commitment and hard work over the past ten years serving as the Finance & General Purposes Committee Chairman. | <u>Actions</u> |
| 2 | Apologies for absence Apologies were received from Councillor Ruth Sims. Councillor Roger Elkins was absent with no apologies. | |
| 3 | Declarations of interest Councillor Lesley Young as a volunteer at St Barnabas declared an interest in agenda item 14. | |
| 4 | Public Question Time There were no members of the public present. | |
| 5 | To review and agree the Committee Remit The Committee agreed the remit with the following amendment: Item 11 to read: Any other business which is deemed relevant to this Committee. | PC |
| 6 | To confirm the Minutes of the last meeting held 7th May 2019 The Minutes of the Finance & General Purposes Committee Meeting held on 7 th May 2019 were approved by the Committee as a correct record and signed by the Chairman. | |
| 7 | Matters arising from the report of the last meeting held on 7th May 2019 There were no matters arising | |
| 8 | Accounts and Finance The income and expenditure schedule for April and May 2019 were reviewed with one amendment to April schedule, 003658, Ferring Country Centre, to read '2 x shrub bed maintenance'. Both schedules will be recommended for Full Council approval. | PC |

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| 9 | <p>Parish Clerk Report including Financial Matters</p> <p>The Clerk spoke about an issue that arose at the recent HAC Committee Meeting in relation to the need for a small sundry expenditure resources and that the current procedure is that, as the Committees do not have decision making powers, any expenditure that is not specified in the Precept would have to be recommended by the F&GP Committee for Full Council approval. As this is such a small expenditure, the Clerk suggested that FPC enabled her to authorise small expenditures without recommendation by the F&GP Committee for Full Council approval.</p> <p>Whilst the Committee agreed that this is a good idea, it was felt that the onus is with any relevant Committee to instruct the Clerk to authorise small expenditures.</p> <p>It was therefore agreed that a formal written agreement to state that the Clerk has this authority will be recommended to Full Council.</p> | PC |
| 10 | <p>Parish Office Security Camera</p> <p>Councillors will recall that at the F&GP Committee Meeting on 7th May 2019, minute item 7, it was agreed that Councillor Terry Jackson will look into the options available for a parish office camera and obtain quotations. Members of the Committee have been provided with these quotations and after a brief discussion it was agreed to recommend pursuing with the option and quotation provided by D-Tect Fire & Security.</p> <p>As the quotation supplied in May states that it was valid for 30 days, Councillor Terry Jackson will revert back to D-Tect to confirm that the quotation remains valid.</p> <p>The above will be recommended for Full Council approval.</p> | TJ |
| 11 | <p>Parish Council Banking</p> <p>Following the recent Elections in May, it was advised that the NatWest Bank signatories require updating. The F&GP Committee agreed to the removal of two previous Councillors as signatories and to add Councillor Stephen Abbott as a new signatory.</p> <p>The above will be recommended for Full Council approval.</p> | PC |
| 12 | <p>HAC Committee</p> <p>At the HAC Committee Meeting 17th June, the Clerk was asked to provide Councillor Identification badges and obtain a quotation for ID badge holders (Clip on and necklace). It is expected that the holders will be no more than £50 depending on exact type required. It was agreed to allocate up to £50 for the holders.</p> <p>The above will be recommended for Full Council Approval.</p> | PC |
| 13 | <p>Environment Committee</p> <p>At the meeting 24th June, under urgent matters arising, it had been advised</p> | |

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| | <p>that one of the sleepers at Patterson's Walk was broken and that the Parish Office would obtain a quotation to replace the sleeper.</p> <p>Committee Members had agreed that there was a possibility that all 6 sleepers may need replacing and a further quotation should be obtained. Unfortunately the further quotation for replacing up to 6 sleepers and to include the installation cost has not been received for this evening's meeting, therefore the Committee agreed that once the quotation is received this item will go direct for Full Council approval on 15th July.</p> | PC |
| 14 | <p>Grant Scheme Councillor Lesley Young declared an interest in item 2.</p> <p>Grant requests have been received from Citizens Advice, St Barnabas & Lifecentre.</p> <ol style="list-style-type: none"> 1. Citizens Advice: It was agreed to award a Grant of £200. It was acknowledged that within the application, it stated that 21 families have been helped with home visits. It was agreed that if the grant is approved that FPC ask if Citizens Advice would consider visiting the village to offer drop in sessions to local residents. 2. St Barnabas: It was agreed to award a Grant of £400. 3. Lifecentre: It was agreed to award a Grant of £150. <p>The above will be recommended for Full Council approval.</p> | PC |
| 15 | <p>Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda Councillor Lesley Young advised that further to the Clerk's email on 13th June in relation to requests submitted to inspect the parish council accounts from three members of the public, these inspections are now complete. It was also advised that the unaudited accounts have been uploaded to the FPC website. Councillor Lesley Young gave thanks to the Clerk for organising and collating the relevant documentation for the inspections.</p> <p>Councillor Terry Jackson gave his apologies for the next meeting 19th August.</p> | |
| 16 | <p>The next Finance Committee Meeting is scheduled for Monday 19th August 2019 at 7.30pm at the Parish Office.</p> | |
| | <p>The meeting closed at 8.15pm.</p> | |