

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 5<sup>th</sup> October 2020 via the Zoom Platform.**

Present	Councillors	Lesley Young (Chairman)
		Stephen Abbott
		Peter Coe
		Clare Royal
		Ruth Sims

1	<b>Apologies for absence</b> Councillors Terry Jackson, Carole Robertson & Roger Elkins gave their apologies, the apologies were accepted.	
2	<b>Declarations of interest</b> There were no declarations of interest.	
3	<b>Public Question Time</b> There were no members of the public present.	
4	<b>To confirm the Minutes of the last meeting held 24<sup>th</sup> August 2020</b> The Minutes of the Finance & General Purposes Committee Meeting held on 24 <sup>th</sup> August 2020 were approved by the Committee as a correct record and signed by the Chairman.	
5	<b>Matters arising from the report of the last meeting held on 24<sup>th</sup> August 2020</b>  <b>Paving slab at War Memorial</b> – at the last meeting, it was advised that a small paving slab was loose near the war memorial. Councillor Stephen Abbott advised that on closer inspection there are issues with other areas of the paving. He has asked JT Joinery & Carpentry to provide a quotation for the work required.	SA
6	<b>Accounts and Finance</b> The income and expenditure schedule for August 2020 were reviewed and will be recommended for Full Council approval.	

7	<p><b>Parish Clerk Report including Financial Matters</b></p> <p>The Clerk advised that the Mayor of Littlehampton will be passing through Ferring for a charity walk on 10<sup>th</sup> October.</p> <p>Councillors will recall at Full Council on 27<sup>th</sup> January 2020, minute item 13-01-20, a few Councillors agreed to become signatories on all of the existing Bank Accounts.</p> <p>The Clerk made all the necessary arrangements and the Councillors kindly visited the banks with their paperwork before the Clerk submitted all of the documentation to the banks. Unfortunately, upon checking with the banks, out of three, two banks have mislaid all the paperwork. The Clerk will contact the Councillors to begin the process once again.</p>	PO
8	<p><b>Raising the Flag within the village</b></p> <p>Councillor Stephen Abbott suggested introducing a policy for raising the flag within the village. The Clerk has circulated a list of dates for flying the flag UK.</p> <p>It was agreed to remove Her Majesty's Accession on 6<sup>th</sup> February and there was discussion regarding other important dates.</p> <ol style="list-style-type: none"> <li>1. Point of discussion to raise the flag on key national dates, for example VE Day, VJ Day.</li> <li>2. Recommend the purchase of flags as required.</li> <li>3. An item in the parish flyer seeking volunteers.</li> </ol> <p>The above will be recommended to Full Council for discussion.</p>	
9	<p><b>Grant Application</b></p> <p>A Grant request has been received from Ferring Football Club for £300.00 towards new goal nets.</p> <p>The above will be recommended for Full Council approval.</p>	
10	<p><b>Website Accessibility Regulations</b></p> <p>Councillors will recall that at Full Council 7<sup>th</sup> September 2020 minute item 09-09-20, the sum of £200 was allocated and approved to ensure the Parish Council meet the requirements of the Website Accessibility Regulations.</p> <p>The website designer has carried out the necessary to ensure FPC comply and has provided the Clerk with a lengthy report.</p> <p>The website designer expected the work to take a few hours so at £45 per hour we allocated £200 (approx 4 hours) The work actually took 6 hours therefore, at £45 per hour, the total cost is £270.</p>	

	<p>The additional £70 was approved. At Full Council Meeting 15<sup>th</sup> July 2019, Ferring Parish Council unanimously resolved that the Clerk can disperse expenditure up to £100 on the minuted instruction of any Committee. No further action required.</p>	
11	<p><b>Neighbourhood Plan Implementation (including CRTBO's)</b> Councillor Peter Coe</p> <p><b>a. Statement to resident</b> – To consider draft statement Further to the response received from ADC and Councillor Roger Elkins it was agreed no further work on the Neighbourhood Plan and no statement to be issued at this time.</p> <p>Councillor Peter Coe has written to Donna Moles at ADC for further advice and clarification.</p> <p><b>b. Government White Paper re planning</b> To consider draft comments. Councillor Peter Coe is attending a SALC online briefing this week.</p> <p>This item will be on the next Full Council agenda.</p>	
12	<p><b>Environment Committee</b> – Councillor Clare Royal</p> <p><b>a. Skip warren pond clearance</b> £90 excluding VAT</p> <p><b>b. Maintenance works within the village</b> <i>(to consider how to recruit new provider)</i> The Committee acknowledged that unfortunately, FPC no longer has maintenance carried out by a local resident and there is a requirement to find a new provider.</p> <p>The Clerk has produced a comprehensive job specification and the Committee discussed whether another local person could be found or if the work needs to be contracted out to a suitable company.</p> <p>Councillor Stephen Abbott has asked JT Joinery &amp; Carpentry to supply a quotation for the maintenance of the wooden bus shelters.</p> <p>It was agreed to try to advertise the job specification locally and review at the next F&amp;GP Committee meeting on 23<sup>rd</sup> November.</p> <p>The Environment Committee Chairman and the Clerk will draft the advert including the job specification to go into the parish flyer and on the noticeboards.</p> <p>The above will be recommended for Full Council approval.</p>	PO/CR

13	<p><b>Communications Working Group – Recommendations</b> (<i>paper attached for Councillors</i>)</p> <p>At the Full Council meeting held on 20<sup>th</sup> July 2020, it was agreed that a working group would be established to review the communication channels and processes of Ferring Parish Council. The membership of this working group is: Councillor Peter Coe; Councillor Clare Royal; Councillor Lesley Young; Nadine Phibbs (Parish Clerk) and Amanda Thomas (Administrative Assistant). The first meeting of this working group took place on Tuesday, 1<sup>st</sup> September 2020. Councillor Young was elected as Chair of the working group. A subsequent meeting to finalise recommendations to go forward took place on 23<sup>rd</sup> September 2020.</p> <p>The report submitted reflects the areas discussed, the research undertaken and the recommendations for consideration by the Finance &amp; General Purposes Committee before taking this forward for Full Council approval.</p> <p>Councillor Lesley Young advised, whilst Councillor Terry Jackson could not be present at the meeting this evening, he had submitted comments which would be taken into consideration when discussing the recommendations this evening.</p> <p>After protracted discussions with no clear agreement reached, a compromise proposal was accepted to consider the recommendations in smaller sections and submit these to Full Council over a longer period of time.</p> <p>It was agreed that the Communications Working Group will arrange a further meeting with particular concentration on Items 5, 6, 7 &amp; 8 of the report.</p>	LY/PC/ CR/PO
14	<p><b>Highway &amp; Community Committee – Councillor Peter Coe</b>  <b>Compass Bus/Lower Ferring Parking –</b>          Proposal – F&amp;GP Committee recommend for Full Council approval that:</p> <ul style="list-style-type: none"> <li>a. A consultation letter is sent to residents directly impacted by the proposed restrictions to inform of the proposed plan, requesting comments and permission for installation of time restriction signs.</li> <li>b. To allocation up to £150 to cover the costs of distributing the letter.</li> <li>c. An application for a TTRO is submitted to WSCC for the parking restrictions shown on the attached drawings.</li> </ul> <p>The above will be recommended for Full Council approval.</p>	
15	<p><b>Village Hall T&amp;C's</b>          The Village Hall Trustees have issued a new T&amp;C's (including Covid-19 section) to the Clerk for signature &amp; approval by Full Council</p> <p>The above will be recommended for Full Council approval.</p>	

16	<p><b>West Sussex Association of Local Councils (WSALC)</b>  Within two recent councillor weekly updates (27<sup>th</sup> August &amp; 17<sup>th</sup> September) the Clerk has provided information and a letter (attached) received from West Sussex Association of Local Councils Ltd. (WSALC).</p> <p>WSALC forms part of Surrey &amp; Sussex Association of Local Councils (SALC) Ltd (our governing &amp; advisory body), jointly with its counterparts in East Sussex and Surrey. This arrangement has operated successfully since 2014.</p> <p>At its meeting on 14<sup>th</sup> August, the Board of SSALC heard from the Chairman of WSALC that the Board of WSALC have commissioned an independent review of the services provided to member councils in West Sussex; this could lead to WSALC splitting away from the current structure. Essentially this is a 'value for money' exercise.</p> <p>Whilst concerns have been raised by a number of parish councils with regard to the timing, the handling and the reasons behind the exercise, it is key to note that this is just the review stage and there will be sufficient opportunity for consultation and debate on the pros and cons of any resulting recommendations.</p> <p>The Clerk has no further information as to the format of the review, the likely outcome or anything else at this stage. However, she will keep the Council informed of any developments.</p>	
17	<p><b>Glebelands Grounds ADC Agreement</b>  Councillors will recall that at Full Council 16<sup>th</sup> March 2020, minute item 09-03-20, this item was discussed, and it was <b>RESOLVED</b> that Councillor Roger Elkins will speak to the ADC Environmental Services &amp; Strategy Manager (Greenspace &amp; Emergency Planning) and report back to the F&amp;GP Committee.</p> <p>Concerns were raised that this matter has not moved forward, including whether the out of date agreement is still valid.</p> <p>It was agreed to write to Councillor Roger Elkins to ask him to provide feedback from his conversation as outlined above.</p> <p>This will be an agenda item at the next meeting.</p>	
18	<p><b>Urgent matters arising, since the preparation of this Agenda &amp; Items to be referred to next Agenda</b></p> <p><b>Remembrance Day</b>  Due to the Coronavirus (Covid-19) the event will be very different this year. Advice received includes, no road closures, no crowds/spectators, music or parades.</p>	

	<p>The British Legion slogan for 2020 is '<b>remember from home</b>'</p> <p>The Clerk has established two possible options for the event proceedings:</p> <p><u>Option 1</u> For security reasons and to tie the wreaths to the railings. 5 wreath layers at any one time, 8 sessions, 15 minutes a session with time in between 10 minutes to tie the wreaths and the five people disperse. Wreath layers will receive a time slot to lay wreath.</p> <p><u>Option 2</u> Wreath layers to be advised to lay their wreath anytime on the Sunday.</p> <p>The Committee was in favour of option 1 and to use website, noticeboards and social media asking people NOT to attend.</p> <p>The Clerk will ensure details of the event are detailed in 'All About Ferring' magazine.</p> <p>The above is recommended for Full Council approval.</p> <p><b>Christmas Festivities</b> The Clerk advised that the current lights will be checked, and some additional lights will be erected in mid-November.</p> <p>In line with Government guidance regarding Covid-19, the Committee agreed:</p> <ul style="list-style-type: none"> <li>• that all other arrangements would not to go ahead and the event should be cancelled.</li> <li>• to use 'All About Ferring' magazine, website, noticeboards and social media to advise that the event has been cancelled.</li> </ul> <p>The above is recommended for Full Council approval.</p> <p>Whist the above two item require Full Council approval, as these needed to be publicised in 'All About Ferring' – the deadline for which was 7<sup>th</sup> October, the Committee agreed that the Clerk should proceed with drafting and submitting this information to the editor.</p>	PO
19	<p>The <b>next Finance &amp; General Purposes Committee Meeting</b> is scheduled for Monday 23<sup>rd</sup> November 2020 at 7.30pm.</p>	
	<p>The meeting closed at 9.10pm.</p>	