

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

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

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Minutes of the FPC Finance and General Purposes Committee meeting held at 7.35pm on Monday 19th February 2018 at the Parish Office.

Present	Councillors	Carole Robertson (Chairman)
		Stephen Abbott
		Ruth Sims
		Geoff Mines
		Terry Jackson
		Peter Evans
		Roger Elkins
Observing & presenting GDPR	Councillor	Lesley Young

1.	Apologies for absence: There were no apologies	Actions
2.	Declarations of interest: There were no declarations of interest	
3.	Public Question Time: There were no members of the public present	
4.	To confirm the Minutes of the last meeting held 8th January 2018: The Minutes of the Finance and General Purposes Committee Meeting held on 8 th January 2018 were approved by the Committee as a correct record.	
5.	Matters arising from the report of the last meeting held on 8th January 2018: There were no matters arising	
6.	Accounts and Finance: The income and expenditure schedule for January 2018 was reviewed. The schedule will be recommended to Full Council.	
7.	Parish Clerk Report including Financial Matters: There was nothing to report	

<p>8.</p>	<p>General Data Protection Regulations (GDPR): Councillor Lesley Young referred to the Summary for General Data Protection Regulations 2018 (GDPR) that was circulated to all Councillors 12th February 2018. The Committee was advised that Councillor Lesley Young and the Clerk attended a General Data Protection Regulation (GDPR) training hosted by SALC and presented by our current website provider. Councillor Lesley Young explained to the Committee that the regulations are going to cause huge implications and that the parish council must meet compliance. This is non-negotiable. The work involved will include a data cleansing exercise and to produce a number of policies of which the Council will have to adopt and adhere to. A handout was issued to the Committee Members that consisted of a projected timeline. The Committee were asked to consider the following:</p> <ul style="list-style-type: none"> • implications of GDPR for the Parish Council • timeline for implementation of GDPR requirements • requirement to carry out Data Audit of actions required (two hours' work £80) • requirement to draft and approval new policies (£100) <p>The Committee agreed to recommend timeline and funding of external support to Full Council. The above will be recommended for Full Council approval.</p>	
<p>9.</p>	<p>FPC Policies: At Full Council 4th December, minute item 11-12-2017, FPC Policies, the Clerk as the Responsible Officer, used the initiative to update current Policies and introduce a number of new Policies to support FPC.</p> <p>The Policies are from SALC written for Parish Councils and adapted with only minor amendments to meet FPC requirements. The Policies are not a directive, they are recommended as good council practice.</p> <p>After a brief discussion, it was agreed to recommend to Full Council to adopt the Policies. The above will be recommended for Full Council approval.</p>	
<p>10.</p>	<p>Standing Orders: A discussion took place in relation to the review of the Parish Council Standing Orders. It was agreed that the Standing Orders should be written in conjunction with the recommended Policies as mentioned in minute item 9 as above. It was agreed to form a Working Party consisting of Councillors Terry Jackson, Geoff Mines and the Clerk to review the Standing Orders and Policies and report back to the Full Council in May 2018. The above will be recommended for Full Council approval.</p>	
<p>11.</p>	<p>Recommend Appointment of Internal Auditor: Following the success of the External Audit for 2016 - 2017, the Clerk recommends that R S Hall is re-appointed as the Internal Auditor for 2017 – 2018.</p>	

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12.	<p>PA System: Councillor Terry Jackson advised the Committee that Councillor Steve Burt has a PA System that he would be prepared to loan to the Parish Council on the proviso that the system could be returned to him if required. After a brief discussion, it was agreed that the Parish Council should purchase a new PA System of its own. It was agreed that Councillor Terry Jackson will continue to investigate the options and Councillor Peter Evans will forward details of a system that WSCC has recently purchased. The above will be recommended for Full Council approval.</p>	TJ PE
13.	<p>Confidential Documents: In view of the General Data Protection Regulations and further to the earlier conversation under minute item 8, the Clerk has requested that the Parish Council purchase an office shredder. It was agreed to allocate up to £150 to purchase a cross thread shredder. The above will be recommended for Full Council approval.</p>	PC
14.	<p>Environment Committee, Pantiles Land Transfer: Councillor Geoff Mines advised the Committee of the ongoing issues with the draft Contract to transfer the land to the Parish Council. It was also advised that the current land owners Solicitors had failed to advise details of a vital clause in earlier correspondence. To move forward, Councillor Geoff Mines suggested the following options: 1. Withdraw from the transaction completely. 2. Continue using the Parish Council tree surgeons recommendations and quotation. 3. Continue using the current land owner's tree surgeons recommendations and quotation. The Committee agreed that option number 2 was the most favourable. The above will be recommended for Full Council approval.</p>	
15.	<p>Parish Annual Meeting: At Full Council 22nd January 2018, minute item 10-01-2018 Parish Annual Meeting, it had been suggested that the Parish Annual Meeting format could be amended to be a more social occasion. After a brief discussion it was acknowledged that due to time constraints, it was not practical to change the format for 2018. This will however be an item on a future agenda with a view to changing the format for 2019 and for the following years.</p>	
16.	<p>Neighbourhood Plan Implementation (including 3x CRTBO) Committee: At the Committee Meeting held 12th February 2018, Councillors took a vote and it was unanimously agreed to recommend to Full Council that the Parish Council pursues with the purchase of the Glebelands Freehold and request the Head of Terms. Once WSCC has issued the Heads of Terms, FPC will engage a local Solicitor to produce Head of Terms to run in parallel for the other involved parties. This includes, ADC, Village Hall, Retirement Club & Football</p>	

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	Club/Glebelands. The above will be recommended for Full Council approval.	
17.	Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda There was nothing to mention	
18.	The next Finance Committee Meeting is scheduled for Monday 26 th March 2018 at 7.30pm at the Parish Office Councillor Peter Evans gave his apologies for the next Meeting	
	The meeting closed at 9.05pm.	