

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 7.30pm on Monday 20<sup>th</sup> August 2018 at the Parish Office.

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

1.	<b>Apologies for absence</b> Apologies were received from Councillor Peter Evans	Actions
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 2<sup>nd</sup> July 2018</b> The Minutes of the Finance and General Purposes Committee Meeting held on 2 <sup>nd</sup> July 2018 2018 were approved by the Committee as a correct record.	
5.	<b>Matters arising from the report of the last meeting held on 2<sup>nd</sup> July 2018</b> Councillor Stephen Horne referred to the following: <ol style="list-style-type: none"> <li>1. Minute item 12, Highways &amp; Community Committee, item 5 &amp; 6, Rife Way Parking, has there been a response from ADC. Councillor Carole Robertson advised that no response has been received. It was agreed that the Clerk will send a further letter to ADC.</li> <li>2. Minute item 12, Highways &amp; Community Committee, item 8, Greystoke Road &amp; Bus Company, It was reported that buses are still stopping at this location for long amounts of time and causing congestion. It was agreed that before the Clerk can contact the bus company, dates, times and bus registration details are required.</li> <li>3. Minute item 13, Future of the Annual Parish Meeting, it was agreed at the Highways &amp; Community Committee Meeting that a Working Group consisting of Councillors Stephen Horne, Carole Robertson, Ruth Sims &amp; Maura Blackburn will be put together to consider the options. Other councillors will be welcome to join the working group if they wish.</li> </ol>	PC

	<p>4. Minute item 14, Banking, the procedures in relation to the new bank account was once again questioned. The Clerk reminded the Committee that concerns had been raised that this is a one signatory account and if this will cause questions for auditing purposes. The Clerk confirmed that there is no issue with auditing purposes, however she did suggest that there will be a written statement that will consist of two signatories to support any transactions made on the account. This was unanimously <b>RESOLVED</b> by the Full Council on 16<sup>th</sup> July 2018. Councillor Roger Elkins suggested that FPC Insurance provider should be advised of the new bank account. The Clerk advised that the Insurance provider do not ask in relation to the Councils bank accounts but will happily advise them accordingly.</p> <p>5. Minute item 16, Parish Council duty to protect council staff, it had been agreed that this will be an item on F&amp;GP agenda but it has not been included in this meeting. The Clerk advised that there has been no issues and a diary is now kept to record visitors to the office. However if felt necessary, this will be an item on a future agenda.</p> <p>6. A request for an outline of the projected cost of the Neighbourhood Plan was made. Councillor Carole Robertson advised that this will be discussed under agenda item 8, Neighbourhood Plan Implementation (including CRTBO's) Committee.</p> <p>7. Councillor Stephen Horne also advised that an Emergency Plan Co-Ordinator is required. The Clerk advised that this is already an agenda item for Full Council.</p> <p>8. Councillor Geoff Mines advised that in relation to minute item 11, Motion received, the Environment Committee had been asked to consider the possibility of a locating a car park at this site. A feasibility study has been completed. The Environment Committee unanimously agreed not to pursue with this project. This will be recommended to Full Council</p>	PC
6.	<p><b>Accounts and Finance</b> The income and expenditure schedule for June &amp; July 2018 was reviewed. The schedules will be recommended to Full Council.</p>	
7.	<p><b>Parish Clerk Report including Financial Matters:</b> The Clerk asked the Committee if they wish to receive the income and expenditure schedule with the agenda or at the meeting. It was agreed that the income and expenditure schedule will be emailed with the F&amp;GP agenda.</p>	PC
8.	<p><b>Neighbourhood Plan Implementation (including 3x CRTBO) Committee: Purchase of the Glebelands Freehold</b> In relation to the purchase of the Glebelands Freehold, Councillor Carole Robertson advised that the Clerk has spoken to the Village Hall Committee (VHC) Secretary on a couple of occasions and the VHC still have questions and reservations in relation to their involvement of the purchase. At the VHC meeting on 15<sup>th</sup> August, it was agreed that the VHC will write to FPC with their questions and reservations. They will request that FPC respond in writing and the Chairman and Secretary of the VHC will meet with FPC Chairman Councillor Carole Robertson and one further FPC</p>	

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	<p>representative. Councillor Roger Elkins asked in relation to the communication between FPC &amp; VHC and referred to the Heads of Terms. Councillor Carole Robertson suggested that Council Roger Elkins attended the above mentioned meeting as the other FPC representative. It was also agreed that a representative of the Retirement Club should be invited to attend the meeting. The Committee agreed that the Heads of Terms should not be issued to the other parties prior to knowing the outcome of this meeting.</p> <p><b>Neighbourhood Plan</b> Councillor Carole Robertson provided the Committee with an outline of the projected cost to purchase the Glebelands Freehold. Councillor Carole Robertson will also provide an outline of the projected cost of the overall Neighbourhood Plan</p> <p>Councillor Carole Robertson also advised that contact has been made in relation the land at and behind the Henty Public House and it was agreed now that the ADC Local Plan has been adopted, FPC can write to the owner of the pieces of land off Sea Lane in respect to possible allotment land.</p>	CR
9.	<p><b>ADC Local Plan</b> Committee members have all received a copy of the Methodology for distributing the housing figure technical advice note. It was agreed to send a response noting the content of the report and to reiterate that there is no further land available in Ferring that is suitable for development. This will be recommended to Full Council.</p>	PC
10.	<p><b>Highways &amp; Community Committee – Highways Matters</b> At Full Council 16th July, it was agreed to erect two signs at the exit at the private road by the Vets in Ferring Street. The cost was expected in the region of £100. The Clerk has negotiated with the sign provider and the cost to supply with the additional required banding kit will be £91. This will be recommended to Full Council.</p>	PC
11.	<p><b>Website</b> Councillor Geoff Mines reminded the Committee that a local company has put together the framework of the new website and between Councillors Geoff Mines, Stephen Abbott and the Parish Office there has been a considerable amount of work done to upload the relevant information. In due course, Councillor Geoff Mines will send a link to all Councillors for them to see and give their thoughts the new website. Councillors will also confirm if they wish for their photo to be on the website. Thanks were given to all council members involved with the website.</p>	GM
12.	<p><b>Urgent matters arising, since the preparation of this Agenda &amp; Items to be referred to next Agenda</b> Councillor Roger Elkins advised the Committee that he has taken the role as</p>	

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	Cabinet Member for Highways & Infrastructure at WSCC.	
13.	The <b>next Finance Committee Meeting</b> is scheduled for Monday 8 <sup>th</sup> October 2018 at 7.30pm at the Parish Office	
	The meeting closed at 9.00pm.	