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

1 Elm Park, Ferring, Worthing, West Sussex. BN12 5RN
telephone 01903 249 449
e-mail ferring-pc@btconnect.com

Minutes of the FPC Finance and General Purposes Committee meeting held at 7.30pm on Monday 26th March 2018 at the Parish Office.

Present	Councillors	Carole Robertson (Chairman)
		Stephen Abbott
		Terry Jackson
		Geoff Mines
		Peter Evans
		Roger Elkins
		Stephen Horne

1.	Apologies for absence: Apologies were received from Councillor Ruth Sims	Actions
2.	Declarations of interest: As a WSCC Councillor, Councillor Roger Elkins declared an interest in agenda item 8.	
3.	Public Question Time: There were no members of the public present	
4.	To confirm the Minutes of the last meeting held 19th February 2018: The Minutes of the Finance and General Purposes Committee Meeting held on 19 th February 2018 were approved by the Committee as a correct record.	
5.	Matters arising from the report of the last meeting held on 19th February 2018: There were no matters arising.	
6.	Accounts and Finance: The income and expenditure schedule for February 2018 was reviewed. The schedule will be recommended to Full Council.	
7.	Parish Clerk Report including Financial Matters: In the absence of Councillor Ruth Sims, Councillor Terry Jackson advised the Committee of the outstanding invoice from Colas for the removal of the Christmas lights. It was explained that the invoice has not been paid due to the unsatisfactory service received from Colas. Councillor Ruth Sims has contacted Colas on two occasions but to date has not received a reply. With a view to resolving this matter it was agreed that the Parish Council should write to Colas once again.	RS/PC

	<p>The Committee was reminded that the Parish Council receives an invoice from ADC on an annual basis for the maintenance of the Glebelands Recreational Ground. The Clerk advised that this year's annual invoice has increased by a substantial amount. The Clerk has negotiated with ADC that the invoice is reduced to the identical amount as last year's invoice.</p>	
<p>8.</p>	<p>Neighbourhood Plan Implementation (including 3x CRTBO) Committee: Councillor Roger Elkins declared an interest.</p> <p>Purchase of the Glebelands Freehold: Further to the Neighbourhood Plan Implementation (including 3x CRTBO) Committee Meeting held on 12th February 2018 & Full Council on 5th March 2018, WSCC has been informed that Ferring Parish Council unanimously resolved to pursue with the purchase of the Glebelands Freehold. The valuations have been sent to WSCC and the Head of Terms have been requested.</p> <p>Glebelands Current Lease: Councillor Carole Robertson advised the Committee that a meeting with the current Glebelands Leaseholder has revealed that they would like to reassign the lease to another party. After a lengthy discussion, a few options were considered and it was agreed that there is the opportunity that the lease could be reassigned to the Parish Council. It was agreed that before the Parish Council could make any decisions on this matter, it would be necessary to seek professional advice on the following:</p> <ul style="list-style-type: none"> • Lease Content • Financial Viability • Implications for the Parish Council <p>The Parish Council will also require confirmation on the following:</p> <ul style="list-style-type: none"> • The building is of a good state • Overview of the Accounts • WSCC approval <p>It was acknowledged the process to reassign the lease to another party is the responsibility of the current leaseholder. The above will be recommended for Full Council approval.</p>	
<p>9.</p>	<p>Council Insurance Renewal The Clerk advised the Committee that the annual Council Insurance Renewal has been received. It was acknowledged that due to the purchase of two new benches the assets register has been updated and all other items have been checked. The Clerk has obtained an additional quotation to include the new play and adult exercise equipment. The insurance of the equipment has been discussed with ADC who advise that none of their area equipment is insured due to the premiums. In their time at the Council they could count on a couple of fingers instances where substantial equipment has been damaged beyond repair. In most cases repairs can be carried out or spares purchased to rectify any intentional damage. They do however have public liability insurance which covers any claims resulting from injury to users of play equipment and parks in general.</p>	

	<p>It was agreed that the equipment should not be insured, however it was suggested that an allocated sum of money could be put onto future precepts for any necessary repairs/replacement of the equipment. The above will be recommended for Full Council approval.</p>	
10.	<p>Banking: The Clerk advised the Committee that she has been updating signatories on the Council's Bank Accounts. Adding/removing names from bank accounts can be a lengthy and very frustrating process. Councillor Ruth Sims is now a signatory, however to become a signatory she experienced extreme difficulties. In view of this, Councillor Ruth Sims made a complaint to the bank and has now received a letter of apologies and she has been financially compensated for travel expenses, telephone calls etc. The financial compensation was via cheque to Councillor Ruth Sims personally. A copy of the related correspondence will be filed as a Financial document in the Parish Office for reference.</p>	
11.	<p>Website: The Committee will recall that at Full Council 18th September 2017, minute item 12-09-2017, Parish Council Website, Councillors were informed that FPC has a website which is hosted by Arun District Council (ADC) and built using software from Verseone Ltd. ADC has advised that the website platform will no longer be available from July 2018 therefore FPC has to now consider a new website. It was resolved that a Working Group will be formed to discuss the options. The Working Group members will be Councillors Geoff Mines, Stephen Abbott and Terry Jackson. The working Group will consult with the Parish Clerk. Councillor Geoff Mines advised this Committee that the Working Group has met with three website designers and it recommends that RAWSEO is the favourable company to develop the new FPC new website. The above will be recommended for Full Council approval.</p>	
12.	<p>Environment Committee: Reference to the Environment Committees tree policy and as part of the plant a tree scheme supported by WSCC, it has been suggested that the Committee could plant three trees near Greystoke Manor at a cost of £150 per tree and this could be funded by FPC. It was acknowledged that WSCC maintain the trees for three years and FPC will organise watering the trees. This will be subject to WSCC & resident approval. The above will be recommended for Full Council approval.</p>	
13.	<p>Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda There was nothing to mention</p>	
14.	<p>The next Finance Committee Meeting is scheduled for Monday 14th May 2018 at 7.30pm at the Parish Office</p>	
	<p>The meeting closed at 8.50pm.</p>	