

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 7.45pm on Monday 3rd July 2017 at the Parish Office.

Present	Chairman	Carole Robertson
	Councillors	Stephen Abbott
		Terry Jackson
		Roger Elkins (arrived 8.30pm)
		Peter Evans
		Geoff Mines
Apologies	Councillors	Ruth Sims
Observing	Councillor	Frazer Palmer

1.	Elect a Chairman: Councillor Terry Jackson was elected as the Committee Chairman	
2.	Apologies for absence: Apologies were received from Councillor Ruth Sims	Actions
3.	Declarations of interest: There were no declarations of interest	
4.	Public Question Time: There were no members of the public present	
5.	To confirm the Minutes of the last meeting held 8th May 2017: The Minutes of the Finance and General Purposes Committee Meeting held on 8 th May 2017 were approved by the Committee as a correct record.	

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6.	Matters arising from the report of the last meeting held on 20th March 2017: There was nothing to mention	
7.	Confirm the Committee Remit: The Remit was approved	
8.	Accounts and Finance: The income and expenditure schedule for April & May 2017 was reviewed and will be recommended to Full Council.	
9.	Parish Clerk Report including Financial Matters: The Parish Clerk advised the Committee regarding the discrepancy with the invoice received in relation to completion of the Lintel work at the rear of the Parish Office. It was decided to proceed with the payment as per the agreed quotation.	PC
10.	Annual Review Performance Group: Councillor Carole Robertson suggested that it would be good practise to form a Working Group to review the Parish Office workloads, performance and salaries. It was agreed that all members of the Finance & General Purposes Committee will form the Working Group and that the Parish Clerk will arrange a separate meeting for the Working Group. This will be recommended to Full Council.	PC
11.	Councillor Allowances: The Parish Clerk has circulated comprehensive information in relation to the Councillor Allowances. Councillor Allowances will be reviewed at the Statutory Annual Meeting in the next Parish Council Election Year.	PC
12.	Parish Council Storage: Councillor Terry Jackson advised members that garage space to rent to use for storage has been located near to the Parish Office. The private owner of the garage has asked to receive a set monthly amount for the rent of the garage. This will be recommended to Full Council.	TJ/PC
13.	Environment Committee: £350 K Washer repair or replacement of the planters under the village sign. This will be recommended to Full Council.	

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14.	<p>Grant Request: Arun and Chichester Citizens Advice grant request £200. Grant to support the outreach home visiting service. It was agreed that the Parish Council will enquire if the service could be publicised within the village. This will be recommended to Full Council.</p>	PC
15.	<p>Neighbourhood Plan Implementation (including CRTBO's) Committee: The date of the meeting between WSCC & FPC is still to be confirmed. ADC has advised that there are funds available to assist with revising Neighbourhood Plans. It was advised that FPC has sent documentation relating to the HELAA and Small Scale Site Allocations to ADC. Councillor Roger Elkins advised that Arun District Council, by the end of 2017, is required to produce a list of brown field sites that could be considered for housing development. It was agreed that the Parish Clerk will arrange a Neighbourhood Plan Implementation (including CRTBO's) Committee Meeting.</p>	PC
16.	<p>Items to be referred to next Agenda and items for information only: Councillor Terry Jackson suggested that a review of the Standing Orders is required. This will be an item on the next Full Council agenda.</p>	
17.	<p>The next Finance Committee Meeting is scheduled for Monday 21st August 2017 at 7.30pm at the Parish Office</p>	
	<p>The meeting closed at 8.50pm.</p>	