

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

**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 19th November 2018 at the Parish Office.

Present	Councillors	Carole Robertson (Chairman)
		Stephen Abbott
		Peter Evans
		Ruth Sims
		Roger Elkins
		Lesley Young
		Stephen Horne

1.	Apologies for absence Apologies were received from Councillors Terry Jackson & Geoff Mines	Actions
2.	Declarations of interest Councillors Ruth Sims, Carole Robertson, Peter Evans & Lesley Young in their capacity as a Director of the Glebelands declared an interest in agenda item 12. Councillor Stephen Horne declared an interest in agenda item 12 and advised the Committee that he has been asked to become a Trustee of the Village Hall Committee. However, he will not be representing the Parish Council in his duties as a Village Hall Committee Trustee.	
3.	Public Question Time There were no members of the public present	
4.	To confirm the Minutes of the last meeting held 8th October 2018 The Minutes of the Finance and General Purposes Committee Meeting held on 8 th October 2018 were approved by the Committee as a correct record.	
5.	Matters arising from the report of the last meeting held on 8th October 2018 There was nothing to mention.	
6.	Accounts and Finance The income and expenditure schedule for September & October 2018 was reviewed and will be recommended for Full Council approval.	
7.	Parish Clerk Report including Financial Matters Further to the email from the Clerk advising of Maura Blackburn resignation as a Councillor, it was suggested that the Parish Council could arrange for	PC

	flowers to be delivered to Maura. This was unanimously agreed.	
8.	<p>Public Conveniences</p> <p>Councillor Carole Robertson advised in relation to the public conveniences near the Bluebird Cafe. ADC has contacted FPC to enquire about a possible commercial opportunity for these facilities in order they remain open and viable in the longer term. The Committee may recall that ADC following the meeting of its Environment & Leisure Working Group on the 19th December 2017 resolved that the Council would aim to retain a public convenience facility at Ferring Rife, looking to achieve this through commercial partnership opportunity that will be explored by the Council's Property & Estates Service and Ferring Parish Council.</p> <p>It was agreed to respond with the details of the option of a commercial opportunity as discussed.</p>	
9.	<p>Environment Committee</p> <p>The Clerk advised the F&GP Committee the following:</p> <p>Cedar Tree: The Committee will recall the ongoing issue with the Cedar Tree. ADC has agreed to 50% of the cost and four residents have also agreed to contribute and one of them has attended the Environment Committee, Finance Committee and also Full Council Meetings to put their case to Councillors. It has been advised that the tree in question is deteriorating rapidly and any winter gales could produce a disastrous result. On safety grounds, ADC wanted to remove the tree as soon as possible. It is understood that the tree has now been removed.</p> <p>As a goodwill gesture, Councillor Geoff Mines has asked the F&GP Committee to consider making a contribution to the removal of the tree. It was unanimously agreed to contribute £100.</p> <p>The above will be recommended for Full Council approval.</p> <p>It was agreed that any future situations like this would always be considered on a case by case basis on their own merit.</p>	PC
10.	<p>Highways & Communities Committee</p> <p>a. Annual Parish Meeting: Councillor Stephen Horne referred to the suggested format of the Annual Parish Meeting that has been circulated to Councillors. The format will include Chairman's Report, brief WSCC & ADC Reports. Question Time and opportunity to circulate to talk with Parish, District & County Councillors. Local Groups that work with the Parish Council will be invited and the meeting will be open to residents.</p> <p>It was also suggested that the meeting could include presentations, for example from the tree warden.</p> <p>b. Events Signage: Councillor Stephen Horne advised that the Clerk has obtained a number of diversion signs. In addition, quotations for further road closure signage has been obtained: 2 x cycle dismount (£29.80 each excluding VAT), 5 x advance road closure (£31.80 each excluding VAT) & 1 x parking suspended (£33.74 each excluding VAT)</p>	

	<p>– total including delivery of (£273.73 excluding VAT).</p> <p>The above will be recommended for Full Council approval.</p> <p>c. Limited Parking Signage: Councillor Carole Robertson has explored the option of erecting an advisory limited parking sign at the north village shops. WSCC advise against erecting the sign and advise that if such a sign is erected and comments are received, WSCC will remove the sign. Councillor Lesley Young suggested that a polite notice could be included in the next edition of the parish flyer.</p> <p>d. Permit Parking: In relation to on street parking in the village, Councillor Carole has explored the option of permit parking. It was acknowledged the application will need to be made by a community group who will also have to organise, fund and enforce the scheme.</p>	
11.	<p>Parish Council Emails Councillor Stephen Abbott referred to the supporting documentation that has been circulated to all Councillors and explained the options for the Parish Council email system. Councillors Stephen Abbott & Geoff Mines recommend having Clear Solutions set up a new e-mail provider as we move that away from BTConnect and enables us to include provision of business e-mails for Councillors to meet our GDPR compliance aims. All the rest of the IT provisions remain unchanged pending any future project to review of the office IT requirements and their future provisions.</p> <p>The above will be recommended for Full Council approval.</p>	
12.	<p>Neighbourhood Plan Implementation (including 3x CRTBO) Committee The Glebelands Centre is a separate entity and is run as an independent Limited Company. It is not involved in any way with the Parish Council. The Glebelands Centre has new Directorship and continues with its 23 years lease.</p> <p>Councillor Carole Robertson addressed the email from Councillor Stephen Horne that was sent to all Councillors in relation to his concerns regarding the progress of the Ferring Neighbourhood Plan.</p> <p>The Clerk has circulated the draft response letter to the Village Hall Committee to all Councillors. After a lengthy discussion, it was agreed to send the letter with a few minor alterations.</p> <p>The above will be recommended for Full Council approval.</p> <p>Councillor Roger Elkins urged the need for professional advice in relation to a financial appraisal. It was agreed that Councillor Carole Robertson will contact AiRS in the first instance.</p>	

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

	It is hoped that before Full Council 3rd December, FPC will have an update following the meeting with the owner of the land behind the Henty and ADC feedback in relation to a car parking option at the Glebelands.	
13.	Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda There will be a Councillor co-option at Full Council on 14 th January 2019 to be held at the Glebelands Centre.	
14.	The next Finance Committee Meeting is scheduled for Monday 7 th January 2019 at 7.30pm at the Parish Office	
	The meeting closed at 9.30pm.	