

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

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

**Minutes of the Finance & General Purposes Committee meeting held at 7.30pm  
on Monday 6<sup>th</sup> July 2020 via the Zoom Platform.**

|         |             |                         |
|---------|-------------|-------------------------|
| Present | Councillors | Lesley Young (Chairman) |
|         |             | Stephen Abbott          |
|         |             | Terry Jackson           |
|         |             | Ruth Sims               |
|         |             | Clare Royal             |
|         |             | Peter Coe               |
|         |             | Roger Elkins (7.45pm)   |

|   |  |  |
|---|--|--|
| 1 | <p><b>Elect a Chairman</b><br/>Councillor Lesley Young was elected as the Chairman of the Committee.</p> <p>Due to taking on the role as Chairman of Highways &amp; Community and Environment Committees, Councillors Peter Coe &amp; Clare Royal respectively were welcomed as new members of the F&amp;GP Committee.</p> |  |
| 2 | <p><b>Apologies for absence</b><br/>Councillor Carole Robertson was absent – no apologies received.</p>  |  |
| 3 | <p><b>Declarations of interest</b><br/>There were no declarations of interest.</p>   |  |
| 4 | <p><b>Public Question Time</b><br/>There were no members of the public present.</p>  |  |
| 5 | <p><b>To confirm the Minutes of the last meeting held 2<sup>nd</sup> March 2020</b><br/>The Minutes of the Finance &amp; General Purposes Committee Meeting held on 2<sup>nd</sup> March 2020 were approved by the Committee as a correct record and signed by the Chairman.</p>   |  |
| 6 | <p><b>Matters arising from the report of the last meeting held on 2<sup>nd</sup> March 2020</b><br/>There were no matters arising.</p>   |  |
| 7 | <p><b>Accounts and Finance</b><br/>The income and expenditure schedule for April &amp; May 2020 were reviewed</p>  |  |

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

|    |   |       |
|----|---|-------|
|    | <p>and will be recommended for Full Council approval.</p> <p>The above will be recommended for Full Council approval.</p>   |       |
| 8  | <p><b>Parish Clerk Report including Financial Matters</b><br/>There was nothing to report.</p>  |       |
| 9  | <p><b>Environment Committee</b> – Councillor Clare Royal<br/><b>Bus Shelter South of Railway line:</b> Councillor Clare Royal advised that FPC has been approached by residents for a shelter on the south side of the railway gates for shelter from rain. This is to be positioned near where the bench currently is. Various options and the quotations obtained were considered at the Environment Committee Meeting and it was agreed that the shelter does require a frontage. The quotations have been updated and further quotations have been obtained from local builders for the shelters base.<br/>After a brief discussion, it was agreed that the preferred supplier for the bus shelter will be Shelter Solutions with a local builder supplying the base.<br/><br/>An updated, detailed spreadsheet outlining costings will be circulated to Councillors with Full Council documentation.<br/><br/>The above will be recommended for Full Council approval.</p> | PO    |
| 10 | <p><b>Highway &amp; Community Committee</b> – Councillor Peter Coe<br/><b>Tennis court painting</b> – At the request of the Tennis Club, the Clerk has obtained quotations to repaint the tennis court. The quotations have been circulated and it was acknowledged that they are quite similar and that one of the quotations received was from the company that carried out the resurfacing a few years ago. After a brief discussion it was agreed to recommend to pursue with Sports Courts UK.<br/><br/>Prior to Full Council, the Clerk will revert back to the supplier to confirm how long the work will take and a realistic commencement date.<br/><br/>The above will be recommended for Full Council approval.</p>  | Clerk |
| 11 | <p><b>End of year Accounts</b><br/>The Report has previously been circulated. The Parish Clerk presented the end of year accounts to the Committee Members with no further comments.<br/><br/>The above will be recommended for Full Council approval.</p>  |       |
| 12 | <p><b>Office Arrangements</b><br/>As Councillors are aware, at the Full Council meeting of 16th March it was</p>  |       |

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

|    |   |                |
|----|---|----------------|
|    | <p>agreed to close the parish office due to the Coronavirus (Covid 19) pandemic. The office closed to all visitors on 17th March and Amanda was requested to work from home. The Clerk has been spreading her time between home and office to maintain the functioning of the council during these unprecedented times.</p> <p>Whilst the Parish Office personnel are keen to return to the office and resume normal working practise, they understand that this can only be considered within the constraints of Government guidelines and associated risk assessment supplied by SALC.</p> <p>On the basis of the circulated draft Risk Assessment, it has been suggested by SALC to get in place as a starter as to how to resume office working.</p> <p>The Committee discussed this matter in great detail and considered the provisions that would need to be in place to open the office.</p> <p>It was felt that in reality, with all things considered, the current working arrangements have been successful and it was recommended not to change the arrangements at this time.</p> <p>It was agreed to update the Risk Assessment and to review the situation on a regular basis.</p> <p>The above will be recommended for Full Council approval.</p> |                |
| 13 | <p><b>Communications Working Group –</b><br/>Councillors will recall an email back in April on the subject of community engagement and this includes revisiting and refreshing our Communications Policy and the ways in which we communicate with residents, for example via our website, the Flyer etc.</p> <p>It has been suggested to set up a small working group to look at our current methods of communication and our Policy. Councillor Young will lead this small group and has asked for Councillor volunteers to be involved.</p> <p>To date, the Clerk has expressed that the Parish Office personnel would like to be involved and it was suggested that both the Clerk and Administrative Assistant could be group members. Councillor Peter Coe also agreed to be a member of the group.</p> <p>The above will be recommended for Full Council approval.</p> <p>Councillors Stephen Abbott &amp; Lesley Young have produced an example of an e-newsletter which has been circulated to Councillors.</p> <p>The e-newsletters content is informative and draws from already published material and is intended to just keep in touch with residents at this stage. The</p>  | LY/P<br>Coe/PO |

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

|    |  |       |
|----|--|-------|
|    | <p>plan would be to publish the e-newsletter on our website and on the noticeboards.</p> <p>The above will be recommended for Full Council approval.</p>   |       |
| 14 | <p><b>Councillor Weekly Update</b><br/>Councillors are aware that they receive a Councillor Weekly Update that contains office information &amp; meeting details. The Clerk advised that the update was her initiative that she started a few years ago and would like Councillor feedback to the current contents and any other suggestions of content that they would like the update to contain.</p> <p>It was agreed that this matter will become an item for discussion for the newly formed Communication Group.</p> <p>Councillors were asked if they have any suggestions to feed them through to the group.</p> <p>The above will be recommended for Full Council approval.</p> |       |
| 15 | <p><b>Grant request</b><br/>A Grant request has been received from St Barnabas for £341.75 towards five visits from their Community Palliative Nursing Team to people in need in the Ferring area in the coming year.</p> <p>The above will be recommended for Full Council approval.</p> <p>It was also agreed that details of the grant awarding scheme for local groups/organisations will be an item in the next Parish Flyer</p>  | Clerk |
| 16 | <p><b>FPC Policy for Remote Meetings</b><br/>Councillors will recall that at the Annual Statutory Meeting held 28<sup>th</sup> May 2020, minute item 05-05-20 it was resolved to adopt the holding remote meetings policy.</p> <p>Councillors were asked to consider the policy that has been updated to include details of audio recording of council meetings in respect of GDPR regulations.</p> <p>The above will be recommended for Full Council approval.</p>  |       |
| 17 | <p><b>SALC Code of Conduct Consultation</b><br/>The Clerk has circulated details of The Local Government Association (LGA) consultation on a new model member code of conduct and asked if Parish Council wish to make any comments.</p>   |       |

|    |  |       |
|----|--|-------|
|    | <p>It was agreed that no comments will be made.</p> <p>The above will be recommended for Full Council approval</p>   |       |
| 18 | <p><b>Glebelands Grounds ADC Agreement</b><br/> Councillors will recall that at Full Council 16<sup>th</sup> March 2020, minute item 09-03-2020 ADC Glebelands Grounds Agreement was discussed.</p> <p>Councillors will be aware that there is an agreement between ADC &amp; FPC in relation the maintenance of the Glebelands recreational ground. This agreement has been in place for a number of years and essentially FPC finance the grass cutting. The agreement is now out of date.</p> <p>The previous discussion included consideration that both parties (ADC/FPC) agree to informally extend the Glebelands Management Agreement until 31<sup>st</sup> March 2021. Beyond this, and in the interests of collaborative working, the existing arrangements for the grass cutting will remain and ADC will endeavor to keep the Parish Council fully informed of any management issues relating to the Glebelands Recreation Ground, so that the Parish have the opportunity to consider and comment on such issues.</p> <p>After a brief discussion, Councillor Roger Elkins raised the concern that although essentially the agreement was for the maintenance and grass cutting of the Glebelands recreational ground, he felt there was a lot more history and substance to the agreement.</p> <p>It was agreed that Councilor Roger Elkins will speak to the ADC Environmental Services &amp; Strategy Manager (Greenspace &amp; Emergency Planning) and report back to this Committee.</p> <p>This evening, Councillor Roger Elkins continued to express his concerns that the agreement should be maintained.</p> <p>It was agreed that the Clerk will circulate the agreement and that this will be an agenda item at the Finance &amp; General Purposes Committee Meeting on 5<sup>th</sup> October 2020.</p> | Clerk |
| 19 | <p><b>Urgent matters arising, since the preparation of this Agenda &amp; Items to be referred to next Agenda</b><br/> Councillor Roger Elkins referred to previous Council &amp; Highways &amp; Community Meeting discussions in relation to the parking issue at Langbury Lane and he advised the Committee that any 2020 TRO applications must be submitted by the end of July 2020.</p> <p>Councillors will recall previous discussions regarding a serious road safety issue that has developed on the double-blind bends at the north end of Langbury Lane.</p>   |       |

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

|    |  |  |
|----|--|--|
|    | <p>The Clerk advised that she has written to a WSCC Highways Traffic Officer regarding this issue. WSCC has advised that the introduction of a traffic regulation (for example yellow lines) at this location would require a TRO. However, to ensure any new problems with a road or pavement or a new highways related enquiry are dealt with as quickly and effectively as possible, these can be reported via Love West Sussex or the WSCC website.</p> <p>It was acknowledged that the issue has reduced due to the Coronavirus (covid 19) pandemic lockdown.</p> <p>After a lengthy discussion, it was acknowledged that a considerable amount of work is required to meet the criteria for a TRO application. It was established that with the information that TRO applications must be submitted by end of July, that there is not sufficient time.</p> <p>This matter will be an agenda item at the next Highways &amp; Community Committee Meeting.</p> <p>The above will be recommended for Full Council approval.</p> |  |
| 20 | The <b>next Finance &amp; General Purposes Committee Meeting</b> is scheduled for Monday 24 <sup>th</sup> August 2020 at 7.30pm.   |  |
|    | The meeting closed at 9.05pm.  |  |