

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 23rd November 2020 via the Zoom Platform.**

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| Present | Councillors | Terry Jackson (Chairman) |
| | | Roger Elkins |
| | | Stephen Abbott |
| | | Peter Coe |
| | | Ruth Sims |
| | | John Tero |

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| 1 | Apologies for absence There were apologies from Councillor Clare Royal. The apologies were accepted. | |
| 2 | Declarations of interest There were no declarations of interest. | |
| 3 | Public Question Time There were no members of the public present. | |
| 4 | To confirm the Minutes of the last meeting held 23rd November 2020 The Minutes of the Finance & General Purposes Committee Meeting held on 23 rd November 2020 were approved by the Committee as a correct record and signed by the Chairman. | |
| 5 | Matters arising from the report of the last meeting held on 23rd November 2020 There was nothing to mention. | |
| 6 | Accounts and Finance The income and expenditure schedule for November 2020 was reviewed and will be recommended for Full Council approval. | |
| 7 | Parish Clerk Report including Financial Matters There was nothing to report. | |

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| <p>8</p> | <p>Environment Committee – Councillor Clare Royal, in the absence of Councillor Clare Royal, the Clerk advised the following:</p> <p>a. Maintenance works within the village –</p> <p>Councillor John Tero was in attendance and Councillors will recall that the Clerk asked Councillor John Tero to assist with the process of contracting a Maintenance Person</p> <p>The vacancy was advertised on the website, noticeboards and in the parish flyer and received an encouraging response with six interested candidates. The Clerk & Councillor John Tero spoke to each candidate and formed a shortlist of three candidates.</p> <p>The Clerk produced a works list for the quarterly maintenance programme which was circulated to the shortlisted candidates to review the list, the sites and to provide a quotation for the work.</p> <p>As a result of receiving the quotations, the shortlist was reduced to two candidates and the Clerk & Councillor John Tero met with both candidates. After a further conversation between the Clerk & Councillor John Tero, they have agreed on their preferred candidate.</p> <p>The Clerk will produce a summary of the two candidates & an FPC draft written agreement which will be included in the Full Council documentation circulated to all Councillors.</p> <p>It is hoped that along with the recommendation from the Clerk & Councillor John Tero and the documentation, Full Council will agree the appointment of a Maintenance person.</p> <p>Councillor Roger Elkins asked with regards to the quotations received and insurances.</p> <p>The Clerk advised the two quotation totals and that one candidate does have public liability insurance, however the FPC public liability will cover any works providing risk assessments are completed and that FPC are confident that the person can complete any works competently.</p> <p>Concerns were raised and it was felt that the successful candidate will require their own public liability.</p> <p>The Committee requested the Clerk to seek professional advice in relation the insurances.</p> <p>Councillor Terry Jackson advised the Committee that the previous Maintenance person had been with FPC for many years and never increased his prices and completed some works free of charge and that FPC should expect an increase in any quotations for works. Councillor Terry Jackson also suggested that a probational period is included in the agreement.</p> <p>It was agreed that once the Clerk has produced the draft agreement that it is passed to Councillor Stephen Abbott to review.</p> <p>The Clerk expressed her thanks to Councillor John Tero for his help and support with this project.</p> <p>b. Allotment Charges</p> <p>Full Council has previously agreed to review the allotment charges on a</p> | <p>CLERK</p> <p>CLERK</p> |
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| | <p>biennial basis which is due the next financial year 2021 – 2022. At their meeting in December 2020, the Environment Committee recommended an increase of £2 per year per allotment. Councillor Roger Elkins asked with regards to the cost of allotment in other parishes. The Clerk advised that whilst she does not have this information to hand, she contacted other parishes a few years ago to establish costs and as a result FPC agreed the annual allotment charge with a small increase biennially.</p> <p>Councillor Stephen Abbott referred to the hire of a skip in 2021 and that FPC absorbed the cost. The Clerk advised that this was a one off but will amend the annual allotment letter to include 'if allotment holders wish for a skip in the future, the cost will be passed on to all allotment holders'.</p> <p>The Committee agreed a small increase of £1 half allotment & £2 full allotment.</p> <p>This will be recommended for Full Council approval.</p> <p>c. Warren Pond required works Councillor Stephen Abbott advised that further to the recent Warren pond clearance, it was noticed that fencing on the north/west side of the pond needs to be replaced and vegetation needs to be removed, however it has been acknowledged that this work is not urgent.</p> <p>It was agreed that once recruited, the new Maintenance person will be asked to quote for the work.</p> | |
| 9 | <p>Precept 2021 – 2022 After a brief discussion, the draft Precept 2021 – 2022 produced by the Clerk and previously circulated to Committee Members was accepted with the agreed actions for the Clerk:</p> <ul style="list-style-type: none"> • Check the ADC Glebelands costs with ADC • Include a 'draft' watermark <p>Councillor Stephen Abbott proposed that due to the current Covid-19 pandemic & the good management of the FPC finances over the last few years, that there is no increase to the Precept 2021 – 2022. The Committee agreed with the proposal.</p> <p>The above will be recommended to Full Council.</p> | CLERK |
| 10 | <p>All about Ferring Magazine The Clerk will forward the Precept 2021 – 2022 article to the editor to be included in the March edition of the magazine.</p> | CLERK |
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| 11 | Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda The Clerk advised that as part of the crossing shelter/bench project at the side of the Parish office, the covid-19 snake has been cemented into the bench surrounding. The Environment Committee has suggested to put a small plaque on the bench explaining the reason for the snake. Quotations have been obtained and this will be an agenda item for Full Council approval. | |
| 12 | The next Finance & General Purposes Committee Meeting is scheduled for Monday 1 st March 2021 at 7.30pm. | |
| | The meeting closed at 8.30pm. | |