

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 19th April 2021 via the Zoom Platform.**

Present	Councillors	Terry Jackson
		Stephen Abbott
		Clare Royal
		Peter Coe

1	Apologies for absence There were no apologies. Councillors Roger Elkins & Carole Robertson were not in attendance with no apologies received Councillor Terry Jackson thanked Councillor Clare Royal for Chairing the previous meeting in his absence.	
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 1st March 2021 The Minutes of the Finance & General Purposes Committee Meeting held on 1 st March 2021 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 1st March 2021 There was nothing to mention.	
6	Accounts and Finance The income and expenditure schedule for February & March 2021 were reviewed and will be recommended for Full Council approval.	
7	Parish Clerk Report including Financial Matters The Clerk advised the following: a) Cheque references 003871 – 003885 were damaged and a replacement	

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

	<p>cheque book has been received.</p> <p>b) An Extraordinary Full Council Meeting will be scheduled for mid-June to sign off the end of year accounts.</p> <p>c) Maintenance work within the office – Further to the emergency toilet/drainage works at the office, a couple of further items have arisen. Estimate to change the innards of the cistern to a new push button type with dual flush. This would help in keeping the drains clear as not much water is being flushed at the moment when its used. To supply and fit new flushing unit and water valve to existing cistern.</p> <table border="0"> <tr> <td>Parts</td> <td>50.30</td> </tr> <tr> <td>Labour</td> <td>70.00</td> </tr> <tr> <td>Total</td> <td>120.30</td> </tr> </table> <p>It was also acknowledged that there is an issue with turning one of the taps. The F&GP Committee recognised that office maintenance is essential and recommended to replace both taps at an estimated cost of £50 per tap.</p> <p>Item c will be recommended for Full Council approval.</p>	Parts	50.30	Labour	70.00	Total	120.30	
Parts	50.30							
Labour	70.00							
Total	120.30							
8	<p>Grant Request – To consider the grant request from 4sight for £150, it was acknowledged that the organisation support 21 members living in Ferring.</p> <p>The above will be recommended for Full Council approval.</p>							
9	<p>Environment Committee – Councillor Clare Royal</p> <p>a) Maintenance works within the village – to consider quotations from FPC Maintenance Contractor</p> <p>1) Warren Pond - Clearance of vegetation around panels, removal of barbed wire from panels, removal of tree stump (if required) and disposal of waste. Supplying 2 new fence panels. Fitting new panels. £164.00</p> <p>2) Bus shelter slates opposite Co-Op - To re fix 2 tiles to the roof £45.00</p> <p>3) Bolt on Bench Sea Lane at north end corner of Sea Lane Close – this item is still being reviewed.</p> <p>The above will be recommended for Full Council approval.</p> <p>The Committee discussed the issue that some maintenance repairs should be carried out asap without having to obtain Full Council approval prior to the work.</p> <p>It was agreed that the F&GP Committee members will give some thought to a revised process for small repairs and that this would be an agenda item at the next F&GP Committee meeting.</p>							
10	<p>Council Documentation – The F&GP Committee was asked to consider the adoption of the ADC approved 2021 Code of Conduct.</p> <p>It was acknowledged that FPC adopted the current ADC 2017 Code of</p>							

	<p>Conduct in 2018</p> <p>The above will be recommended for Full Council.</p>	
11	<p>Community Infrastructure Levy (CIL) Councillor Peter Coe advised that notification of CIL payments are received twice annually and that FPC has received their first payment. CIL will be an item for discussion at the Neighbourhood Plan Implementation Committee (NPI) Meeting on 26th April and he suggested that NPI Committee will identify and manage the CIL related projects and the finances are reviewed and managed via the F&GP Committee with approval by Full Council.</p>	
12	<p>Covid-19 FPC next steps</p> <p>a) Office arrangements, returning to office and opening the office. It was agreed to follow the Government Roadmap & Guideline, step 4 all restrictions will be lifted 21st June 2021.</p> <p>b) Returning to face-to-face meetings - plan of action to sanitising of chairs and tables, setting up etc - It was agreed to follow Government Roadmap & Guideline, step 4 all restrictions will be lifted 21st June 2021.</p> <p>c) Zoom extension – it was recommended to subscribe for a further 12 months at £119 ex VAT</p> <p>The above will be recommended for Full Council.</p>	
13	<p>Glebelands Project Update Councillor Terry Jackson referred to his statement recently circulated to Councillors and that the WSCC response now supersedes that statement.</p> <p>It was acknowledged that WSCC did not agree to the FPC request for an extension and the Heads of Terms has now lapsed.</p> <p>Councillors have been invited to attend a Glebelands Task group discussion on 26th April and that the interim report of the glebelands project group has been circulated to all Councillors.</p> <p>Councillor Terry Jackson went on to say that as agreed at the last Full Council Meeting, it was agreed to make preliminary enquiries in relation to legal advice. These enquires have commenced with some responses received.</p>	
14	<p>Royal Memorial In the response the recent passing of HRH Prince Philip, The Duke of Edinburgh, the Committee discussed the desirability of a permanent memorial.</p> <p>After a lengthy discussion it was suggested that rather than a memorial, FPC</p>	

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

	could approach local groups to see if they would be interested in a village commemoration. The above will be recommended to Full Council.	
15	Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda There was nothing to mention.	
16	The next Finance & General Purposes Committee Meeting is scheduled for Monday 5 th July 2021 at 7.30pm.	
	The meeting closed at 8.20pm.	