

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 7.00pm
on Monday 19th July 2021 at the Village Hall**

Present	Councillors	Terry Jackson
		Stephen Abbott
		Roger Elkins
		Clare Royal
		Peter Coe

1	Elect a Chairman Councillor Terry Jackson was elected as the Finance & General Purposes Committee Chairman.	
2	Apologies for absence There were no apologies.	
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 19th April 2021 The Minutes of the Finance & General Purposes Committee Meeting held on 19 th April 2021 were approved by the Committee as a correct record and signed by the Chairman.	
6	Matters arising from the report of the last meeting held on 19th April 2021 Minute item 9, Environment Committee 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. This matter will be discussed under agenda item 9 Funding Dispensation. Minute item 12, Covid-19 FPC next steps, It was agreed to follow the Government Roadmap & Guideline, step 4. This will be an item on the next Full Council Agenda 26 th July.	

7	<p>Accounts and Finance</p> <p>The income and expenditure schedule for April, May & June 2021 were reviewed and will be recommended for Full Council approval.</p>	
8	<p>Parish Clerk Report including Financial Matters</p> <p>The Clerk has circulated information with regards to the suggestion of purchasing a binding machine and associated items to be able to bind many years of previous minutes. After a brief discussion, this was considered to be an ideal purchase.</p> <p>The above will be recommended for Full Council approval.</p>	
9	<p>Funding Dispensation – to discuss proposed Clerk dispensation</p> <p>The Clerk advised that on occasions there are situations that some replacements/repairs should be carried out asap without having to obtain Full Council approval prior to the work. A prime example recently is with the repair fence panels at Warren Pond.</p> <p>Councillor Terry Jackson has prepared a paper suggesting an amendment to dispensation for expenditure which has previously been circulated to Committee Members. The dispensation allows the Clerk to allocate funding of up to £250 for office & external tasks.</p> <p>After a brief discussion, the Committee supported the dispensation as written.</p> <p>The above will be recommended for Full Council approval.</p>	
10	<p>Committee Structure Review – Councillor Peter Coe</p> <p>At present, including Full Council and Annual Parish Meeting, there are at least 41 meetings scheduled per year. Whilst this was relatively manageable over the past year with Zoom meetings, the impact on individuals will increase as we return to meetings in person.</p> <p>There is a degree of duplication, particularly between HAC and Environment Committees, and the current structure can create an extended timeline for some matters, particularly when they have to be referred back to committee for clarification or additional information.</p> <p>Over the next year or two, there is a need for working groups to be active in reviewing and updating the Neighbourhood Development Plan and identifying and implementing CIL funded projects, which will add to the call on individuals time and commitment.</p> <p>Recommendation to Full Council</p> <p>That a Working Group is set up, comprising the Council Chair and Vice Chair, Clerk and Admin assistant, to review the structure of the Council and its committees and make recommendations for improving the efficiency and coherence of the council.</p> <p>Remit of Working Group:</p>	

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	<p>To review the structure and frequency of meetings to make recommendations for improvements to be made to maximise effective use of councillors' time and effort.</p> <p>The above will be recommended for Full Council approval.</p>	
11	<p>Environment Committee – Councillor Clare Royal</p> <p>a) Warren Pond - To consider Tree Surgeons quotations (<i>circulated to Committee Members</i>)</p> <p>b) Maintenance works within the village – to consider quotation from FPC Maintenance Contractor to repair the damaged bench at pantiles</p> <p>The above will be recommended for Full Council approval.</p>	
12	<p>Neighbourhood Plan Committee – Councillor Peter Coe</p> <p>Update – Following the meeting held with ADC on 16 July, there were a couple of outstanding issues primarily relating to windfalls. ADC have now provided a response, however it is felt that this has still not fully addressed the issues, so further questions have been raised by email.</p> <p>In essence, the response from ADC relating to windfalls is complex and recognised two large windfall sites: 1 Sea Drive (8 units), and 58 Ferringham Lane (7 Units) that could be counted against the additional allocation of 25, however, both of these have not been built as originally planned and have had subsequent applications submitted for single dwellings. On this basis, the planned changes to Tudor Close should be counted against the additional allocation however, ADC did not specifically confirm this and therefore clarification has been requested. This will still leave an additional requirement of 18 (or possibly 17).</p> <p>It does not appear that ADC will allow the offsetting of individual properties against those that the NP will now not deliver. Small sites that are identified within the NP proactively can be used to count against the allocation, where they have been agreed in advance with ADC.</p> <p>In addition, there has been mention made of additional grants being made available by ADC for updating and reviewing of NDPs. It was recommended by the Planning Policy Committee to approve grant funding up to £5k per Parish for any parish that is updating their plan within 3 years from 1 June 2021, where a Plan is proposing an appropriate scale of housing development</p> <p>Councillor Peter Coe will produce a concise summary for approval at Full Council to enable the response to be published.</p>	
13	<p>All about Ferring Magazine</p> <p>It was agreed that there is nothing relevant at this time.</p>	

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14	Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda There was nothing to mention.	
15	The next Finance & General Purposes Committee Meeting is scheduled for Monday 23rd August 2021	
	The meeting closed at 7.45pm.	