

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 4<sup>th</sup> October 2021 at the Village Hall**

Present	Councillors	Terry Jackson
		Stephen Abbott
		Lesley Young
		Clare Royal
		Peter Coe

1	<b>Apologies for absence</b> Apologies were received from Councillor Roger Elkins. The apologies were accepted.	
2	<b>Declarations of interest</b> There were no declarations of interest.	
3	<b>Public Question Time</b> There were no questions.	
4	<b>To confirm the Minutes of the last meeting held 23<sup>rd</sup> August 2021</b> The Minutes of the Finance & General Purposes Committee Meeting held on 23 <sup>rd</sup> August 2021 were approved by the Committee as a correct record and signed by the Chairman.	
5	<b>Matters arising from the report of the last meeting held on 23<sup>rd</sup> August 2021</b> War Memorial - The brick and repointing works is scheduled for 8 <sup>th</sup> October subject to the weather conditions. New Event Signage – The new signage has been delivered with two items damaged. Two replacement signs have been ordered. The old diversion signs will be returned to WSCC.	
6	<b>Accounts and Finance</b> The income and expenditure schedule for August 2021 were reviewed and will be recommended for Full Council approval.	

7	<p><b>Parish Clerk Report including Financial Matters</b></p> <p>a. Office Cleaning Services - Recommendation that a contract is set up with a commercial cleaner for regular office cleaning at a cost not to exceed £75 per calendar month.</p> <p>b. AED Unit – Councillors will recall that FPC fitted a defibrillator and cabinet to the outside of the Village Hall in 2016. On a recent inspection it was noted that the cabinet is starting to rust and corrode. It is suggested that we buy a plastic cabinet this time, for longevity. The Unit also requires electrical works and a quotation has been obtained.</p> <p>Recommendation is to purchase the AED Cabinet and arrange to fit the new cabinet and to make any changes to the electrics as per quotations received.</p> <p>The Clerk also advised that the required pads for the AED only have a 2 year life span before they need replacing. The Clerk has tried to obtain replacement pads but there is a stock shortage with all suppliers. Councillor Clare Royal, in her professional capacity, suggested that the Clerk contacts the manufacturer for advice and if necessary to declare the AED out of service until new pads are received.</p> <p>The Above will be recommended to Full Council.</p>	
8	<p><b>Environment Committee</b> – Councillor Clare Royal</p> <p>a. FPC Maintenance Contractor – moving forward. The Committee agreed that in the first instance, to contact the previous maintenance contractor.</p> <p>Dependant of the outcome of the above, the Committee recommended the following:</p> <ol style="list-style-type: none"> <li>1. that a task group is formed to agree best way to recruit a new maintenance contractor.</li> <li>2. Agree an Interim solution</li> </ol> <p>The Above will be recommended to Full Council.</p>	
9	<p><b>Consider Standing Order Review</b> – the committee agreed to form a working group to review the Standing Orders</p> <p>The Above will be recommended to Full Council.</p>	
10	<p><b>All about Ferring Magazine</b></p> <p>It was suggested there are a few items for the magazine including the possible outcome of the AED Unit.</p>	
11	<p><b>Urgent matters arising, since the preparation of this Agenda &amp; Items to</b></p>	

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	<b>be referred to next Agenda</b> There was nothing to mention.	
12	The <b>next Finance &amp; General Purposes Committee Meeting</b> is scheduled for <b>Monday 29<sup>th</sup> November 2021</b>	
	The meeting closed at 8.10pm.	