

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

**FERRING PARISH COUNCIL  
PARISH FACILITIES & PROJECTS COMMITTEE (PFP)  
(Decision Making Powers)**

**Minutes of the Parish Facilities & Projects Committee (PFP)  
meeting held at 7.30pm on Monday 6<sup>th</sup> June 2022 at the Village Hall**

Present	Councillors	Lesley Young
		Peter Coe
		Clare Royal
		John Tero
		Paul Moss
		Ruth Arnold
		Stephen Abbott
		Roger Elkins

1	<p><b>Elect a Chairman</b></p> <p>Councillor Peter Coe stated as you can all appreciate this is the first meeting of a new committee under the new structure and there are bound to be areas where we can make improvement or tweak processes. It was suggested that all approach the next few meetings with an open mind and look to make positive comments so we can mature the processes over the next 12 months.</p> <p>Councillor Lesley Young was elected as the Chairman of the Parish Facilities &amp; Projects Committee (PFP).</p>	
2	<p><b>Elect a Vice Chairman</b></p> <p>Whilst not averse to the idea, Councillor Stephen Abbott did ask when did the Council agree to appoint a Vice Chairman.</p> <p>Councillor Roger Elkins questioned the role and responsibilities of the Vice Chairman.</p> <p>It was noted that to appoint a Vice Chairman for this Committee was documented in the Council Committee Restructure papers circulated to Councillors under Appendix B - Parish Facilities and Projects Committee. The Council Committee Restructure was approved and resolved at Full Council 25<sup>th</sup> April 2022, minute item 07-04-2022 Council/Committee.</p> <p>After a discussion it was agreed that the current appointed Chairs will draft a short generic summary outlining the role of the Chairman and Vice Chairman.</p> <p>This will be an item on Full Council agenda 18<sup>th</sup> July 2022.</p> <p>The above was RESVOLED by the Parish Facilities &amp; Projects Committee (PFP)</p>	PC, CR, LY & SA
3	<p><b>Apologies for absence</b></p>	

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	Apologies were received from Councillors Terry Jackson & Alex Juniper. The apologies were accepted.	
4	<b>Declarations of interest</b> Councillor Clare Royal declared an interest under agenda item 12 Allotments.	
5	<b>Public Question Time</b> There were no questions.	
6	<b>To agree Terms of Reference</b> – to consider Terms of Reference After a lengthy discussion, the Terms of Reference was agreed in principle subject to some minor rewording of the commentary and to include the financial status of a maximum of £10K for any one item.  All Terms of Reference are to be approved by Full Council; therefore, this will be an item on Full Council agenda 18 <sup>th</sup> July 2022.  It was agreed that Councillor Lesley Young and the Clerk will meet to discuss the Precept provision and how this will be adapted inline with the new Council Committee Structure.	LY & NP
7	<b>To confirm the Minutes of the Environment, Amenities and Footpaths Committee, meeting held Monday 28<sup>th</sup> March 2022</b> The Minutes of the Environment, Amenities and Footpaths Committee meeting held Monday 28 <sup>th</sup> March 2022 were approved by its Committee Members and signed by the Chairman presiding as a correct record.  Councillor Clare Royal advised that she is chasing the delivery of the memorial plaque and took the opportunity as the Environment, Amenities and Footpaths Committee Chairman, to thank the Committee Members for their support.	
8	<b>To confirm the Minutes of the Highways &amp; Community Committee, meeting held Monday 28<sup>th</sup> February 2022</b> The Minutes of the Highways & Community Committee meeting held Monday 28 <sup>th</sup> February 2022 were approved by its Committee Members and signed by the Chairman presiding as a correct record.	
9	<b>To confirm the Minutes of the Finance &amp; General Purposes Committee, meeting held Monday 16<sup>th</sup> May 2022</b> The Minutes of the Finance & General Purposes Committee meeting held Monday 16 <sup>th</sup> May 2022 were approved by its Committee Members and signed by the Chairman presiding as a correct record.	

10	<p><b>Matters arising from the minutes of any of the above not covered on the agenda</b> There were no matters arising.</p>	
11	<p><b>Jubilee Event</b> – following the Village Event Very successful three days of events that were extremely well attended and have had lots of positive comments via social media. It clearly achieved the stated aim: <i>To bring together the whole community to celebrate the Jubilee; develop community spirit and to set a template for future summer fayres.</i></p> <p>The noise levels on Friday were monitored and we received no complaints and levels were within the licence parameters. There was a minor injury towards the end of Saturday when one of the judges tripped onto the stage, she is sore and bruised but did not require medical attention.</p> <p>Subject to confirmation and a few final invoices, the total cost of the event was approximately £8.5k and there is a final shortfall of under £1.5k (Council approved additional funding up to £2k). In excess of £1,000 has been raised for the nominated charities (West Sussex MIND; Worthing Dementia; Chestnut Tree House and Wadars).</p> <p>As the success of the event was wholly due to the cooperation of various organisations across the community, I would like to propose that the Parish Council formally commit to the coordination and management of future summer events for the benefit of the community.</p> <p>Further to Full Council 25<sup>th</sup> April 2022, minute item 05-04-2022 f.Finance &amp; General Purposes, c. Queen Platinum Jubilee – It was resolved that the Parish Council will provide additional financial support to the Platinum Jubilee celebrations, to a maximum of £2,000, in the event that donations and sponsorships do not meet the planned expenditure.</p> <p>The Clerk advised that once the amount of the additional financial support is confirmed the Clerk will release the funds to the Committee.</p>	
12	<p><b>Allotments</b> – Issue and update from the Clerk The Clerk advised the Committee of a few issues at the allotment site that need to be addressed. The Clerk has proposed that she speak to people involved and write to all allotment holders to reiterate some of the terms in the allotment holder’s agreement.</p> <p>For future reference, any items relating to the allotments will be discussed at the General Parish Issues Committee (GPI) Meetings.</p>	
13	<p><b>General Items</b> <b>a.Parish Sign and Flagpole Village Sign</b> – Councillor John Tero will take</p>	

	<p>the lead and obtain quotations to repair and install the village sign. Councillors John Tero &amp; Roger Elkins will liaise in relation to the removal of the flag pole on the village green.</p> <p>Reference to the flagpole at the War Memorial, the Clerk will enquire if the Council's Maintenance Person can repaint the flagpole.</p> <p>b. <b>Land Gift</b> – It was unanimously agreed not to pursue with this project.</p> <p>c. <b>West Sussex Trading Standards Crime Prevention</b> – The Women's Institute has asked if the Village Hall will consider hosting and the Parish Council to fund a community event and invite a speaker to advise residents on crime prevention. The event will be two hours at a cost of £50 per hour.</p> <p>The above was <b>RESOLVED</b> by the Parish Facilities &amp; Projects Committee (PFP)</p>	
14	<p><b>Projects</b></p> <p>a. <b>Gateway signs</b> – To consider siting 3 gateway signs in the village Councillor Ruth Arnold will follow up on recent discussions with the Parish Office.</p> <p>b. <b>Rife Way Refuge Project</b> – This item was discussed at the Highways &amp; Community Committee Meeting earlier this year and as a result, WSCC were asked to consider other options. Councillor Pete Coe will follow this up with WSCC and brief Councillor Paul Moss with regards to the project.</p> <p>c. <b>Proposal for TRO</b> – This item will be referred to the General Parish Issues (GPI) Committee.</p> <p>d. <b>Projects Working Group</b> – Current projects update Councillor Peter Coe advised the Committee in relation to the proposed Telescope project and that ADC has confirmed that they are checking the best way to give their authority and support the project. ADC will revert back to FPC after the Jubilee Bank holiday.</p> <p>The above was <b>RESOLVED</b> by Parish Facilities &amp; Projects Committee (PFP).</p>	
15	<p><b>Financial Report</b> (including the authorisation of orders for payments) The income and expenditure schedule for April 2022 was reviewed and approved by the Parish Facilities &amp; Projects Committee (PFP).</p> <p>Whilst this item is included on the Parish Facilities &amp; Projects Committee (PFP) Terms of Reference, it was agreed that, for future, this will be an item on the Full Council agenda.</p> <p>The above is recommended for Full Council approval.</p>	
16	<p><b>All about Ferring Magazine</b> Further to the Council Committee Restructure, it was suggested to include an information page summarising the Committee Structure.</p> <p>Councillor Clare Royal advised that she is completing a Q&amp;A for all about</p>	

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	ferring magazine.	
17	<b>Urgent matters arising, since the preparation of this Agenda &amp; Items to be referred to next Agenda</b> Councillor Lesley Young gave her apologies for the next meeting.	
18	<b>Date of next meeting</b> 25 <sup>th</sup> July 2022	
	The meeting closed at 9.00pm.	
	<b>Minutes approved</b>  <b>Chairman</b> ..... <b>Date</b> .....	