

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 3rd July 2023 at the Parish Office**

Present	Councillors	Lesley Young (Chairman)
		Terry Jackson (vice Chairman)
		Roger Elkins
		Ruth Arnold
		John Tero

1	Elect a Chairman Councillor Lesley Young was elected as the Chairman for the Finance & General Purposes Committee.	
2	Elect a Vice Chairman Councillor Terry Jackson was elected as the Vice Chairman for the Finance & General Purposes Committee.	
3	Apologies for absence Apologies were received from Councillors Clare Royal and Roger Elkins. The apologies were accepted.	
4	Declarations of interest Councillor Terry Jackson declared an interest in agenda item 19 Office Employment Contracts.	
5	Public Question Time There were no public questions.	
6	Terms of reference <i>(previously circulated to all committee members)</i> Following the Annual Statutory Council Meeting 15 th May 2023, minute item 09-05-2023, FPC Committee Restructure - Council RESOLVED to move forward with the new Council Committee Restructure and minute item 11-05-2023, To review the terms of reference for each Committee - It was agreed that committee terms of reference will be reviewed at the next respective committee meeting. The Finance & General Purposes Committee agreed the Terms of Reference with no further comments or alterations.	

7	<p>Committee Dispensation – It was resolved at the Annual Statutory Council Meeting 15th May 2023, minute item 09-05-2023 that each Committee will hold an annual budget, the budget will be agreed at next appropriate Committee Meeting</p> <p>Under the delegation by Full Council, the Committee will be authorised to spend a dispensation on any one item but not to exceed their annual budget. The expenditure must be a minuted instruction by the Committee and reported to Finance & General Purposes Committee & Full Council.</p> <p>The Committee voted for a dispensation amount of £1000 per any one minuted item which the committee deem a priority.</p> <p>The Committee voted for a committee budget amount of £10,000 per annum.</p>	
8	<p>To confirm the Minutes of the Parish Facilities & Projects Committee Meeting held 6th March 2023 The Minutes of the Parish Facilities & Projects Meeting held on 6th March 2023 were approved by the Committee as a correct record and signed by the Chairman.</p>	
9	<p>Matters arising from the report of the last meeting held on 6th March 2023. There were no matters arising.</p>	
10	<p>Accounts and Finance The income and expenditure schedule for April & May 2023 were reviewed and will be recommended for Full Council approval.</p> <p>The above is recommended for Full Council approval.</p>	
11	<p>Council noted payments made under dispensation for expenditure for Committee minuted instruction. Environment Liaison Committee (5th June)</p> <ul style="list-style-type: none"> • Tennis Club Noticeboard £285.60 • Pill Box keys £186.00. 	
12	<p>Parish Clerk Report including Financial Matters - The Clerk will report any issues within the Parish office</p> <ul style="list-style-type: none"> • Repairs to the parish office update The work to remove plasterboard boxing around water pipe and to replace old plasterboard with new moisture repellent plasterboard has been completed. • Items in storage (<i>garage & office unit</i>) The Clerk advised that there are surplus items in storage that could be 	

	disposed of. Councillor Terry Jackson will complete an inventory and report back to the Committee.	TJ
13	<p>Environment Liaison Committee – Councillor John Tero</p> <p>a. Tree at the path/lane to allotments – the quotation to remove the tree and treat stump at £280.00 will be recommended for Full Council approval.</p> <p>b. War Memorial Flag Pole replacement – the Committee reviewed the quotations to replace the existing flagpole and suggested a site visit by the preferred supplier would be suitable. The Clerk will arrange the site visit and report back at Full Council on 17th July.</p> <p>c. Village Sign – the quotation to install the village sign on WSCC land at the corner of Rife Way at £980.00 + VAT will be recommended for Full Council approval subject to the WSCC license being approved.</p> <p>d. Gateway Signs – the quotation to purchase and install three gateway signs on WSCC land at £664.14 + VAT will be recommended for Full Council approval subject to the WSCC license being approved.</p> <p>The above will be recommended for Full Council approval.</p>	CLERK
14	<p>Grant application – to consider two grant applications</p> <p>The Committee considered two grant requests :</p> <ol style="list-style-type: none"> 1. Wadars £500, whilst £500 has been requested to contribute towards the £10,0000 required to train a team of at least ten volunteer animal rescue officers, the committee felt that £300 is a sufficient amount for the grant 2. 4sight Vision support £300 – agreed. <p>The above will be recommended for Full Council approval.</p>	
15	<p>Emergency Plan Co-Ordinator – To appoint Council member as Emergency & Deputy Plan Co-Ordinators.</p> <p>The Committee agreed that Councillors Clare Royal & Ruth Arnold as the Chairman and Vice Chairman of the Council to be appointed as the Emergency Plan Co-ordinator and Deputy Co-Ordinator subject to Councillor Clare Royal's agreement.</p> <p>In turn, the Clerk will circulate the Emergency Plan documentation.</p> <p>The above will be recommended for Full Council approval.</p>	CLERK
16	<p>All about Ferring Magazine</p> <p>The Clerk will write an article in relation to the village clock and plaque.</p>	CLERK
17	Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda	

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	Councillor John Tero referred to the Warren Pond information board and that the artwork is going to print this week and what wording would we like in relation to the Parish Council's contribution. It was agreed as 'owned and supported by Ferring Parish Council'.	
18	<p>Council noted the following.</p> <p>Exclusion of the Public and The Press The Committee Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, Resolved that Members of the Public and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.</p>	
19	<p>Office Employment Contracts – Clerk hours – In the absence of Councillor Clare Royal, Councillor Lesley Young provided an overview of the paper circulated to Councillors.</p> <p>After a brief discussion, it was agreed that the paper will be recommended to Full Council.</p> <p>The above was recommended for Full Council approval.</p>	
	The meeting closed at 8.50pm.	
	<p>Minutes approved</p> <p>Chairman Date</p>	