

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 8th April 2024 in the Parish Office**

Present	Councillors	Lesley Young (Chairman)
		Graham Bootle
		Roger Elkins
		Ruth Arnold

1	Apologies for absence Apologies were received from Councillors Clare Royal, Terry Jackson & Andy Walker. The apologies were accepted.	
2	Declarations of interest There were no declarations of interest.	
3	Public Question Time There were no public questions.	
4	To confirm the Minutes of the Finance & General Purposes Committee held 19th February 2024. The Minutes of the Finance & General Purposes Committee Meeting held 19 th February 2024 were approved by the Committee as a correct record and signed by the Chairman.	
5	Actions update from the last meeting There was nothing to mention.	
6	Accounts and Finance The income and expenditure schedule for February 2024 was reviewed and will be recommended for Full Council approval. The above is recommended for Full Council approval.	
7	Committee to note payments made under dispensation for expenditure for Committee minuted instruction. There were no payments.	

8	<p>Parish Clerk Report including Financial Matters There was nothing to report.</p>	
9	<p>Appoint Internal Auditor – To appoint Smithe & Co (Jennifer Smith) as the Internal Auditor for 2023 – 2024.</p> <p>The above is recommended for Full Council approval.</p>	CLERK
10	<p>Environment Liaison Committee Maintenance Quotations and information (<i>paper attached for Councillors</i>)</p> <p>a. Pantiles noticeboard – £140. This cost was approved under dispensation for expenditure of up to £1000.00 for minuted instructions as resolved at the Finance & General Purposes Committee Meeting 3rd July 2023.</p> <p>b. Wooden Bus shelters staining – £525. This cost was approved under dispensation for expenditure of up to £1000.00 for minuted instructions as resolved at the Finance & General Purposes Committee Meeting 3rd July 2023.</p> <p>c. Fence panel at allotments – £100. Giving the exceptional circumstances and the location in relation to the allotments, the Committee agreed that the fence panel should be replaced. This cost was approved under dispensation for expenditure of up to £1000.00 for minuted instructions as resolved at the Finance & General Purposes Committee Meeting 3rd July 2023. Councillor Roger Elkins suggested that the parish office obtains agreement from the resident prior to the work</p> <p>d. Increase in each quarterly maintenance from £625.00 to £656.25 – The Committee noted this as information.</p>	CLERK
11	<p>Roads, Community & Sports Committee (<i>papers attached for Councillors</i>)</p> <p>a. Annual Parish Meeting 2024 – The Committee agreed the proposed Annual Parish Meeting format.</p> <p>b. FPC Bus Shelters – Maintenance of the shelters The Clerk raised the issue of advertisements within the Parish Council’s bus shelters. Whilst the Roads, Community & Sports Committee did not have an issue with the advertisements themselves, they did raise the matter of posters being removed and drawing pins/staples being left in the shelter which may cause a risk of injury to anyone using the shelters.</p> <p>It was suggested that advertisement boards could be put up in the shelters. Councillor Lesley Young will explore the options available.</p>	LY

	<p>c. FPC Business Cards – £52. The Committee agreed to the purchase of Parish business cards. The Clerk will circulate the suggested proof once received from the printers. This cost was approved under dispensation for expenditure of up to £1000.00 for minuted instructions as resolved at the Finance & General Purposes Committee Meeting 3rd July 2023.</p> <p>d. Parish Office Photocopier – The photocopier in the Parish Office is now 9 years old and in the next few months the manufacturer will discontinue any replacements parts and tonners.</p> <p>The photocopier has been very effective and with no issues. Whilst there are options to keep the copier or purchase a reconditioned copier, the Committee agreed that a preferable option would be to purchase a new copier. The Clerk has obtained a quotation for a new copier. Quotation total £3294.98. The Committee were supportive of the purchase. It was also noted that the monthly maintenance charge for a new copier will be less than the current charge.</p> <p>It was agreed to recommend this purchase to Full Council. It was also agreed that the Clerk will look at the possibility of donating the existing copier to a local group.</p> <p>e. Tennis Club matters – Court Access, Court Maintenance & Tennis Club accounts</p> <p>Court Access: The accessing of the tennis courts from Colindale Road has become very muddy and dangerously slippery over the past few weeks, resulting in mud being walked onto the courts, causing a potential slip hazard there too.</p> <p>As our winters are now likely to become wetter due to global warming, the Tennis Club would like to ask if the Council would consider the construction of an extension to the existing tarmac path from Colindale Road up to the south-west gate to the courts.</p> <p>The Clerk has approached ADC with regards to a pathway (approx. 5 metres in length), in principle they have no issues, however there are no funds for a pathway. This project will be considered in more detail at a later date.</p> <p>Court Maintenance: New nets are required – the Clerk has obtained a price of £276 for two sets of nets.</p> <p>There are areas of the court which could do with some maintenance, the top surface of the tarmac on the north-east end of one of the courts is beginning to fail. This causes balls to bounce off this area at a most unusual angle.</p> <p>The Clerk is liaising with the court maintenance company and meeting them on 10th April. As the money is available in tennis court funds, these maintenance items will be included on Full Council agenda for approval.</p>	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p>
--	---	--

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

	<p>Tennis Court Accounts The Clerk provided Committee Members with an overview of the Tennis Court funds. After a brief discussion, it was clarified that any income and expenditure in relation to the tennis courts are Parish Council funds.</p>	
12	<p>Grant application – (papers attached for Councillors) a. Glebelands Community Centre grant application – The Committee noted that the application has not yet been received.</p> <p>b. Men in Sheds grant application – The Committee provisionally agreed the financial support, however, would like more information on specific items that the funds will be used for. The Clerk will liaise with the applicants on this.</p> <p>c. Wadars grant application – The Committee agreed a £300 grant to be awarded.</p> <p>The above is recommended for Full Council approval.</p>	CLERK
13	<p>All about Ferring Magazine There was nothing to mention.</p>	
14	<p>Urgent matters arising since the preparation of this Agenda & Items to be referred to next Agenda. Councillor Lesley Young asked if the proposed closure of NatWest in Rustington will have any effect on the management of Parish Council finances. The Clerk advised that most of the banking is now completed online and for anything else (e.g. depositing of cheques) the Post Office can be used.</p> <p>Councillor Lesley Young gave her apologies for the next Committee Meeting.</p>	
	<p>The meeting closed at 8.30pm.</p>	
	<p>Date of next meeting Monday 13th May 2024</p>	
	<p>Minutes approved</p> <p>Chairman Date</p>	