



# FERRING PARISH COUNCIL

1 Elm Park, Ferring, Worthing, West Sussex. BN12 5RN  
telephone 01903 249 449 e-mail [parishoffice@ferringparishcouncil.org.uk](mailto:parishoffice@ferringparishcouncil.org.uk)

## To Councillors and Parishioners,

Notice is hereby given and Councillors are summoned to attend the **STATUTORY ANNUAL MEETING OF FERRING PARISH COUNCIL** to be held on **Monday 20<sup>th</sup> May 2024** in the Village Hall, Main Hall. **The meeting will commence at 7.30pm.**

Members of the Public are welcome to attend the meeting and will be given an opportunity to make representation to Council under agenda item 7 on matters on this agenda only.

### AGENDA

- 1 To elect a Chairman of the Council**
- 2 To receive the Chairman's declaration of acceptance of office**
- 3 To elect a Vice Chairman of the Council**
- 4 To receive the Vice Chairman's declaration of acceptance of office**
- 5 Apologies for absence**
- 6 Declarations of interest** - members are reminded to make any declarations of personal and/or prejudicial interest that they may have in relation to items on this agenda and notice must be given of any intended declaration which should then be made at the commencement of the item or when the interest becomes apparent.
- 7 Public Question Time** - 15 minutes has been reserved for members of the public to address the Council. Members of the public are permitted to ask questions with respect to items on the agenda only, during the 15-minute designated question time or longer at the discretion of the Chairman. (Standing Order 1e)

Subject to standing order 3(f), each member of the public is entitled to speak once and shall not speak for more than 3 minutes. (Standing Order 1h)

This is the only time that the public has the opportunity to speak during the meeting. Members of the public are respectfully asked not to talk during the rest of the meeting unless invited to do so by the Chairman of the Council.

- 8 To appoint membership of the following committees (existing membership enclosed) -**
  - a) Planning Committee (decision powers)
  - b) Roads, Community & Sports Committee (advisory powers only with delegated spending powers)
  - c) Environment Liaison Committee (advisory powers only with delegated spending powers)

- d) Neighbourhood Development Plan Committee (advisory powers only)
- e) Finance & General Purposes Committee (advisory powers only with delegated spending powers)

**9 To review the terms of reference for each committee**

Committee terms of reference can be reviewed at the next respective committee meetings.

**10 To appoint representative to outside bodies**

Arun District Association of Local Councils (ADALC)  
Police Liaison

**11 Minutes of the Full Council Meeting 15<sup>th</sup> April 2024** - to consider, approve and sign by the person presiding as a correct record.

**12 Actions update from the meeting held 15<sup>th</sup> April 2024.**

**13 To receive and consider reports from Committees**

- a. **Environment Liaison Committee** - Councillor John Tero, Meeting held 29<sup>th</sup> April
  - a. **Flag for Ferring** – Committee voted not to pursue.
  - b. **Village Memorials** – Committee voted not to pursue with this project.
- b. **Planning & Licensing** – Councillor Ruth Arnold, meetings held 13<sup>th</sup> & 20<sup>th</sup> May (*minutes 13<sup>th</sup> May attached for Councillors*)
- c. **Neighbourhood Development Plan Committee** – no meeting held
- d. **Roads, Community & Sports Committee** – Councillor Clare Royal, no meeting held
- e. **Finance & General Purposes Committee** (including the authorisation of orders of payments and recommendations from the Committee). Councillor Terry Jackson, meeting held 13<sup>th</sup> May (*minutes attached for Councillors*)
  - a. **Accounts and Finance** - Income and Expenditure March 2024 (*attached for Councillors*)
  - b. **Parish Office Photocopier** (*paper attached for Councillors*)
  - c. **Grant application** – 4 sight grant application
  - d. **Environment Liaison Committee**
    - Warren Pond** – Recommendation by the Committee for the new fencing. (*Quotations attached for Councillors*)

**14 Council to note payments made under dispensation for expenditure for Committee minuted instruction.**

**Finance & General Purposes Committee 8<sup>th</sup> April 2024**

- a. **Pantiles noticeboard** – £140. minute item 10, a
- b. **Wooden Bus shelters staining** – £525. minute item 10, b
- c. **Fence panel at allotments** – £100. minute item 10, c
- d. **FPC Business Cards** – £52. minute item 11, c

**15 End of year Accounts** – To approve the accounts for the year ending 31st March 2024 (*copy attached for Councillors*)

**Annual Return -**

a) To agree Section 1 – *Annual governance statement 2023/24* – of the Annual Return for the year-ending 31st March 2024 can be signed by the Chairman and the Clerk/Responsible Financial Officer

b) To agree Section 2 – *Accounting statements 2023/24* – of the Annual Return for the year-ending 31st March 2024 can be signed by the Chairman and the Clerk/Responsible Financial Officer

**16 Ferring Village Hall Liaison** (*Councillor Ruth Arnold*)

**17 To receive reports from –**

- a. **District Councillor(s)** representing Ferring (Arun District Council)
- b. **County Councillor** representing Ferring (WSCC)

**18 Urgent matters arising, since the preparation of this agenda & Items to referred to next Agenda**

**Date of next meeting Monday 15<sup>th</sup> July 2024**

**Mrs Nadine Phibbs  
Clerk & Responsible Financial Officer  
14<sup>th</sup> May 2024**