

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 2nd September 2024 in the Parish Office**

Present	Councillors	Lesley Young (Chairman)
		Clare Royal
		Graham Bootle
		Ruth Arnold

1	Apologies for absence Apologies were received from Councillors Andy Walker & Roger Elkins. 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 1st July 2024. The Minutes of the Finance & General Purposes Committee Meeting held 1 st July 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 June & July 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.	

	<p>(Environment Liaison Committee 12th August)</p> <p>Dragons Teeth at Warren Pond – The Committee agreed to the quotation of £162.50 to clean and re paint the dragons’ teeth.</p> <p>Tree cutting at Village Green – The Committee agreed to the quotation of £180.00 to cut the trees for the Christmas lights.</p>	
8	<p>Parish Clerk Report including Financial Matters</p> <p>There was nothing to report.</p>	
9	<p>Environment Liaison Committee</p> <p>a. ADC Beach Hut Proposal – Committee noted FPC comments submitted to ADC 16th August 2024.</p> <p>b. Bus Shelter Repainting – Two quotations have been obtained; the Committee recommended that the FPC Maintenance Contractors quotation is accepted at £2625.00 to repaint five wooded bus shelters.</p> <p>c. Warren Pond Works – The Committee noted that the Environment Liaison Committee has been provided with the Warren Pond Works Spreadsheet to outline the completed and proposed works at the pond.</p> <p>d. Warren Pond – The new fencing is now completed and a number of positive comments from residents have been received. Council has agreed that the most easterly bench will be removed by the FPC Maintenance Contractor. The Clerk has requested the quotation.</p> <p>e. Metal Bus Shelters – The Committee will recall the discussion at Full Council 15th July 2024, minute item 09-07-2024,c with regards to the damaged plinth at the bus shelter north of the rail way line.</p> <p>The Clerk has obtained two quotations to replace the plinth. The Committee recommended to pursue with the quotation received from Gold Leaf (JT Joinery) for: removal of existing shelter, break out of old concrete pad, dig out to required depth, lay and compact type 1 MOT, shutter up external edges with fall to match existing ground level, lay steel reinforcement mesh, pour / brush finish concrete, clean site leave as found. Once the shelter is installed to return and grout up the legs of the shelter if required at a cost of £1413.06.</p> <p>f. Metal Bus Shelter revised quote for the removal/supply of shelters – The Committee noted that Shelter Solutions have been resolved to replace three metal bus shelters. The Clerk advised that in view of the plinth work as outlined above, Shelter Solutions has provided a revised quotation to remove two bus shelters and install three bus shelters. No further action is required.</p> <p>g. Allotments – Committee noted that an inspection will be completed by the Clerk and findings circulated to Full Council.</p> <p>The above is recommended for Full Council approval</p>	

10	<p>Roads, Community & Sports Committee</p> <p>a.Langbury Lane Teams Meeting - The Committee will recall that at the Roads, Community & Sports Committee Meeting 19th August 2024, minute item 6,c a resident raised concerns and asked the Committee if there were any actions that could be taken to address the rising issues in Langbury Lane in relation to restricted parking, volume of traffic and pavements issues.</p> <p>WSCC has agreed in the first instance, to arrange a Teams meeting with FPC and County Councillor Roger Elkins to discuss this item. The Clerk will make the arrangements.</p> <p>b.Bus Shelter Professional Advertisement Boards – Councillor Lesley Young has surveyed the six wooden bus shelters around the village to establish the nature of advertising in each shelter and to measure the maximum size of noticeboard that could be fixed to the back wall of each shelter. The summary has been circulated to Councillors and Councillor Lesley Young has provided costings information to supply weatherproof unlocked noticeboards.</p> <p>After a brief discussion the Finance & General Purposes Committee agreed that unlocked noticeboards could present issues with misuse and that perhaps locked noticeboards would be the preferred option.</p> <p>It noted that there are three noticeboards predominately used for advertisements and it was agreed that these will be fitted with lockable noticeboards and the remaining two shelters will have a notice to advise that any advertisements will be removed. Councillor Young agreed to investigate and provide costings for lockable noticeboards for Full Council on 16th September 2024.</p> <p>With regards to the bus shelter opposite the Glebelands, at the Roads, Community & Sports Committee meeting 19th August 2024, minute item 8a, it was noted that the actual bus stop is some distance away from the shelter and that the shelter is used as a social area with lots of rubbish being left and if the best option would be to remove the shelter completely. Committee Members will take a look at the shelter and this item will be discussed at the next committee meeting.</p> <p>The Finance & General Purposes Committee recommends to Full Council that the shelter is removed and the surplus bench from Warren Pond is put in its place.</p> <p>c.AED Training – The Parish Office has contacted Rustington Parish Council for information regarding AED training. They recommend a lady who is a Seacam community 1st response volunteer and does free training in Rustington. She trains approx. 30 people and is happy to put on extra training sessions is there is a need for it or if it proves popular. The Village Hall will supply use of the main hall free of charge, FPC will arrange and advertise the event.</p>	
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	<p>The Finance & General Purposes Committee recommend that FPC pursue with this project.</p> <p>d. Village Defibrillators (AED) – Council noted that there are a number of AED's within the Village, however there is no AED near the beach. The Clerk has been in conversation with the owner of the Bluebird Café to discuss the opportunity of the Parish Council and the Café working together to provide a facility.</p> <p>The Bluebird Café has agreed that an AED can be installed on the side of the cafe building and that the café will supply the electricity. In addition, the café will be pleased to consider a financial contribution to the AED. The Committee agreed that FPC will cover the cost of the installation.</p> <p>The Clerk has provided the Finance & General Purposes Committee with an example of the cost of an external AED and cabinet. The Committee agreed to recommend to Full Council to pursue with this project.</p> <p>The Clerk will discuss the financial contributions with the café and report to Full Council on 16th September.</p> <p>e. Communications Working Group – F&GP Committee to consider forming a Project Working Group</p> <p>It was noted that this suggestion is as a result of a minute item 8g at the Roads, Community & Sports Committee and that Councillor Andy Walker raised a number of ideas for the Council:</p> <p>After a discussion reference to the possibilities to raise the awareness of the Parish Council and its projects, the Committee suggested that a Working Group could be formed to explore any options.</p> <p>After a brief discussion, the Finance & General Purposes Committee commented on each item as recorded below</p> <ol style="list-style-type: none"> 1. Council Social Events & engagement from Councillors – internal & external events. <i>The Council blessing following the Parish Council elections is a successful Council event and Council can consider similar events at a future date.</i> 2. To raise awareness of Parish Council achievements <i>The Committee considered this to be an excellent suggestion and agreed that this will be passed to the Environment Liaison Committee to agree suitable options to promote the Parish Council's achievements.</i> 3. Options to recruit Councillors to accomplish activity and projects. <i>The Committee noted that the Clerk currently advertises Council business via the Parish Council's communication channels and that the parish flyer has proved to be the most successful tool to recruit new</i> 	
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	<p><i>councillors and noted that there are currently two potential Councillors who have approached the Clerk as a result of advertising in the Parish Flyer.</i></p> <p>4. Council suggestion box. <i>Council to consider at a later date.</i></p> <p>The Finance & General Purposes Committee agreed that a Communications Working Group is not required at this time, particularly taking into account the reduced number of Councillors and the increased demands made on Councillors' time as a result.</p> <p>The above is recommended for Full Council approval</p>	
11	<p>Public Conveniences Village Green – The Committee noted that the work commenced 2nd September; the public conveniences will be closed from 2nd September 2024 through to 10th January 2025.</p>	
12	<p>Public Conveniences Rife – F&GP Committee to consider financial contribution.</p> <p>The public conveniences work on the Village Green has commenced and the Parish Council has agreed a large contribution towards the work.</p> <p>Whilst agreeing the works for the Village Green Public Conveniences with ADC Property & Estates, the Clerk also discussed the possibility of a refurbishment at the Ferring Rife Public Conveniences. Council noted that the proposed refurbishment is planned for this financial year.</p> <p>ADC estimate the work at this time to be around the £60k mark. This will be confirmed once ADC has gone through the tender process.</p> <p>ADC has suggested a contribution of £25k from FPC to be a reasonable sum regardless of the tender sum.</p> <p>After a brief discussion, the Finance & General Purposes recommended to pursue with the ADC suggested contribution of £25k from FPC to be a reasonable sum regardless the tender sum.</p> <p>The above is recommended for Full Council approval</p>	
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</p>	

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	be referred to next Agenda. There was nothing to mention.	
	The meeting closed at 8.30pm.	
	Date of next meeting Monday 7 th October 2024	
	Minutes approved Chairman Date	