



FERRING ROADS SCHEME ASSOCIATION - 2023 Annual General Meeting

11.00am on Saturday 20th May 2023 in Retirement Club, 201 Greystoke Road, Ferring.

1. Chairman's Welcome:

Trevor Martin welcomed all to the meeting. It should be noted that there were twenty-one members present for the meeting.

2. Apologies:

Apologies were received from Simon Thompson, Stuart Salter, Ian Mitchell, Aphra Brandreth, Ian Stroud, Dudley Card, and John Wyat.

3. Approval of the Minutes of the Meeting held on 21st May 2022.

The minutes were unanimously approved as a true and accurate record and signed accordingly by Chairman Trevor Martin. They are available to view on our website www.frsa.uk.

4. Reports

Roads Manager – Graham Groom

During 2022 the roads and drains in the village remain in particularly good condition and in the main vastly better than the adjoining roads under local authority control.

A joint initiative between the FRSA and Parish Council had identified the need for additional parking/ waiting restrictions in South and West Drive following representations from residents and the Bus Company. The County Council agreed that this additional facility should be provided and accordingly implemented the required statutory legislation. The FRSA organised the painting of the requisite yellow lines with the Parish Council erecting the road signs.

The annual road sweeping took place over two days in January 2022 – in excess of six tonnes of debris was removed. It should be noted that parked cars will cause some restrictions in this routine task. Ferring does not have a 'main drainage system' and relies heavily on soakaways situated on residents' property adjacent to the village roads. The FRSA are aware that in several locations especially at times of heavy rainfall some blockages are still evident. During the year a contractor was appointed to review more than four hundred drains gullies and then to undertake remedial clearance measures on 210 drains/gullies. Because of their age considerable investment will be required to many of the drains/gullies. For the future it may be that a higher level of expenditure will be required for drains rather than roads.

Two significant, and costly projects were completed: Beehive Lane was resurfaced in its entirety and both West Drive and Upper West Drive were resurfaced. Whilst the contractor was on site various 'potholes' were repaired plus road edging repairs. FRSA are currently preparing a list of work for 2023/24.

Points/questions raised :

1. Lilian Holdsworth stated she was delighted with the effect of the parking restriction on South and West Drives. Van parking still appears to be a problem, but the FRSA understood traffic wardens may have been seen in the area issuing tickets.
2. There is a pothole at junction of Somerset Road and Sea Lane, but not in remit of FRSA. Such matters can be reported via a West Sussex app or contacting Cllr Elkins, particularly where there are safety issues and concerns.
3. Question was raised as to whether any road surface work conducted also incorporates line work required. Graham Groom confirmed yes this was the case.
4. Implementing a speed restriction of 20mph was discussed. Based on past experiences it was suggested that The Parish Council should be approached in the first instance to see whether they would support a 20mph limit for complete village and not just FRSA roads. In the long term this would be the most likely successful route.

Garden Manager- report prepared by Simon Thompson and will be found on our website.

In summary over several years, the expenditure on the garden sites has exceeded the income (£1,630 in 2022). It was decided this year to only spend the money received and not try to anticipate income figure. Initially, the plan was to only plant low maintenance plants hence avoid the six-monthly seasonal replanting in order to save money. In preparation the contracts we had with Ferring Nurseries and A/C Landscapes were cancelled. Recently a new company has been engaged to provide the maintenance service on a fortnightly basis for the garden areas and assisting in the provision of additional perennial plants. The aim is to maintain colour but in a less costly fashion: spending only what has been received as donations.

Attendees at the meeting wanted to express their thanks to the Garden Manager for his efforts in maintaining some attractive garden areas.

Treasurer-Sue Samuel

Recognising increasing inflation cost of repairs the committee decided to increase the 2023 annual road fee to £85, only fourth increase since 2000. 2022 saw the highest payment of membership fees so far and for 2023 the aim is for 100%. The FRSA would all like to say how appreciative we are to those who pay the road fees as without this financial support the roads cannot be kept in a high standard of repair. The monthly and year-end accounts reports can all be found on our website. For 2023 to date, 84% of fees has been received, which is 1% down on the same time last year and £5088 into our garden funds, which is slightly down by 3% on the same time last year. In 2022 £2,107.50 was collected in membership fee arrears from 2020-2022 and to date £915.00 in arrears from 2020-2022. For 2023 71% of payments had been made by BACS. For the future, endeavours will be made to increase this payment method and reduce the cheque payments wherever possible. As an organisation we are encouraging as many members as

possible to move to email communication, currently having 544 addresses: 2023 target is to achieve six hundred. This form of communication has several benefits, being greener, reducing costs and a much speedier way to communicate with scheme members. Thanks were expressed to all current scheme members who have provided their email address.

The accounts for 2022 were formally accepted at the meeting and the Chairman was able to confirm that Martin Newman had been appointed as the Honorary Auditor for 2023. **(Points 5 and 7 on the agenda)**

David Champ – IT Manager (addition to the agenda)

Currently, the FRSA use a secure online spreadsheet with additional custom programs to create and send the emails and to generate the paper documents to send to the printers. The accounts are compiled manually from bank statements. However, we are looking for a new system to manage our activities. The objective is to find a complete off-the-shelf solution, which will avoid using custom programs, and that will also reduce administrative work, particularly for the treasurer. The small business accounts package called Xero has been trialled, which operates entirely via a normal web browser using bank-standard security. The conclusion is that whilst it broadly satisfies our needs, and naturally covers all the accounting functions, it does have several shortcomings, such as with receipt of garden donations, mass cheque processing and change of delivery email address. The committee has decided not to adopt it for now, but to keep it as an option whilst attempts are made to look for something which might better fit our specific requirements. Meanwhile work is underway to try to simplify and improve the current solution.

Points/questions raised:-

1. Discussion took place as to whether a fixed sum, possibly £7 should be added to the annual invoice for the garden fund, perhaps showing it as an optional extra, like service charge at a restaurant. It should be noted that currently approximately a third of scheme members donate to this fund. Comments were raised as to whether this may raise a point of conflict for scheme members residing in apartment blocks. A show of hands showed that the majority felt that there should be a fixed sum added to the annual invoice. This matter had been previously considered at an earlier committee meeting and Trevor Martin concluded that this would be re-raised at FRSA's next meeting in July 2023.

Chairman's Report – Trevor Martin

With the roads, gardens, treasurer and IT reports, The Chairman hoped it illustrated that the committee who are all volunteers, had again done an excellent job. This will continue to be refined and improved. He also wanted to thank all the committee members for their support at the ten meetings held in the last 12 months. Welcome was made to Sue Samuel who took over as the treasurer in January. A former committee member Chris Headon has re-joined the FRSA on the Roads Sub-committee as a consultant. The FRSA appreciate being able to access his detailed technical knowledge of the Ferring roads.

Anne Harris is retiring from the committee after the AGM, having given many years' service, especially as the membership secretary before the introduction of the current system. She was wished a happy retirement and her historical knowledge about the FRSA will be very much missed by the committee.

Most importantly he expressed his thanks to the 92% who paid their road fees in 2022, since without this financial support we could not maintain the roads.

The FRSA committee was reformed in June 2020 and a review of its progress to date:

- Financial support was raised from 85% to 92% of the owners paying the annual road fee.
- The letter requesting the annual road fee has been replaced with an invoicing system.
- The committee now has 544 email addresses which allows us to communicate electronically and significantly reduces printing costs.
- We are much more business-like in keeping detailed records.
- The current committee has the best collective expertise, and scheme members were in very good hands; reflected in the fact that the last committee meeting lasted one hour instead of the normal two hours and attempts are being made to have less committee meetings each year.

Finally, the subject of his stepping down at the end of 2023, with past posts that included Treasurer for eight years and Chairman for 3.5 year. Efforts are being made to find a replacement and it was requested that any attendee at this AGM who is aware of any potential candidate, to please let him know.

Attendees at the meeting showed their thanks to the Chairman with a round of applause.

6. Election of Vacant posts for Executive Committee 2023

Treasure – Sue Samuel: proposed Mr Hawker and seconded Betty McCann.

Roads Registrar – Jackie Ring: proposed Lilian Holdsworth and seconded Nikki Hall.

These posts had been filled and approved in accordance with the FRSA constitution documents.

8. Any Other Business

Questions raised have been documented in the minutes within the appropriate section.

9. Close of meeting

The Chairman thanked all those at the meeting and expressed his appreciation to the committee for all the high-quality work and input at the monthly meetings. The meeting closed at 10.50am