

Bere Ferrers Parish Council

At a meeting of the F&G P Committee held in the Council Chamber Bere Alston on Tuesday 18th September 2018.

Present

Cllr. M. Page-Bailey Chairman
 Cllr. H. Boot-Handford Chairman of Council
 Cllr. P. Dennis
 Cllr. R. Leithall
 Cllr. D. Pengelly

1932. Apologies.

Apologies were received from Cllr. Lamb due to business and Cllr. Maycock due to holiday.

1933. Minutes of the meeting held on the 24th July and taken as read, to deal with matters arising.Matters Arising

Minute 1871(2) – Cllr. Page-Bailey read out an email received from a parishioner thanking all those involved in helping to get the village cleaned for an open garden event in aid of St. Luke's Hospice.

Minute 1872(1807[1]) – Cllr. Page-Bailey enquired if there was an update on the new pre-school at Bere Alston Primary School. Cllr. Dennis confirmed that it was up and running. The pre-school in the annex still has equipment in and needs to be cleared and redecorated, the area is not rentable in its current condition. Cllr. Dennis was asked if he is advertising the space, he informed committee that just through word of mouth.

Minute 1878 – Cllr. Boot-Handford asked the Clerk if staff wage slips could be emailed to the individual direct from 'One Less Worry'. Clerk will ascertain if members of staff are happy for their wage slips to be emailed direct or if they require a paper copy. Assistant Clerk informed committee that 'One Less Worry' also advertise an app on their website that could be accessed.

1934. Accounts for payment.

The Assistant Clerk circulated the September accounts for payment by email.

Cllr. Page-Bailey proposed payment, seconded by Cllr. Pengelly.

Cllr. Boot-Handford informed committee that cheques will be signed after the meeting rather than during the meeting to avoid any mistakes being made.

1935. Financial Statements

Discussions took place about the new financial statements.

As there are some anomalies on the financial statements it was agreed that the public toilet sheet and F&GP sheet would not be accepted.

Cllr. Dennis informed committee that he does not understand the sheets and thinks a training session for all councillors would be in order. Cllr. Page-Bailey agreed that a training session will be held in the future once the wrinkles are ironed out of the new system as it would be pointless to hold any training at this stage.

1936. To accept reconciled bank statement.

The Assistant Clerk emailed the bank reconciliation sheets to committee members.

Discussions took place.

Cllr. Leithall proposed acceptance of the bank reconciliation sheets, seconded by Cllr. Boot-Handford.

1937. **Propose that the Parish change Bank Accounts/Online Bank Account.**

Discussions took place on the merits of online banking for weekly reconciliation of accounts. Also for Council's reserves to be in a higher interest account.

Cllr. Page-Bailey informed committee that there are government guidelines for Councils investing money that we would adhere to.

It was agreed in principle that online banking would make it easier for reconciling the bank statements as it could be done on a weekly basis but more information is required along with information on a higher interest rate account for Council's Reserves.

Cllr. Boot-Handford asked committee members present if any of them would like to take this project on as herself and Cllr. Page-Bailey have a heavy work load with the staff sub-committee.

1938. **Report from Staff Sub-Committee.**

Responses from sub- committee are in italics.

1. Discussed joining S.W. Councils.

2. Asst. Clerk's tax code has been incorrectly communicated to HMRC. Co-op has sorted this out. We need to find out how this happened. *Tax code is still incorrect, Clerk to contact One Less Worry with Assistant Clerks tax code.*

3. DALC feedback. There will be no need to follow up Lesley's suggestions if we join SW Councils.

4. Illegal for anyone to position road cones without Chapter 8 training. Baz should not be doing this as an employee. Either have to get him trained or stop him doing it.

Baz should no longer put cones on the public highway. *Cllr. Page-Bailey informed committee that in the red book it is a criminal offence for this to be undertaken by anyone who isn't chapter 8 trained. Devon County Highways offer free training.*

5. Minutes should be written by the person who writes the notes. *Clerk questioned how this arose. Cllr. Boot-Handford felt that it made sense for the person taking the minutes of the meeting to type them up for continuity. Revisit this item next month to review its progress.*

6. We need a staff handbook.

7. Council lacking in many policies relating to staff matters - e.g. grievance; screen; *South West Councils recommend we have more policies in place. Cllr. Dennis stated we have most of these policies in place. Cllr. Boot-Handford informed committee that while we have some policies in place we don't currently have many recommended by SWC, we rely on ACAS for information. Cllr. Leithall offered to help.*

8. Staff contracts - advice from S.W. Councils would be helpful. *These need to be looked at as advised from SWC.*

9. Cemetery procedures need to be tightened up. Baz could meet up with grave digger and make sure grave is correct.

10. Does Jane have a contract? *To be looked into.*

11. Sort out the demarcation between Baz and Jane with regards to toilets. *In progress*
12. Audit procedure should go on rolling programme and Financial regs
13. Baz & Jane's wages need to be checked. *In progress.*

1939. **Sub-Committee Terms of Reference.**

The following are the terms of reference for the Sub-Committee;

1. To review staffing structures and levels and make recommendations to the Council.
2. To agree and review annually contracts of employment, job descriptions and person specifications for staff.
3. To review staff salaries and terms of conditions and make recommendations to Council.
4. To oversee the staff assessment procedure.
5. To appoint from Council a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally consist of the Chair of Council, the Chair of F&GP and one Councillor from the Staff sub-committee.
6. To review all Council policies that relate to staff employment on an annual basis.
7. To ensure the Council complies with all legislative requirements relating to the employment of staff.
8. This sub-committee will report to F&GP.

Cllr. Boot-Handford informed committee that the sub-committee would like to add an item to their terms of reference – That committee can ask other members of council onto the sub-committee.

1940. **To discuss staff training.**

Cllr. Page-Bailey informed committee that as it stands the workman does not have Chapter 8 training and recommends that he is Chapter 8 trained. Clerk to discuss training dates with workman.

CILCA Training – the cost of the course will be going up by £100 on 1st October. Cllr. Page-Bailey asked the assistant clerk if she was happy to register for CILCA without dates being confirmed on the 4 day training course.

Assistant Clerk informed committee that she was happy to do so.

1941. **To review setup of inventory of assets.**

Cllr. Page-Bailey asked for this to be deferred to next month as it isn't quite complete yet.

1942. **Community Fund for a defibrillator at the Recreation Ground Bere Alston.**

Bere Alston Youth Football Club would like to fundraise for a defibrillator at the pavilion.

Discussions took place.

Cllr. Pengelly informed committee that he would speak to BARP members to confirm if they would like to make a donation. Cllr. Page-Bailey asked Cllr. Pengelly if BARP would be interested in being a joint applicant along with Council and the youth football club. Clerk stated Carnival Committee may also like to be an applicant. Cllr. Pengelly will speak to BARP members. Assistant Clerk to obtain an application form.

1943. **Quay School – Offer of help in Community Projects.**

Cllr. Pengelly has contacted the school on two separate occasions with no response. He will try again.

1944. **Water Harvesting for Public Toilets.**

Defer to next meeting.

1945. **Property Inspection.**

Cllr. Boot-Handford confirmed that the furniture in the flag pole garden was looking good but that the planted area could do with brightening up. Is there anything the workman could do?

Cllr. Dennis informed committee that the Parish Hall is in a good state of cleanliness and that internal decoration will be taking place in the next 6 months. Pre-school equipment to be removed and the area redecorated.

1946. **Fire Check Report.**

Cllr. Dennis confirmed to committee that the fire equipment maintenance log books had been inspected and it had been noted that monthly safety checks on fire extinguisher and emergency lighting are carried out and recorded, fire alarm test carried out and recorded, fire evacuations have been carried out and recorded during the last 6 months.

1947. **Review of Vision Statement.**

All committee members present are happy with the current Vision Statement.

1948. **To investigate the problem with the footpath leading to The Close regarding the dangerous slope to the Social Club.**

Cllr. Pengelly circulated photos he had taken of his mobility scooter on the path to highlight the slope. He asked committee if the parking space by the Y2Y hut could have a bollard placed to prevent parking along with a yellow hatched box to allow for pedestrian access only.

Discussions took place.

Cllr. Pengelly to get costings for the next meeting.

1949. **To discuss any progress on CCTV or Mosquito System.**

Cllr. Dennis informed committee that he has three companies looking into the viability of CCTV. It is a work in progress. He will give committee an update at November F&GP as he is away in October.

1950. **Correspondence**

- 1) West Devon Borough Council – News Release.
Tavistock Teenage Market Returns Saturday 20th October 10am-4pm.

1951. **Agenda items for next meeting.**

- 1. Update on Notice Boards.
- 2. Property Inspection.
- 3. Update on online banking/higher interest account.
- 4. Inventory of Assets.
- 5. Water Harvesting for Public Toilets.

Cllr. Dennis informed committee that Beregen AGM will be held Monday 22nd October in the Parish Hall.

There being no further business the Chairman thank members for attending and declared the meeting closed at 9.20pm.

Signed this 25th day of September 2017.

Chairman.....

