

## Bere Ferrers Parish Council

At a meeting of the F&G P Committee held in the Council Chamber Bere Alston on Tuesday 20<sup>th</sup> November 2018.

Present

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

In Attendance

Cllr. P. Crozier

2056. Apologies.

Apologies were received from Cllr. Dennis due to business.

2057. Minutes of the meeting held on the 23<sup>rd</sup> October and taken as read, to deal with matters arising.Matters Arising

Minute 1999(3) – Cllr. Lamb asked that the hedge be cut before Victorian Evening.

Minute 2000(1933)[1878] – Cllr. Page-Bailey informed committee that 1 Less Worry will be allocating the back pay of a member of staff to the appropriate year's tax code, there will be an extra charge for this service. Cllr. Boot-Handford informed committee that this matter had already been agreed at a previous meeting.

Minute 2000 (1938) [10] – Cllr. Boot-Handford informed committee that a 'Get Well' card had been sent to Mrs. Poulton and that she would like to send a bouquet of flowers on behalf of Council. Committee agreed.

Minute 2000 (1949) – Cllr. Page-Bailey asked if we had an update. Assistant clerk informed committee that Cllr. Dennis is dealing with this matter. Cllr. Lamb asked committee if CCTV in public places would need to be licensed.

Minute 2011(2) – Cllr. Boot-Handford was unable to attend the remembrance service and enquired how it went. Cllr. Page-Bailey said it was a nice service with Beavers, Cubs and Brownies placing the Tommy figures on the memorial as the names were read out. Cllr. Page-Bailey has been in contact with Mrs. Hill regards council's donation towards the large Tommy figure. Mrs. Hill has received no notification of council's donation. Clerk sent an email to Mrs. Hill but has had no reply. Cllr. Boot-Handford asked for the clerk to contact Mrs. Hill again to see if the donation is still required. The Tommy figures will be returned to the purchaser. What is council going to be doing with their three? Discussions took place. It was agreed that it would be a nice gesture to display one of the figures in each of the halls in Bere Alston and Bere Ferrers. It would be nice if the third figure could be displayed in the primary school. The Clerk to contact school and Cllr. Lamb to contact Bere Ferrers Church Hall.

2058. Accounts for payment.

The Clerk circulated the October accounts for payment by email.

Cllr. Lamb queried the £40 cheque for West Devon Borough Council green waste collection as he was led to believe that council would not be paying this on principle of the difficulty in paying for this service as cheques are not accepted and he had been in discussions with them regards the only methods of payment for

this service is debit card or online payment. Clerk informed committee that the cheque is still in the cheque book and would not be sent to West Devon Borough Council. Cllr. Lamb is looking into this matter with WDBC.

Cllr. Leithall proposed payment, seconded by Cllr. Boot-Handford.

**2059. Financial Statements**

The assistant Clerk sent the financial statements to committee via email.

Discussions took place about the financial statements.

Cllr. Maycock proposed committee accept the financial statements, seconded by Cllr. Lamb.

**2060. To accept reconciled bank statement.**

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

Discussions took place.

Committee decided that the un-presented cheques sheet be presented to committee every quarter rather than every month. Clerk informed committee that Mr. Yeo hasn't received the cheque issued, report as lost in post and re-issue the cheque at Full Council.

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

**2061. Update on online banking/higher interest account.**

Clerk has forms to be signed by all signatories. Signatories present to sign the forms after tonight's meeting.

**2062. To discuss having an Interim Audit.**

Cllr. Boot-Handford explained to committee that the audit over the last 2 years has been somewhat unsuccessful with the auditor only being able to audit the bank reconciliation, which took up the majority of his allocated time with us and one year not being able to reconcile the bank statements at all. Our systems and procedures need to be audited. If the interim audit took place in January it would give us time to act on any deficiencies found before the annual audit. Cllr. Maycock proposed we take up an interim audit for January 2019, Cllr. Pengelly seconded. A vote was taken – unanimous. Cllr. Crozier felt this is a step in the right direction.

**2063. Staff Wages.**

Cllr. Page-Bailey has spoken with 1 Less Worry regarding how the information is received regards staff hours and pay. 1 Less Worry would like to receive the information in the form of a spreadsheet. Discussions took place.

Cllr. Leithall proposed the spreadsheets come to F&GP meetings retrospectively, seconded by Cllr. Maycock. A vote was taken – unanimous.

Cllr. Boot-Handford proposed committee go into part 2 invoking standing order 3T, seconded by Cllr. Crozier.

Discussions took place.

Cllr. Leithall proposed committee come out of part 2 evoking standing order 3T.

Cllr. Boot-Handford proposed committee accept the contract with amendments and a job description to be added, Cllr. Maycock seconded. A vote was taken- unanimous.

**2064. 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.

**2065. To discuss Community Composting**

Discussions took place. Assistant clerk to present a report at Full Council meeting.

**2066. Update on Notice Boards.**

Clerk informed committee that Mr. Blamey is waiting on Mr. Harrison to make the timber legs.

2067. **Update on community fund for defibrillator at the Recreation Ground Bere Alston.**

BARP is supporting this application and has offered a donation. Football club are currently fundraising. Cllr. Page-Bailey will be applying to the community fund at the next Southern Links meeting.

2068. **To investigate the problem with the Footpath leading to The Close regarding the dangerous slope to the Social Club**

Cllr. Pengelly hasn't sought a quote as the proposed work hasn't been approved but he has an estimate for that the total cost of a bollard and labour in the region of £300. He has spoken to the workman who will do the yellow lines if agreed by council. Discussions took place. Cllr. Pengelly proposed that a bollard be placed in the parking bay close to the hedge by the Y2Y hut, Cllr. Leithall seconded. A vote was taken- 5 for 1 abstention. Money to come from one of the Ear Marked Reserves.

2069. **General & Financial Risk.**

Cllr. Lamb proposed committee accept this document, seconded by Cllr. Leithall.

2070. **Internal Control Statement.**

Cllr. Page-Bailey informed committee that the last paragraph on page 1 needed to be updated as we no longer use excel, Ken Abraham or Grant Thornton UK LLP and that it should read as Rialtas Alpha accounts package, Kevin Rose & Associates and PKJ Littlejohn. Cllr. Pengelly proposed committee accept this document with the recommended amendments, seconded by Cllr. Maycock. A vote was taken – unanimous.

2071. **Fire Check Report.**

Cllr. Dennis is away. Clerk to check with Cllr. Dennis on his return that the record is up to date.

2072. **Property Inspection.**

Cllr. Dennis is away, refer to next meeting.

2073. **Correspondence**

- 1) West Devon Borough Council – Collection dates of waste & recycling over the Christmas period.
- 2) Citizens Advice – letter of thanks for Council's donation of £50.
- 3) 1 Less Worry – would like to receive their payment by Direct Debit. Cllr. Leithall proposed, seconded by Cllr. Pengelly. A vote was taken – unanimous.

2074. **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. Update on community fund for defibrillator at the Recreation Ground Bere Alston.
6. Update on the problem with the Footpath leading to The Close regarding the dangerous slope to the Social Club.
7. Staff sub-committee report.
8. Absence Policy.

There being no further business the Chairman thank members for attending and declared the meeting closed at 9.31pm.

Signed this 27<sup>th</sup> day of November 2018.

Chairman.....