

Bere Ferrers Parish Council

At a Special meeting of the Bere Ferrers Parish Council held in the Council Chamber, Bere Alston
on Tuesday 6th November 2018

Present

Cllr. H. Boot-Handford	Chairman of Council
Cllr. D. M. A Chapman	Cllr. R. Maycock
Cllr. P. Crozier	Cllr. M. Page-Bailey
Cllr. P. Dennis	Cllr. D. Pengelly
Cllr. S. Hanson	Cllr. H. Rogers
Cllr. B. Lamb	Cllr. G. R. Reed
Cllr. R. Leithall	Cllr. E. K. Wager

2033. Question and Answer session on the new accounts package.

Cllr. Boot-Handford apologised for asking everyone to attend a special Full Council, but as Council have run out of time this is the only possible time.

Cllr. Boot-Handford proposed suspend Standing Orders 3T, seconded by Cllr. Hanson.

Putting the Financial Package in place has been a major change. The new package has been put in place on the request of the Auditor, given that he had not been able to audit the accounts.

Cllr. Boot-Handford, the Clerk and Assistant Clerk visited Tavistock Town Council to look at their package which is the bigger version the Omega.

The Clerk sent the spread sheets to Rialtas to put the figures in. Cllr. Page-Bailey and The Chairman have Checked through the data.

Bank reconciliation needs to be checked every month and ensure the difference is 0.

The Assistant Clerk reconciles it monthly, but once our account is on line it can be done weekly

Cllr. Boot-Handford stated she would run through the sheet and if Council have any questions please ask.

The question was put about what kind of error has been occurring. The Assistant Clerk took South West Water as an example has only one property paying vat, so had to minus the vat to take it out, and worded the same corrected and put in again, this happened in June but it will show on every sheet,

Cllr Reed asked about variants and funds available , all the same number, presumably there committed expenditures. Discussions were held.

The spread sheets you get each month should be kept hold of to compare the figures.

Firstly Year to date this is the expenditure.

Current Annual Budget

Variance Annual Total this is what is left from the budget after the expenditure (Year to date), which also gives the means to work these figures out in percentages. If they are zero percent then these are irrelevant.

Discussions were then held on what was Committed Expenditure, if we place an order and it is not completed it will show in this column.

Funds available should be the same as Annual Variance. Can a line be made to show what is taken out extra against the budget, i.e. earmarked reserves?

Other staff, like Mrs Poulton have not been entered in, they have not been put in as have changed cost centres across the committees. We intend simplifying the headings.

The Assistant Clerk has recently put in DALC training but this is funded by Southern Links (EMR)

Staff mileage, how do we know what the budget is; the key thing of each particular committee has a budget what happens if they overspend? Staff mileage is in every block.

Cllr. Boot-Handford stated that come the next financial year we can put what headings we like in.

Cost centres we need to minimise the amount of cost centres.

We need to have oversight of where things have gone into. Ask the Clerk to annotate the figures.

What are we going to do with the Clerk’s spread sheets for the next month or so?

Cllr. Dennis would like to see both spread sheets running concurrently.

Cllr. Hanson proposed that the spread sheets run concurrently till 31st December, then switch, seconded by Cllr. Dennis. A vote was called 6 for, 3 against and 4 abstentions. Motion carried.

2034. To adopt the following Policies; Disciplinary Procedures, Capability Procedure, Bullying & Harassment Policy.

Cllr. Boot-Handford stated that these documents are being put in place from a recommendation from South West Councils. Cllr. Hanson checked through the documents and there are a number of anomalies.

Cllr Maycock felt we should not be tinkering with a document prepared by solicitors.

Cllr. Boot-Handford felt that many of those present were not happy to accept the as they are at the moment.

Cllr. Reed proposed accept the documents presented to Council to-night, and have questions go to the Staff Sub-committee and subsequently on to South West Councils, seconded by Cllr. Maycock. A vote was called all present were in favour.

Cllr. Maycock stated that these were tried and trusted policies taken on by other Councils.

Cllr. Reed felt we should pass these documents for basic protection.

Cllr. Leithall proposed that we review the documents in the next 6 months seconded by Cllr. Hanson. A vote was called 10 for, 2 against and 1 abstention. Motion carried.

2035. To discuss dates for the Christmas get together.

It was agreed that we hold the Christmas Social and the Thank you to the Neighbourhood Plan Group on Tuesday 18th December.

There being no further business the Chairman thanked members and members of the public for attending and declared the meeting closed at 8.10pm

Signed this 27th day of November 2018.

Chairman.....