

At a meeting of the F&G P Committee held in the Council Chamber Bere Alston on Tuesday 4th December 2018.

Present

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

3000. **Notification of items for information at the discretion of the Chairman. No action can be taken on these items.**

Cllr. Leithall presented a cheque for £100 from the Apple Group at Bere Ferrers for the resurfacing of Sarah Park.

3001. **Minutes of the meeting held on the 20th November and taken as read, to deal with matters arising.**

Matters Arising

Minute 2058 – Cllr. Lamb informed committee that West Devon Borough Council are hoping to have the matter of not being able to pay for green waste bags by cheque or cash resolved by April 2019.

Minute 2057(2011[2]) – Cllr. Leithall was in attendance with Mrs. Hill when she presented the Tommy figure to Bere Ferrers Church Hall. The large Tommy figure will be placed in the mosaic garden. The workman to site the figure with Cllr. Page-Bailey.

Minute 2062 – Cllr. Boot-Handford asked the clerk to book a day in January for the interim audit.

Minute 2071 – Cllr. Dennis confirmed the fire report is all up to date.

Cllr. Maycock informed committee that he would like to donate some ceramic poppies to go at the foot of the large Tommy figure for the mosaic garden. It was suggested that Cllr. Maycock bring a sample of the poppies to Full Council.

3002. **Accounts for payment.**

The Clerk circulated the October accounts for payment by email.

Cllr. Page-Bailey asked the Clerk if the Cemetery roof had been repaired. The Clerk informed committee that she has a builder coming out and should have a quote for Full Council; she has had problems getting builders to quote.

Cllr. Lamb proposed payment, seconded by Cllr. Leithall.

3003. **Financial Statements**

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

Discussions took place about the financial statements.

Cllr. Boot-Handford asked the assistant clerk to take £1,500 (Youth to Youth final payment) from Grants & Donations paid (4295) and put it into Section 137 Expenditure (4300) and the £50 in Section 137 Expenditure (4300) to be taken out and put into Grants & donations paid (4295).

Cllr. Boot-Handford proposed committee accept the financial statements, seconded by Cllr. Leithall.

3004. To accept reconciled bank statement.

The Assistant Clerk informed committee that the bank reconciliation cannot be completed until the bank statements are received. The bank reconciliation for November will be presented at next month's F&GP meeting.

3005. Update on online banking/higher interest account.

Clerk informed committee that the forms are completed and ready to be presented to the bank.

3006. Staff sub-committee report.

Discussions took place regarding item 1 on the report and time off in lieu of working bank holidays. Cllr. Page-Bailey confirmed that this was clearly stated in the contract.

Discussion took place regarding communication with 1 Less Worry. The Clerk to contact 1 Less Worry to request an acknowledgement or receipt for information sent to them from this office.

3007. Absence Policy.

Cllr. Boot-Handford informed committee that she had sent the document to Cllr. Hanson for proof reading. Cllr. Hanson made some suggestions regarding the suitability of some parts of the document being right for this council.

Discussions took place.

Cllr. Boot-Handford to amend the document and send it to South West Councils.

Cllr. Dennis asked for item 17 on the agenda to be brought forward as he had to leave.

3008. Property Inspection.

Cllr. Dennis informed committee that the toilets in the parish hall were in need of painting and that this was in hand. Fire extinguishers have been checked. The fire sensors in the Clerk's and assistant clerk's offices have not been checked as no access was gained; this will be undertaken in the next 12 months. Cllr. Leithall asked if Cllr. Dennis could make an appointment when the offices are open to get them checked. Cllr.

Dennis agreed. The boiler has been serviced. The down pipes have been damaged and are in need of repair. Guttering above the kitchen window needs to be repaired. Cllr. Dennis asked if the workman could undertake this. A fire evacuation needs to be done.

Cllr. Dennis left the meeting.

Cllr. Lamb asked committee if we could revisit the Absence Policy. He doesn't understand pages 5&6.

Discussions took place.

It was agreed that the word 'dismissal' be replaced with 'termination of contract' throughout the policy.

3009. Staff salary reviews.

The Clerk informed committee that she hadn't received any information on this. Cllr. Page-Bailey informed committee that Cllr. Boot-Handford had forwarded an email on to him from NALC regarding the salary review 3 months ago but unfortunately he didn't have it with him tonight. Defer to January F&GP.

3010. 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.

3011. Update on Notice Boards.

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

3012. Update on community fund for defibrillator at the Recreation Ground Bere Alston.

Defer to January F&GP.

3013. **To investigate the problem with the Footpath leading to The Close regarding the dangerous slope to the Social Club**

Cllr. Pengelly stated that there is no update as he is having problems getting anyone to quote/undertake the work.

Discussions took place.

Clerk to talk to the workman regards the work involved. In the meantime yellow lines are to be put in place.

3014. **Community Composting.**

The assistant clerk gave a report on community composting at Full Council and emailed the report to committee.

It was decided to defer this item for three months so more information can be gained. Cllr. Page-Bailey proposed, seconded by Cllr. Maycock.

3015. **Correspondence**

1) Email from West Devon Borough Council regarding opening times over the Christmas period – Discussions took place. Cllr. Leithall proposed that the offices will be closed over the Christmas period if all office staff wish to take annual leave at this time, if not the offices will be closed Christmas day, Boxing Day and New Year's Day and open on Friday 28th December and Monday 31st December. Other members of staff will have the three bank holidays off also. All committee agreed.

Cllr. Page-Bailey proposed that all staff have a bonus day off on Christmas Eve but would ask that the toilets are opened and closed as normal and that they are cleaned. All committee agreed.

2) Defibrillator Report – It has been suggested by Mrs. King that the spare set of pads be kept somewhere more accessible than the Council Offices. Discussions took place. Committee agreed that the best place for the spare pads to be kept was with the defibrillator.

Cllr. Pengelly enquired if the Clerk had received any correspondence with Rhino. Clerk informed Cllr. Pengelly that she had replied to Rhino and copied Cllr. Pengelly into the email.

3016. **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. Standing Orders.
9. Wayleaves.
10. Salary/Wages Review.

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

Signed this 11th day of December 2018.

Chairman.....

