

At a meeting of the F&G P Committee held in the Council Chamber Bere Alston on Tuesday 22nd January 2019.

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

In Attendance

Cllr. Crozier

3051. Notification of items for information at the discretion of the Chairman. No action can be taken on these items.

Cllr. Pengelly – Rhino came to install a swing at Sarah Park on Friday 18th January. They were unable to undertake the installation due to a lack of space. Gary from Rhino will be visiting on Wednesday 23rd January to try and resolve the situation. The swing may have to go on the outskirts of the play area; Rhino will provide free rubber mulch if this is the case.

Cllr. Lamb – 1) informed committee that the Community TAP Fund will end on Brexit day.
2) Spoke with a planning officer at West Devon Borough Council regarding the proposed shelter in the play area beside the Parish Hall, no planning application would be needed.
3) Latest news in Tavistock is that a new hotel is being proposed at Abbey car park subject to planning permission.

3052. Minutes of the meeting held on the 4th December and taken as read, to deal with matters arising.

Matters Arising

Cllr Lamb enquired about minute numbers 1949 and 2003 regarding interest rates and CCTV cameras as they have not been picked up on any reports. Cllr. Boot-Handford informed Cllr. Lamb that interest rates will be covered by item 8 on the agenda.

Minute 3001(2057[2011(2)]) – Regarding the silent soldier in the mosaic garden could we organize some kind of service. Cllr. Maycock apologized for the delay in collecting the ceramic poppies (due to illness). There are 6 ceramic poppies of differing heights and sizes. It was suggested that Rev. Law perform a blessing.

Minute 3005 – Cllr. Page-Bailey enquired if there was an update on online banking. This item is number 8 on the agenda.

Minute 3006 – Cllr. Boot-Handford asked the clerk if she was now receiving a receipt from 1 Less Worry. The clerk informed committee that she had enquired but this service isn't offered.

Minute 3001 – Cllr. Lamb stated that the clerk had received a contact name at West Devon regarding garden waste. The assistant clerk informed committee that she had spoken with Mrs. Powell and has been informed that the only payment accepted at the Post Office from West Devon is Council Tax. Mrs. Powell has agreed to accept a cheque from council with a covering letter detailing the telephone conversation. Assistant clerk enquired if Direct

Debit payments would be accepted and was informed that they were. Council could set this up for future subscriptions to the garden waste scheme.

3053. Accounts for payment.

The Clerk circulated the January accounts for payment by email.
Cllr. Boot-Handford proposed payment, seconded by Cllr. Dennis.

3054. Financial Statements

The assistant Clerk sent the financial statements to committee via email.
Discussions took place regarding two cheques and where the funds are to be taken from, also the assistant clerk's back pay has not been confirmed - where it is to be taken from?
Discussions took place.
The two back pay cheques totaling £8082.00 will be taken from EMR (Ear Marked Reserves) £3180 general reserves, EMR £5500 carried forward.
The notice boards (2) totaling £1900.00 is to come from EMR notice boards, £1900.00 to be transferred from general reserves into this EMR. Once the TAP fund comes through that money to go back into general reserves.
All committee agreed
Cllr. Boot-Handford proposed, seconded by Cllr. Pengelly.

3055. To accept reconciled bank statement.

The Assistant Clerk informed committee that the bank reconciliation cannot be completed for November and December as a decision had not been made regarding back pay cheques and notice boards. Cllr. Boot-Handford asked the assistant clerk if the reconciliations could be done for Full Council, the assistant clerk informed committee that she would try to have them completed by Full Council meeting.

3056. Update on online banking/higher interest account.

Clerk informed committee that the forms had been sent to NatWest but she had received a letter stating not all forms had been received. Clerk contacted the helpline for advice; she was informed that all councillors would need to sign the documents; that the authorization would be down to herself and the assistant clerk; and that if a personal account is held then this could be accessed through council's online banking.
Discussions took place.
Cllr. Boot-Handford suggested we await a response from DALC.
Agenda this item for next F&GP meeting.

3057. Staff sub-committee report.

The assistant clerk emailed the report below to committee.

Minutes of meeting of Staff Sub-Committee held on 17th January 2019

Present: Mark Page-Bailey, Hilary Boot-Handford, Peter Crozier, Dave Pengelly, Ralph Maycock

Peter proposed that the meeting went into Part 2, seconded by Dave and all were in agreement.
Discussions took place.
Ralph proposed that we come out of Part 2, seconded by Mark. All agreed.
It was agreed to word an email to S.W. Councils for further advice on the matters discussed in Part 2.

Cllr. Boot-Handford informed committee that they are awaiting advice from South West Councils.
The assistant clerk asked committee what is her role as F&GP clerk.
Discussions took place.
Cllr. Lamb suggested that that when an action is needed an 'action by' be added so that committee know who is dealing with the item, whether it's a member of council, the clerk or assistant clerk.

Cllr. Boot-Handford suggested that the agenda and associated items, minutes actioned be undertaken by the assistant clerk and overseen by the clerk.

3058. Staff salary/Wages review.

This should be the remit of the staff sub-committee.

Precept figures will be down with the publication of the new NALC pay scale.

Cllr. Boot-Handford proposed committee go into part 2, seconded by Cllr. Lamb.

All agreed.

Discussions took place.

Cllr. Leithall proposed committee come out of part 2, seconded by Cllr. Pengelly.

All agreed.

Cllr. Page-Bailey proposed the following pay scales:-

Clerk - 14

Asst. Clerk - 1

Workman - 6

Toilet closer - NLW

Cllr. Lamb seconded.

Assistant clerk informed committee that she had spoken to Rialtas regarding VAT. Council will not receive this against individual committees but as a lump sum. Rialtas also stated that it should not be shown on precept as income. Defer to next F&GP meeting.

Replacement battery and pads will be required for the defibrillator that has not been included in the precept. Discussions took place. It was decided to purchase 3 sets of pads per year at a cost of £122.85 and to purchase a battery at a cost of £230 + £10 delivery over 4 years = £60 per year adding a new precept amount of £200 per year.

Cllr. Boot-Handford proposed that F&GP recommend to Full Council a precept of £59,717.00, (figure including council tax support grant of £3672 = £63,389.00) Cllr. Lamb seconded.

3059. To review set up of Inventory of Assets.

Cllr. Page-Bailey informed committee that the inventory is half completed; he will endeavor to complete by next meeting or hand it over to another councillor.

3060. Update on community fund for defibrillator at the Recreation Ground Bere Alston.

Cllr. Page-Bailey informed committee that the application is to be made. Cllr. Boot-Handford to contact Carnival Committee treasurer regarding £100 donation. Cllr. Lamb stated the application would need to be received by the second week in February.

3061. To discuss defibrillator problems.

Clerk informed committee that after the recent use of the defibrillator we were lucky that we had received information as to where it had gone. There is no plan in place for its return to the cabinet. Clerk has inserted a note into the defibrillator case asking for it to be returned to the cabinet as soon as possible.

Discussions took place.

Cllr. Leithall suggested the workman check the box every day and to maybe put a tamper seal on the box.

3062. To investigate the problem with the Footpath leading to The Close regarding the dangerous slope to the Social Club

Cllr. Pengelly stated that the parking space had been hatched with yellow lines and was being used.

3063. Approval of purchase for 11th Edition Local Council Administration.

Cllr. Page-Bailey proposed purchase, seconded by Cllr. Dennis. Assistant clerk to action.

3064. **Recommendation to F&GP from Plans that due to the way West Devon will be informing Council of planning, Council look to purchasing a projector to view plans.**

West Devon Borough Council will no longer be sending planning documents as hard copies.

Discussions took place. More information is required. Cllr. Lamb to look into projector prices and Cllr. Dennis to look into plasma screen prices.

3065. **Review of draft Standing Orders.**

Cllr. Dennis to put Code of Conduct document on the website. Code of Conduct to be added as appendix to Standing Orders. Standing Order 18f to be queried with DALC.

Cllr. Lamb suggested that Standing Order 21e be reworded to state 'A council or maybe authorized by the council to send a copy or speak to the media. Such material should be copied to Clerk and Chair of Council'. Cllr. Leithall proposed and Cllr. Maycock seconded.

3066. **Property Inspection.**

Cllr. Dennis informed committee that this was carried out in December.

3067. **Wayleaves.**

Discussions took place regarding who pays wayleaves.

Bookshop to continue to pay £50 per year

Victoria Social Club to continue to pay £100 per year.

Committee would like a copy of the purchase of garages/land from Land Registry. Cllr. Dennis to action. Committee to sanction £14 payment for this service.

3068. **Correspondence**

1) Wallgate contract. Cllr. Boot-Handford proposed accept the contract, seconded by Cllr. Lamb.

2) Tass donation – Cllr. Boot-Handford proposed £50 donation, seconded by Cllr. Page-Bailey.

3) Email regarding a motor bike parked in the memorial garden and also cleaning said bike off in the memorial garden. Committee agreed a letter should be sent to the owner of the motor bike.

Agenda items for next meeting.

1. Update on online banking/higher interest account
2. Inventory of Assets.
3. Update on community fund for defibrillator at the Recreation Ground Bere Alston.
4. Staff sub-committee report.
5. VAT on precept
6. Terms of Reference
7. Health & Safety
8. Fire risk & check Bergen's fire/maintenance log
9. Effectiveness of system of internal controls.

There being no further business the Chairman thank members for attending and declared the meeting closed at 9.33pm.

Signed this 29th day of January 2019.

Chairman.....

