

At a meeting of the F&G P Committee held in the Council Chamber Bere Alston on Tuesday 19th February 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

3104. **Notification of items for information at the discretion of the Chairman. No action can be taken on these items.**

Cllr. Pengelly – 1) Rhino should be installing the swing at Sarah Park this week.

2) The yellow hatching in the Parish Car Park is deteriorating after a short period of time. Discussions took place. It was agreed for the workman to redo the yellow hatchings. If they deteriorate again then committee will revisit the idea of a bollard for this area.

3) It has been announced that the Postcode Lottery will be PL20 7 in March.

Cllr. Dennis – Denham Bridge Road closure due to tree cutting. This closure was not advertised well in advance, signs went up Thursday 14th February advising of road closure from the 18th February. Cllr. Dennis asked why County hadn't informed Parish Council of this road closure. Cllr. Lamb stated notices were published 4-6 weeks ago. He had received an email from the Clerk regarding this closure. Clerk to check to see when email was sent.

3105. **Minutes of the meeting held on the 22nd January and taken as read, to deal with matters arising.**

Matters Arising

Minute 3052 Cllr Boot-Handford – Where are we with the ceramic poppies? Cllr. Maycock confirmed they are still in Bristol as he has been unable to travel up to collect them. Cllr. Boot-Handford informed committee that the Tavistock Times would like to do a newspaper article regarding the silent soldier and the ceramic poppies.

Minute 3052(3001) – Cllr. Page-Bailey asked if the garden waste subscription had been paid. Clerk confirmed it hasn't as yet.

Minute 3061 – Assistant clerk expressed the concerns of the workman regarding having a tamper seal on the defibrillator cabinet. Discussions took place. It was agreed for the workman to carry out a daily check of the unit.

Minute 3065 – Cllr. Page-Bailey asked Cllr. Dennis if the Code of Conduct document was available on the Council website. Cllr. Dennis confirmed that it is. Cllr. Page-Bailey asked if Standing Order 18f had been queried with DALC (Devon Association of Local Councils). Clerk confirmed it hasn't been and will be in contact with DALC.
Standing Order 21e Cllr. Boot-Handford confirmed completion. Discussions took place. Clerk confirmed the new Standing Orders have been sent via email.

Minute 3067 – Assistant Clerk read out a statement from Land Registry regarding Right of Way of the garages behind the Parish Hall. The owner and tenants have a right of way over the car park to Station Road.

Minute 3068 – Clerk spoke to owner of the motorbike regarding parking on the memorial area and cleaning the motorbike. A letter has also been sent. Committee awaits a reply.

3106. Accounts for payment.

The Clerk circulated the February accounts for payment by email.

Assistant Clerk informed committee that an invoice from Beregen regarding replacement mats has been received today and would be added to accounts for payment.

Cllr. Pengelly enquired how often do we receive a statement from Ricoh, Clerk confirmed every 3 months.

Cllr. Boot-Handford enquired if the cheque books had arrived. Clerks confirmed they hadn't but are due to arrive Wednesday 20th. Cllr. Boot-Handford would like it minuted that staff cheques are paid so they are cleared before the end of the month.

Discussions took place.

Cllr. Page-Bailey felt that alternative arrangements need to be in place with regard to staff payments.

Cllr. Boot-Handford and Cllr. Leithall will visit NatWest Bank on Friday 22nd if the cheque books do not arrive on Wednesday to issue staff payments through electronic payment

Cllr. Boot-Handford proposed payment of the accounts, seconded by Cllr. Dennis.

3107. Financial Statements

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

Cllr. Boot-Handford queried 4295 Grants & donations expenditure. Discussions took place, assistant Clerk will get a breakdown of the nominal code.

Assistant Clerk informed committee that a minute number would be required for the Rialtas Journal entry of any new set up of Ear Marked Reserves. This hasn't happened in the past and is something the Auditor is likely to pick up on at full audit. Committee agreed with this.

Cllr. Boot-Handford noted that code 4020 (PAYE & N.I) is over budget. Clerk deducts PAYE and N.I every month from wages/salary and pays to HMRC every 3 months. Assistant Clerk to discuss the best way forward to show PAYE/NI with Rialtas.

Cllr. Boot-Handford proposed acceptance of the financial sheets, seconded by Cllr. Maycock.

3108. To discuss and decide on headings for the F&GP Financial Statements for 2019/20.

Discussions took place.

Committee agreed to split some headings across committees so a more accurate expenditure figure could be gained.

Cllr. Boot-Handford to type up new headings.

3109. To accept reconciled bank statement.

The Assistant Clerk emailed January Bank Reconciliation sheets to committee members.

Cllr. Boot-Handford proposed acceptance, seconded by Cllr. Pengelly.

3110. Update on online banking/higher interest account.

Clerk informed committee that she has spoken with NatWest and they advised her to be authorized as a cheque signatory so that she is able to receive information but a signed statement to state that that no authority to sign cheques.

Discussions took place.

Cllr. Page-Bailey recommended Barclays Bank as an option previously. Are we able to go forward with them as this has been ongoing for 9 months? Discussions took place.

Cllr. Page-Bailey and Cllr. Leithall to gain information on high interest bank accounts and online banking.

3111. **Staff sub-committee report.**

MINUTES OF STAFF SUB-COMMITTEE 19th Feb 2019

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

Discussions took place with regards to the terms of reference for the consultancy of South West Councils. Two or three members of the sub-committee will travel to Taunton to do this.

It has been suggested that there is a regular agenda item for F & GP to confirm that VAT has been claimed.

Two members of the staff committee will recheck Baz's wages.

Staff contracts should be checked to see that they are fit for purpose and the suggestion is that South West Councils are asked to give their professional opinion.

3112. **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.

3113. **Update on community fund for defibrillator at the Recreation Ground Bere Alston.**

Cllr. Page-Bailey informed committee that the application will be completed now that confirmation has been received regarding the £100 donation from the Carnival Committee.

Cllr. Dennis left the meeting.

3114. **To discuss VAT on Precept.**

VAT will not be returned to committees but will be a lump sum. Clerk confirmed that the VAT is claimed annually.

Cllr. Page-Bailey enquired if we could claim VAT quarterly. Assistant Clerk to discuss with Rialtas.

3115. **To review Terms of Reference.**

Cllr. Boot-Handford has recommended an addition to F&GP Terms of Reference 'Members of this Committee are expected to take advantage of all training in Finance and Governance that becomes available.'

Cllr. Boot-Handford proposed acceptance of new Terms of Reference, seconded by Cllr. Page-Bailey.

3116. **To review Councils Health & Safety policy.**

Cllr. Leithall recommended to committee that the person undertaking the risk assessment is trained to carry out the risk assessment.

Cllr. Lamb recommended that 'a duty of care to members of the public using the Council's facilities' should be added to the policy.

Cllr. Lamb to update the Health & Safety policy for next F&GP meeting.

3117. **To review fire risk and Bergen's fire/maintenance log.**

Cllr. Dennis had left the meeting so no report was received. Refer to next F&GP.

3118. **To review the effectiveness of system of internal controls.**

Cllr. Boot-Handford informed committee that this had been reviewed in November 2018. Committee agreed for it to be reviewed February 2020. Cllr. Lamb would like to see all duplication with Financial Regulations removed. This will be discussed next year.

3119. To discuss a complaint from a parishioner regarding cars parked across dropped kerbs, blocking prams, wheelchairs etc. and street lighting down to the station.

Cllr. Pengelly has been approached by a parishioner with regards to parking over dropped kerbs making it difficult for wheelchair/pushchair users to navigate. Also street lighting to the train station is lacking.

Discussions took place.

Both these issues would be the responsibility of Devon County Highways. Committee recommended that the Parish Council send a letter to County highlighting both issues. Clerk to action.

3120. Correspondence

1) Email from Mr. Egerton – Tamar & Tavy Gig Club would like the Parish Council’s support for a public access defibrillator. Discussions took place. Clerk to reply.

3121. 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. Health & Safety
7. Fire risk & check Bergen’s fire/maintenance log
8. Auditor Report from interim audit.
9. Financial sheet headings.
10. Financial Regulations.
11. Staff performance reviews.

There being no further business the Chairman thank members for attending and declared the meeting closed at 9.40pm.

Signed this 26th day of February 2019.

Chairman.....