

At a meeting of the F&G P Committee held in the Council Chamber Bere Alston on Tuesday 23<sup>rd</sup> April 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 and Cllr. Hanson.

3214. **Declarations of Interest.**

Cllr. Dennis declared an interest in item 23 on the agenda.

3215. **Notification of items for information at the discretion of the Chairman. No action can be taken on these items.**

Cllr. Lamb – Has sent a note to the Clerk for Full Council meeting signed by 4 councillors rescinding the decision regarding a pond at Bere Ferrers allotments.

3216. **Minutes of the meeting held on the 19<sup>th</sup> March and taken as read, to deal with matters arising.**

Matters Arising

Minute 3068 – Cllr. Page-Bailey asked if a reply had been received, Clerk confirmed no reply.

Minute 3173 - Cllr Hanson – Inventory of Assets – this will be assigned by the new F&GP committee next month.

Minute 3174 – Cllr. Page-Bailey- asked if the VAT can be claimed as and when, assistant clerk believed it could as we are a special council.

Minute 3177a) Cllr. Page–Bailey Restating 2016 figures.

- c) Had the ex councillors been removed from the bank mandate? Clerk confirmed that they would be removed by May's Full Council meeting so that new councillors could be added at the same time.
- f) Cheque unrepresented – agenda item.
- I) Did the assistant clerk contact Rialtas regarding the uncertainty as to the value of General and Earmarked Reserves. To clarify with Rialtas the correct report (and values) to be used for monitoring reserves. The assistant clerk confirmed that she had no knowledge that she was to do this due to leave and will speak to Rialtas when they are down for the training day.

The Clerk confirmed the auditor is due 15<sup>th</sup> May.

Minute 3182 Cllr. Pengelly asked if the invoice from Rhino has been received. Clerk confirmed an invoice statement had been received with 2 invoices requiring payment. Clerk is awaiting confirmation from Lloyds Bank.

Cllr. Lamb suggested the invoice be paid so the grant can be approved by West Devon Borough Council. Clerk confirmed it will be paid at Full Council once invoice received.

Cllr. Boot-Handford arrived and apologized for being late.

**3217. Accounts for payment.**

The Clerk circulated the March accounts for payment by email.

Cllr. Lamb proposed payment of the accounts, seconded by Cllr. Dennis.

**3218. Financial Statements**

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

Cllr. Lamb stated there were problems with the Open Spaces financial sheets. Cllr. Hanson stated that there are a couple of anomalies that need clarification. Discussions took place.

It was agreed that Cllr. Hanson would come into the office for a breakdown of the sheets with the assistant clerk before the Full Council meeting.

Cllr. Leithall arrived and apologized for being late.

Cllr. Hanson proposed acceptance of the Open Spaces Financial Statements subject to clarification of cost centres 4440 and 4445, Cllr. Dennis seconded.

Cllr. Maycock proposed that committee accept the F&GP Financial Statements, seconded by Cllr. Page-Bailey.

**3219. Staff sub-committee report.**

Cllr. Crozier proposed that committee go in to part 2, revoking standing order 3P, Cllr. Boot-Handford seconded.

Discussions took place.

Cllr. Boot-Handford proposed that committee come out of part 2, invoking standing order 3P, Cllr. Leithall seconded.

Cllr. Boot-Handford proposed that having investigated the workman's wages for the past 7 years Council have agreed that no further action needs to be taken. Cllr. Crozier seconded. A vote was taken – unanimous.

**3220. To accept reconciled bank statement.**

The Assistant Clerk emailed the March Bank Reconciliation sheets to committee members.

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

**3221. Update on online banking/higher interest account.**

Cllr. Page-Bailey informed committee that he will be having a meeting with Cllr. Leithall next week to finalize their findings.

**3222. To discuss council having a gov.uk website and councillors a gov.uk email address. (GDPR)**

The assistant clerk read out a GDPR checklist that should be in place for all councillors using a personal computer/laptop/tablet.

Discussions took place.

Cllr. Dennis suggested that councillors have their own Bere Ferrers Parish Council email addresses. He will make enquiries with our website host for next F&GP meeting.

**3223. To review set up of Inventory of Assets.**

Cllr. Page-Bailey informed committee that the inventory of assets will be assigned at the new F&GP committee next month.

**3224. Update on community fund for defibrillator at the Recreation Ground Bere Alston.**

Cllr. Page-Bailey informed committee that he had had no time to complete the application. Other funding maybe available including match funding.

**3225. To review Councils Health & Safety policy.**

Cllr. Lamb will complete this over the next 3 months.

**3226. To take note of the Auditor's report from the main audit 2017/18.**

Committee accepted the findings of the auditor.

**3227. To review Financial Regulations.**

Cllr. Lamb proposed accept the Financial Regulations seconded by Cllr. Boot-Handford. A vote was taken all in favour.

**3228. To review the process of how a cheque is cancelled on the new account package.**

The assistant clerk informed committee that to cancel a cheque on the account package is the same as if a mistake has been made; a journal must be written to explain why the cheque is being taken out and the minute number confirming council's agreement with cancelling the cheque.

**3229. To review Beregen agreement.**

Cllr. Lamb proposed accept the agreement, seconded by Cllr. Boot-Handford. All in favour.

**3230. Property Inspection.**

Cllr. Dennis stated this was carried out last month.

**3231. To review the Public Toilets at Bere Alston.**

Cllr. Pengelly asked committee if the toilets should be left open once Youth2Youth have their Gazebo built. Discussions took place.

Committee agreed to review the situation 6 months after the gazebo is up and running to see if there is a need to keep the facilities open.

**3232. Monitoring contracts to be presented by Cllr. Lamb.**

Cllr. Lamb informed committee that he would like to produce a simple document to collate all information with the help of Cllr. Leithall to enable Council to monitor contracts with more ease.

**3233. To receive an update of Beregen's financial position.**

Cllr. Dennis confirmed that the council has now taken over the contracts for the fire alarm, the lift and the boiler. Since this has happened there has been a problem with the boiler sensor that has needed replacing. He has passed this invoice onto Bere Ferrers Parish Council to pay.

Cllr. Dennis informed committee that Beregen are not in a good financial position and asked council to consider a financial donation or funding for the group.

Discussions took place.

Cllr. Boot-Handford stated that these are a serious set of circumstances and suggested that Beregen meet with the Parish Council.

Cllr. Maycock thought they were secure for 12 months based on the meeting with Rev. Law.

Further discussions took place.

Cllr. Dennis would like a commitment from Council to discuss the situation with Beregen.

**3234. Agenda items for next meeting.**

1. Update on online banking/higher interest account
2. Inventory of Assets. (To assign a councillor)
3. Staff sub-committee report.
4. Fire risk & check Beregen's fire/maintenance log
5. Staff performance reviews.
6. Monthly Defibrillator report. (Cllr. Hanson)
7. Donations policy.
8. Discuss gov.uk website and email addresses (Cllr. Dennis).

There being no further business the Chairman thank members for attending and declared the meeting closed at 9.16pm.

Signed this 30<sup>th</sup> day of April 2019.

Chairman.....