

## Bere Ferrers Parish Council

At a meeting of the F&G P Committee held in the Council Chamber Bere Alston on Tuesday 21<sup>st</sup> May 2019.

Present

Cllr. R. Maycock	Vice Chairman
Cllr. B. Lamb	Chairman of Council
Cllr. P. Dennis	
Cllr. S. Hanson	
Cllr. R. Leithall	
Cllr. D. Pengelly	

In Attendance

Cllr. Crozier.

43. **Apologies.**

Apologies were received from Cllr. Page-Bailey due to illness.

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

Cllr. Lamb – 1) Defibrillator at the recreation ground Bere Alston. Discussions took place. Cllr. Pengelly to enquire with Bere Alston United Football Club and Bere Alston United Youth Club to ascertain if a defibrillator is required. Refer to June F&GP.

2) Could the workman inspect the bus shelter in Station Road, it is rusting and is in need of repair/replacement.

45. **To discuss F&GP agendas being delivered/published on a Monday instead of a Wednesday.**

Discussions took place. Agendas to continue to go out on a Wednesday except when public holiday(s) Follow.

46. **Minutes of the meeting held on the 23<sup>rd</sup> April and taken as read, to deal with matters arising.**Matters Arising

Minute 3177 – Cllr. Dennis asked the Clerk how the audit went. The Clerk informed committee that the auditor carried out a thorough check on 15<sup>th</sup> May, and a full report will be presented at Full Council. The Clerk informed committee that the auditor had picked up that a number of invoices presented at March Full Council had not been included on the end of year. Discussions took place. Cllr. Dennis asked the assistant clerk why had the invoices not been included, the assistant clerk informed committee that she was on leave at this time. Assistant clerk to contact Rialtas to ascertain if the invoices can be added to year end 2018/19.

Minute 3182 – Cllr. Maycock asked if Rhino Invoice had been paid. Clerk confirmed that it had.

Minute 3177(i) – Cllr. Lamb asked the assistant clerk if clarification on General Reserves and Ear Marked Reserves had been sought. Assistant clerk confirmed that General Reserves is an inclusive pot of money that council holds; Ear Marked Reserves sits within that pot. The finance package shows Ear Marked Reserves individually.

Minute 3218 – Cllr. Hanson had spoken with Rialtas (finance package providers) regarding cost centres 4440 and 4445. The anomaly occurred due to monies being allocated to expenditure instead of income. All has now been resolved.

Minute 3233 – Cllr. Hanson asked Cllr. Dennis if Beregen were still in financial trouble. Cllr. Dennis confirmed that although bookings were up this month they are still having financial difficulties. Discussions took place. Beregen to make representation to Full Council meeting in June.

**47. Accounts for payment.**

The Clerk circulated the May accounts for payment by email.

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

**48. Financial Statements**

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

The assistant clerk asked for confirmation from committee that they are happy for employee's Tax & NI to be shown on the financial sheets. Discussions were held.

Assistant clerk to contact Rialtas to ascertain if a zero could be shown for staff wages on the financial sheets and a total figure entered.

Cllr. Hanson – nominal code 4840 is this a monthly expenditure? It was confirmed that this was an annual payment.

Cllr. Crozier – nominal code 4710 why is this over budget. Zurich Insurance made a payment to council in March 2019, the work invoice was paid at Full Council in March but the invoice was not put on the finance package to be included in end of year 2018/19. Discussions took place. Cllr. Maycock recommended a Journal entry be made to explain the situation and for the assistant clerk to contact Rialtas.

Cllr. Leithall proposed that Council accept the F&GP Financial Statements with the anomaly, seconded by Cllr. Hanson.

**49. To accept reconciled bank statement.**

The Assistant Clerk informed committee that due to the query over personal Tax & NI the Bank Reconciliation could not be carried out. Assistant Clerk to endeavor to complete reconciliation for Full Council.

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

Cllr. Leithall asked for this to be deferred to June F&GP. Clerk asked committee what she should do with regards to collecting petty cash payments as Cllr. Boot-Handford had collected petty cash from NatWest Tavistock, but she is no longer a member of Council and would collect petty cash payments from NatWest Tavistock. Cllr. Dennis volunteered to collect payments.

**51. To discuss which committee members would like to sit on the staff sub-committee.**

Discussions took place on the legality of the staff sub-committee. Cllr. Lamb proposed committee look at Terms of Reference for the staff sub-committee at June F&GP, Cllr. Leithall seconded.

**52. To discuss council having a BFPC email address. (GDPR).**

Cllr. Dennis - Create have confirmed that 5 email addresses are available. Cllr. Dennis is awaiting information on the cost implication for more emails. An update will be presented at June F&GP.

**53. To assign a councillor to review set up of Inventory of Assets.**

Cllr. Lamb enquired why does a councillor need to be assigned; staff have completed this task in the past. Discussions took place. Assistant clerk to update and email to committee prior to June F&GP. Committee can then assign councilor(s) to check the items on the register.

**54. To receive the Fire Check Report (Rolling Programme).**

Cllr. Dennis presented Beregen fire report for inspection. Cllr. Dennis confirmed the report was up to date and that Chubb inspected the system on 20<sup>th</sup> May 2019.

Committee would like an up to date Rolling Programme emailed to them.

**55. To arrange staff performance reviews.**

Cllr. Lamb informed committee that staff performance reviews could not be undertaken until council agreed the process to undertake them. A motion to resolve to undertake the staff performance reviews would be presented at June Full Council.

**56. To receive the monthly defibrillator report from Cllr. Hanson.**

Cllr. Hanson confirmed that the defibrillator is ok, and has reported this to SW Ambulance. Discussions took place on whether the monthly inspection report to F&GP is warranted as a parishioner undertakes a detailed quarterly. Cllr. Hanson proposed that committee receive the quarterly report only, seconded by Cllr. Lamb. Clerk to remind Dotty King that the quarterly functionality test is due in May.

**57. To review Council's Donations Policy.**

Cllr. Leithall proposed the policy is fit for purpose, seconded by Cllr. Dennis.

**58. To discuss an item referred from Full Council with regards to a grant from Highway Maintenance Community Enhancement Fund to Road Warden Scheme.**

The Clerk informed committee that the Enhancement Fund have asked for a breakdown of equipment purchased, jobs undertaken, who undertook the jobs and where they were undertaken. Cllr. Maycock will provide the Clerk with a list of jobs undertaken. Cllr. Dennis will provide the Clerk with photos of tool store/contents.

**59. Correspondence.**

- 1) Letter from Mr. & Mrs. Archer regarding power washing the public toilets and the pillars outside the Parish Hall and painting them and the seat legs in the mosaic garden, for the Britain in Bloom Competition. Discussions took place. Clerk to speak to workman regarding these items along with strimming the grassed triangular area outside Beregen office, Youth2Youth will plant up.

Cllr. Dennis asked if the Silent Soldier in the Mosaic Garden had been repaired. Cllr. Maycock enquired what had happened to it? Clerk informed committee that the rifle tip had been broken off. It has not been repaired as the part broken off has not been found.

- 2) Email from Cllr. Rogers regarding sweeping the gutters and removing weeds between pavestones. Clerk informed committee that weed killing no longer takes place on pathways. Cllr. Lamb understood that this matter had been dealt with by a parishioner.

**60. Agenda items for next meeting.**

1. Defibrillator for Recreation Ground The Down.
2. Update on online banking/higher interest account
3. To discuss staff sub committee's Terms of Reference.
4. Update on BFPC emails.
5. Inventory of Assets.
6. Inspection of Bank Mandate.
7. Equal Opportunities Policy.
8. Lone Worker Policy.

There being no further business the Vice Chairman thanked members for attending and declared the meeting closed at 9.27pm.

Signed this 28<sup>th</sup> day of May 2019.  
Vice Chairman.....