

Bere Ferrers Parish Council

At a meeting of the Finance and General Purposes Committee held in the Council Chamber Bere Alston on Tuesday 18th February 2020.

Present

Cllr. D. Pengelly	Vice Chairman
Cllr. B. Lamb	Chairman of Council
Cllr. P. Crozier	Cllr. E. K. Wager
Cllr. P. Dennis	

In Attendance Cllr. A. Spry

408. Apologies.

Apologies were received from Cllr. Leithall due to holiday, Cllr. Maycock due to business.

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

- a) Cllr. Wager – I understand there is a vehicle in the car park with no tax or MOT. The Clerk noticed the vehicle has been parked there for some days in the same position, she asked the Assistant Clerk to investigate the number on the DVLA site. The vehicle has no MOT or Tax and is on an SORN. The Assistant Clerk contacted the DVLA who advised we contact the police, who have taken the details. Discussions took place and it was agreed a notice be placed on the vehicle asking the owner to remove the vehicle or else Council will arrange to have it moved.

410. Matters Arising from the minutes of the 21st January.Matters arising.

Minute 372(1) Cllr. Lamb has spoken with Cllr. Dennis over the grant situation for Community Halls, there is an opportunity for Beregen to put in for an £8 - £10,000 National Lottery Community Fund but it needs to be done as soon as possible. Cllr. Dennis agreed to contact the Chairman of Beregen to look into it. Cllr. Crozier suggested an application to West Devon Borough Council as well, but sooner rather than later.

Cllr. Dennis also mentioned the heating system replacement. Cllr. Lamb suggested that the bid to the National Lottery would fit the criteria for renewable energy, then the work on the windows, doors and fascia boards could be the application to West Devon.

Minute 373. Litter Bin Pilgrim Drive. –The Clerk read the following email from Dilys Lord, “This would seem something the Parish Council might consider purchasing a litter bin for this location.

Unfortunately West Devon Borough Council would not provide one unless there is a proven serious litter problem

Minute 376. To clarify the situation on the Toilet Cleaners post. - Cllr. Lamb proposed that committee go into part 2 Standing Order 3P, seconded by Cllr. Pengelly.

Discussions took place.

Cllr. Crozier proposed committee come out of part 2 Standing Order 3P, seconded by Cllr. Dennis. The Toilet Cleaners post continues as it is for the moment.

Minute 379(2) Bus shelter Lockeridge Road. – Cllr. Lamb and the Clerk met a group of parishioners from Lockeridge Road last Wednesday, they have flyers to distribute in that area to widen the support for the shelter. Cllr. Lamb will then write a letter to Devon County about the grant. I have confirmed the site is Devon Counties and the next step there is to locate any utilities in that area.

411. Accounts for payment.

The Clerk circulated the July accounts for payment by email.

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

Cllr. Crozier felt our broadband and telephone account was high, he felt we should do some comparisons with other suppliers.

412. Financial Statements

The statements were circulated, Cllr. Crozier proposed acceptance, seconded by Cllr. Lamb.

413 To accept the reconciled Bank Statements.

The Clerk explained there was an adjustment shown on the statement which needs removing, also January's reconciliation was minus £68.27.

Cllr. Pengelly proposed acceptance with the two corrections, seconded by Cllr. Lamb.

414. To receive the Property Inspection Report.

Cllr. Dennis asked that this be deferred to next month

415. To Review Standing Orders.

These were emailed to all Councillor's

Cllr. Lamb – NALC has issued a new edition of Standing Orders. Cllr. Lamb and Cllr. Leithall have adjusted them to include items carried over from the previous ones.

Cllr. Lamb would like to draw councillor's attention to the new secret ballot when choosing a chairman of committees. The definition of a Task & Finish Group. Also any sub-committee to consist of only three members, so as not to overpower their main committee.

Cllr. Lamb recommended that these Standing Orders be presented to Full Council for their acceptance, seconded by Cllr. Pengelly.

416. To Review Terms of Reference.

Defer to next meeting.

417. To receive the Fire Risk and Check Beregen's Fire Maintenance Log.

Cllr. Dennis assured all present that all was working and in satisfactory order.

418. To discuss and reply to the 6 monthly Internal Auditors report.

Discussions took place and all the questions were answered as follows;

A1 This item has been corrected.

B1 These are programmed in for review.

B2 These are programmed in for review.

B3 Council is more than happy with the services of our Clerk and declined to recommend this implementation.

C1 This will be reviewed by Council.

D1 Abide by previous audit to do it in that fashion.

D2 Item is noted

D4 Procedures are in place.

E1 There was an error on the vat but it has been claimed. Cllr. Crozier in future VAT to be claimed Quarterly, seconded by Cllr. Dennis

I 1 This is in hand.

I2 This was in a period when the person running the account programme had left Council. This has been sorted.

419. To receive approval of the General Data Protection Regulations (GDPR)

Cllr. Lamb has been working on these documents and is presenting the following three documents;
 Bere Ferrers Parish Council Data Protection Policy (GDPR Compliant)
 Bere Ferrers Parish Council Privacy Notice for staff, and Role Holders.
 Bere Ferrers Parish Council Records Retention Policy

Cllr. went on to explain in simple terms what it means, if you have confidential information on anyone it should be securely locked away.

Cllr. Lamb proposed that these documents be accepted by this committee and recommended to Full Council for their acceptance, seconded by Cllr. Crozier

420. Correspondence.

a) West Devon Borough Council – Paying for Council Services

Earning money from investments, sharing services with South Hams District Council, restructuring senior management, savings from new contracts and prudent financial management: just some of the ways that West Devon Borough Council has managed to balance its budget this year.

Unprecedented cuts in core government funding means that balancing the budget has been a constant challenge for West Devon Borough Council over the past few years.

This year, thanks to sound financial management, our successful Invest to Earn programme and some difficult decisions, the Council has not only managed to present a balanced budget and close a predicted budget gap of £440,000, but has also put money aside for key projects that support the Health and Wellbeing of the Borough.

(b) Beregen - Graphite Mat

I write further to the Full Council agreement to take on the cost of the Standard Plus 115 x 180 Carbon Graphite Mat situated in the main entrance of the Parish Hall for a further 12 month.

Over time this mat has been very effective in two ways;

- a) Dissolving the problem of the floor becoming wet from parishioners footwear and
- b) Helping to protect the floor and maintaining the surface.

I am sure you will agree this mat still provides excellent “value for money” as the mat is regularly serviced, therefore I write enclosing this year’s invoice and request the payment of £205.41 made payable to Bere Alston Regeneration Partnership Ltd, being the councils share of the enclosed Initial invoice.

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

421. Agenda items for next meeting.

1. A review of Financial Regulations
2. Property inspection report
3. To review terms of reference

There being no further business the Chairman thanked members for attending and declared the meeting closed at 9.05pm.

Signed this 25th day of February 2020

Chairman.....