

## BERE FERRERS PARISH COUNCIL

At a meeting of the Finance and General Purposes Committee meeting held in the Council Chambers on Tuesday 20<sup>th</sup> June 2023.

### **Present:**

Cllr. R. Leithall	Chair of the Committee
Cllr. P. Crozier	Chair of the Council
Cllr. P. Dennis	Cllr. V. Grose
Cllr. B. Lamb	Cllr. R. Maycock
Cllr. D. Pengelly	

### **100. Apologies**

All members of the Committee were present at the meeting.

### **101. Declaration of Interest**

There were no declaration of interests made.

### **102. Notification of items for information at the discretion of the Chair. No action can be taken on these items**

Cllr. Lamb - the Mansbridge Balment estate agent's office in Fore Street, Bere Alston, have been given notice by their landowner and need to vacate the building by the end of June 2023. The landowner is proposing, subject to planning permission, to make it a residential property.

There is no approval yet with regards to the Co-Op application and they are still in the process of answering the list of questions, given by the West Devon Borough Council planning department.

### **103. Matters arising from the meeting held on the 23<sup>rd</sup> May 2023**

The minutes were adopted and approved at a Council meeting held on Tuesday 30<sup>th</sup> May 2023.

#### Matters Arising

##### Minute 27

Further discussions with regards to the Parish Hall carpark will be discussed at the Council meeting on 27<sup>th</sup> June 2023.

The Workman has collected the pot holes patching material from Mary Tavy Parish Council.

The issue of poor visibility on Denham Bridge Road due to high hedges, have been reported to Devon Highways. They have informed the Clerk that it does not meet their criteria for a safety problem and no action will be taken. Highways state though that they do not ignore the information, but use it to measure, benchmark and analyse their performance and to help plan their future works programmes and determine their priorities.

##### Minute 28 (619)

Cllr. Pengelly will liaise with the Workman regarding obtaining concrete slabs to be placed on the motorcycle parking area in the parish hall carpark. A parking sign will also be put up.

##### Minute 28 (620 (548))

The extension on the Parish Hall application with the Land Registry is due to expire on 21<sup>st</sup> June 2023. A commercial value of the Parish hall is still outstanding and is in progress. The Clerk to request another extension. The notice served on the Doctor's Surgery, regarding the 4 spaces of the Council in their car park has resulted in no objections.

##### Minute 28 (620(554))

The external lighting around the Parish Hall has been installed. It was noted that the light outside the kitchen is now permanently on. Cllr. Dennis has asked an Electrician to install a sensor on the light.

##### Minute 28 (620 (549))

Although not as bad as it was, Cllr. Maycock reported there are still rats on the allotments. The Workman will continue to monitor weekly and to place bait boxes back down in mid-July.

- Minute 28 (620 (556)) The Beregen agreement has been signed by the Trustees and will now be given to Cllr. Crozier, as Chair of the Council, to sign.
- Minute 30 Cllr. Lamb had requested at the 23<sup>rd</sup> May meeting, an explanation from the Clerk on the money spent from the remaining earmarked reserve for the new cemetery road. The Clerk to report at the 18<sup>th</sup> July meeting.
- Minute 35 It was noted the Committee's Terms of Reference should include 'The Committee to approve and minute all movement in and out of earmarked reserves.
- Minute 37 After review the quotes, the Clerk has taken out an annual maintenance contracts for the Emergency Lighting and Fire Extinguisher Maintenance.
- Minute 39 Cllr. Dennis to forward a copy of the fire check report for the Parish Hall to the Clerk.

**104. To accept the June 2023 accounts for payment**

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

**105. To accept the F & G.P Detailed Receipt and Payment Report ending 30<sup>th</sup> April 2023**

Cllr. Crozier proposed acceptance of the report, seconded by Cllr. Pengelly.

**106. To accept the reconciled bank statement ending 30<sup>th</sup> April 2023**

Cllr. Leithall proposed acceptance of the reconciled bank statement, seconded by Cllr. Maycock.

**107. To accept the F & G.P Detailed Receipt and Payment Report ending 31<sup>st</sup> May 2023**

In 2022 the Council fixed their annual insurance rate for 3 years. It was noted that the annual insurance paid this year was £309 more than the fixed rate. The Clerk has contacted the insurance company.

Cllr. Lamb proposed acceptance of the report, seconded by Cllr. Crozier.

**108. To accept the reconciled bank statement ending 31<sup>st</sup> May 2023**

Cllr. Leithall proposed acceptance of the reconciled bank statement, seconded by Cllr. Dennis.

**109. Review of the Internal Audit Report 2022/2023**

The report recommended the following:

1. A Training Policy for both for staff and councillors, an Anti-Fraud & Corruption and a Complaints Procedure be adopted. The Clerk to put these policies together for review and adoption by the Committee.
2. A reminder that documents added to the website should be WCAG 2.1 compliant. The Clerk to action.
3. A recommendation a separate Financial Risk Management Policy be considered by the Council. After discussions it was agreed that this is not required, as the information is already listed in the Council's Risk Management Policy.

It was noted that the report stated 'The Transparency Code applies due to the Council's annual turnover being below £25,000', which is not correct. The Clerk informed the Committee that although the Council's turnover over £25,000, it was still advised that the Transparency Code be followed.

**110. Open Spaces Committee recommended recreational fields and car park hire charges**

Cllr. Maycock proposed going into Part 2, seconded by Cllr. Grose.

Cllr. Leithall proposed coming out of Part 2, seconded by Cllr. Crozier.

Cllr. Lamb proposed the Council charge commercial businesses, £13 per session to hire the recreational fields. Each session to be up to 4 hours, unless agreed otherwise with the Council. Seconded by Cllr. Crozier. A vote was taken. Six for, one abstained. Motion carried.

Cllr. Crozier proposed £20 per session to hire the car parks. Each session to be up to 4 hours, unless agreed otherwise with the Council. Seconded by Cllr. Lamb. All members in favour. Motion carried.

Cllr. Maycock proposed if exercise classes taking place on the recreational field are to be offered free of charge for residents, the Council are happy to support and promote the classes. Seconded by Cllr. Lamb. All in favour. Motion carried.

**111. Authorization from the F & G.P Committee to transfer the southern Links Training EMR fund to the Southern Links Council Training Committee's nominated Parish Council**

The Clerk is waiting on confirmation of the Southern Links Committee's nominated Parish Council. This item will therefore be deferred to the 18<sup>th</sup> July 2023 meeting. Once confirmed, the Committee will require a copy of the nominated Parish Council's minutes confirming taking over the management of the fund.

**112. Correspondence**

There was no correspondence.

**113. Agenda items for the next meeting**

1. Authorization from the F & G.P Committee to transfer the southern Links Training EMR fund to the Southern Links Council Training Committee's nominated Parish Council.
2. Monthly Audit to be completed by Councillors.

**114. Questions from the public, at the discretion of the Chair**

There was no members of the public present at the meeting.

There being no further business, the Chairman thanked members for attending the meeting and declared the meeting closed at 9.12 pm.

Signed by the Chair

Dated 27<sup>th</sup> June 2023