

BERE FERRERS PARISH COUNCIL

At a meeting of the Finance and General Purposes Committee meeting held in the Council Chambers on Tuesday 18th July 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	

In Attendance: Cllr. P. Archer and Cllr. M. Patterson

165. Apologies

All members of the Committee were present at the meeting.

166. Declaration of Interest

There were no declaration of interests made.

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

Cllr. Lamb – all Councillors were forwarded an email from West Devon Borough Council, regarding the Cycling and Waking project. This is a project that will come together to recommend a series of prioritised infrastructure measures, geared around the key population centres. After discussions with the Chair of the Council, Cllrs Lamb and Grose are going to request to be included in meetings, going forward.

Cllr Dennis reminded members that bookings for the Parish Hall, need to be done via the Beregen booking system, or via phoning the Beregen phone number.

Cllr. Grose – Landulph Parish Council have contacted this Council, requesting an informal visit to the Bere Peninsula, in order to exchange ideas about climate/environmental approaches and being part of the Tamar AONB. The Clerk to organise a meeting.

Cllr. Leithall stated he has had issued logging onto NatWest Bankline. Cllr. Lamb is also unable to log in. Cllr. Crozier to request a New PIN and card for both Councillors from NatWest.

168. Matters arising from the meeting held on the 20th June 2023

The minutes were adopted and approved at a Council meeting held on Tuesday 27th June 2023.

Minute 103 (28 (619))

The Clerk to chase up with the Workman when the concrete slabs and parking sign will be placed on the motorcycle parking area in the Parish Hall carpark.

Minute 103 (28 (620 (548))

Cllr. Dennis has obtained, from Mansbridge and Balment Estate Agent, valuations for the Parish Hall and the Bere Alston recreation field. Cllr. Dennis proposed forwarding the valuation for the Parish Hall, along with the confirmed registration fee of £140 to the Land Registry, in order to complete the registration. Seconded by Cllr. Lamb. All in favour.

The valuation of the Bere Alston recreational field is based on a total of 7.5 acres and subsequently the registration fee will be £220. The application for the Bere Alston recreational field has expired and it was agreed not to resubmit the application, until the Parish hall application had been successfully completed and the acres quoted was checked.

The Council will formally write to the Estate Agent thanking them for their assistance in this matter and providing the valuations free of charge.

<u>Minute 103 (28 (620 (554))</u>	The action to install a sensor on the light outside the Parish Hall's kitchen is still in progress.
<u>Minute 103 (30)</u>	The Clerk gave the Committee a breakdown on all the spend from the earmarked reserve for the new cemetery road.
<u>Minute 103 (39)</u>	Cllr. Dennis to forward a copy of the fire check report for the Parish Hall to the Clerk.
<u>Minute 107</u>	<p>The Clerk reported that the three-year long-term agreement the Council took out with the Zurich insurance was not a fixed price. Their explanation was 'What the long-term agreement is, is you are agreeing to stay with Zurich for a longer period of time, we will apply discount to each year of the agreement as a gesture of goodwill. The premium can still go up or down depending on if you add or remove items or our rates go up or down. The main reason for the increase this year is due to index linking.'</p> <p>After discussions, the Committee requested to have a look at the contract at the next meeting.</p>
<u>Minute 109 (2)</u>	The Clerk to check with the website provider, how best to check that the website is WCAG 2.1 compliance.
<u>Minute 111</u>	There is no confirmation on which Parish Council will be taking over the funds for the Southern Links Committee. Until confirmed, this Council will continue to hold the funds and pay any training invoices due payment.

169. To accept the July 2023 accounts for payment

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

170. To accept the F & G.P Detailed Receipt and Payment Report ending 30th June 2023

For nominal code 4265 – Postage/petty cash, the words petty cash to be removed, as it is no longer used.

Cllr. Leithall proposed acceptance of the report, seconded by Cllr. Grose.

171. To accept the reconciled bank statement ending 30th June 2023

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

172. Monthly Audit to be completed by Councillors

Prior to the covid pandemic, the Council had a system in which two members of the Council, prior to the monthly Council meeting, conducted an audit paper trail of a couple of transactions from start to finish. This method may not be relevant, as all transactions are now done online. After discussions it was suggested that perhaps twice a year, Councillors audit staff mileage claimed and petrol payments. The Clerk to draw up a process for the next meeting.

173. Review and approve the Council's Complaints Procedure

The Clerk, prior to the meeting, had emailed the Complaints Procedure out to all members. No one had any amendments or additions for the document.

Cllr. Leithall proposed approval of the Complaints Procedure, seconded by Cllr. Lamb. All in favour.

174. Staff Matters. To be taken into Part 2

There was no staff matters to be discussed.

175. Community Art Project – discuss a request from the Berey Crafters craft group in Bere Alston to create a piece (possibility a mosaic depict of the history of the village) of art to be displayed in the village

After discussions the Councillors had a few questions, they wished to ask the Craft group, therefore it was suggested the Group be invited to attend the Council meeting on 25th July 2023, to discuss their request further.

176. Correspondence

1. The Clerk has received an email advising that the Fixed Wire Testing (EICR) on the distribution boards in the Parish Hall, are required to be done every 3-5 years.

Cllr. Dennis informed the Committee that this testing has been undertaken by a local Electrician and he will ask that test date stickers are now added to the boards.

2. A letter from NatWest confirming that the Tavistock branch will be closing on 18th October 2023.
3. An email from the Bere Alston Primary School Headteacher, informing the Council that a Pizza van had requested to trade in their car park and wanted to run this past the Parish Council before permission was given.

After discussions, the Clerk was asked to pass back to the Headteacher that the Parish Council have no objections.

177. Agenda items for the next meeting

1. Training and Development Policy for Staff and Councillors.
2. Anti-corruption Policy
3. Bi-annual Audit to be completed by Councillors.

178. 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 8.31 pm.

Signed by the Chair

Dated 25th July 2023