Bere Ferrers Parish Council

At a meeting of the Finance & General Purposes committee held in the Council Chamber Bere Alston on Tuesday 20th February 2018.

 Present

 Cllr. H. Boot-Handford Chairman

 Cllr. R. Leithall Chairman of Council

 Cllr. P. Dennis Cllr. M. Page Bailey

Cllr. R. Maycock Cllr. E.K. Wager

**1597. Apologies.**

Apologies were received from Cllr. Lamb due to West Devon Borough Council meeting.

**1598. Notice of items for information at the discretion of the Chairman. No decisions can**

 **be made on these items.**

1) Cllr. Boot-Handford – George Nash’s funeral will be held on Wednesday 7th March at 1.30pm.

2) Cllr. Page-Bailey – There has been notification that there is £3.5K still left in the TAP Fund if

 anyone wishes to apply.

3) Cllr. Wager – Driving along The Down in the dark there are people walking their dogs wearing

 dark clothing with no illumination whatsoever, have narrowly missed them, could

 this be put in the Church Magazine. Cllr. Dennis also asked this include bicycle

 riders and the paper boys they go around at about 6-6.30am and cannot be seen.

**1599. Accounts for payment.**

The Clerk circulated the accounts for payment to Councillors by email.

Discussions took place.

Cllr. Dennis proposed payment, seconded by Cllr. Maycock.

**1600. Financial Statements.**

The Clerk circulated the financial statements to committee by email.

F&GP Clerk to enquire about an insurance for staff sickness.

The question was asked regards length of time off and the pay scale. Cllr. Leithall stated the period is 2 months at full pay then 2 months at half pay. It was felt a letter should be sent to the workman informing him of this.

Cllr. Boot-Handford proposed acceptance of the finance sheet, seconded by Cllr. Dennis.

Toilets Cllr. Maycock proposed acceptance of the toilet finance sheet, seconded by Cllr. Dennis.

**1601. To accept the reconciled bank statement.**

The Clerk circulated the reconciled bank statement by email to committee.

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

**1602 Parish Hall car park-lighting, parking bays and resurfacing.**

The Clerk has spoken with the representative from Western Power who came to look at the complaint regards the overgrown tree at the entrance to the car park. He is allowed to trim back a meter both sides of the lamp post to allow the light to shine onto the pavement, which he proceeded to do. If it was felt that more was needed then Council should contact the owner of the property and ask them to clear the rest.

Discussions were had regards lighting. Cllr. Dennis felt the outside porch light could be changed to more of a floodlight.

There is a problem with a parishioner using the disabled parking bay continuously; this was provided for Parish Hall use.

It was proposed that a letter be sent to the person concerned stating that in order to allow disabled persons using the hall, would you please use either a free parking space in the car park or one of the three spaces Council are allowed to use in the surgery.

Car park surface defer to next meeting.

**1603. Notice Boards.**

The Council has been awarded £2,300.00 towards the purchase of notice boards; discussions took place.

The Clerk received a quotation from Nathan Blamey for an Oak Notice Board with toughened glass, with a single door fitted for £850 inc. vat. Size would be a meter square. It was decided to ask for two of these one for Bere Alston and one for Bere Ferrers. Cllr. Dennis felt it would be a good idea to mount the Bere Alston one on the front of the public toilet wall in the centre as this would give better level access, committee agreed. The Bere Ferrers one to be post mounted in the same place as the old one.

Clerk to obtain another notice board of anodised aluminium to be placed in the car park at the Recreation Field at The Down, size to be H750 x W750 x D30 post mounted.

**1604. To review Wayleaves.**

There are two wayleaves, the first is the Victoria Social Club to allow access to the Club by the Brewery Lorry and members: this is £100.

The second is Mr. Churcher at the book shop who has a joint wayleave with West Devon to cross the area in-front of the garages and then to cross the car park: our portion is £50 per annum.

As there is now a new owner to the private garages discussions took place with regards charging them a wayleave to cross the car park of £100. This to be investigated.

**1605. Procurement Policy**

Cllr. Leithall has circulated this policy document to all committee members by email.

Discussions took place. The only item queried was by Cllr. Boot-Handford who did not think paragraph two page one was clear enough. Cllr. Leithall agreed to revise this and produce draft (B) for F. & G. P. next month.

**1606. Update on new accounting system.**

Cllr. Dennis explained that all the necessary data is now on the spread sheet. He needed to devise a formula to produce the balances which would then give the Clerk and Assistant Clerk easier usage and less time making up the accounts.

He will produce a copy for the Auditor to look at and agree its usage.

**1607. To review our terms of reference.**

Cllr. Page Bailey has reviewed these and proposed it fit for purpose, seconded by Cllr. Maycock.

**1608. To review the Health and Safety Report.**

Cllr. Boot-Handford has reviewed the Health & Safety policy and proposed it fit for purpose, seconded by Cllr. Dennis.

**1609. To receive Fire Risk and check of Beregen’s Maintenance Log.**

Cllr. Boot-Handford inspected the documents and proposed acceptance of the maintenance log as an up to date record, seconded by Cllr. Maycock.

**1610. Update on Neighbourhood Plan.**

Cllr. Maycock explained that the Plan is now in the consultancy stage, and the group have selected an Examiner for the Plan. The Plan is non contentious and will be dealt with by written representation.

**1611. Correspondence.**

1) B.T. The Council’s contract is now up and the Clerk received an email offering Council a

discount plan – saving £112.80 a year, current monthly cost £62.20 new monthly cost £52.80, unlimited Fibre Broadband-speeds up to 40MBps and 200 free minutes per month-UK Landline calls-Business Complete.

 Cllr. Dennis proposed accept the offer, seconded by Cllr. Page Bailey.

2) Wessex Resolutions CIC.

We are a not-for-profit organisation working in partnership with West Devon Borough Council.  We provide council subsidised loans to homeowners for essential home repairs and have been working across the district for over 10 years.  We are always keen to raise awareness of the work we do particularly across rural areas and would appreciate your support

We would be really keen to have an annual advert in the parish magazine if you have one?  If there is a charge for this, please let us know and we can review.

3) Grant Thornton External Auditor.

The Clerk read the matters reported by the External Auditor. Discussions took place and the committee did not agree with some points and so it was agreed that the Clerk should contact Grant Thornton and ask them to explain what they mean by their comments, also a copy to be sent to the internal auditor.

**1612. Agenda Items for next meeting.**

1. Financial Regulations.

2. Car Park surface

There being no further business the chairman thanked members for attending and declared the meeting closed at 9.20pm.

Signed this 27th  day of February 2018.

Chairman………………...