Bere Ferrers Parish Council

At a meeting of the Finance & General Purposes committee, held in the Council Chamber Bere Alston on Tuesday 20th June 2017.

 Present

 Cllr. H. Boot-Handford Chairman

 Cllr. R. Leithall Chairman of Council

 Cllr. P. Dennis Cllr. R. Maycock

Cllr. B. Lamb Cllr. M. Page-Bailey

**In Attendance.** Cllr. Wager.

**1231**. **Apologies.**

Apologies for absence were received from Cllr. Munn due to illness.

**1232. Items of interest at the discretion of the Chairman. No decisions can be made on**

 **these items.**

1) Cllr. Lamb – because of his position as a Borough Councillor Cllr. Lamb will resign his position

on Southern Links, to allow this Council to send a representative, as he can attend in his own right as Borough Councillor. Refer to Full Council.

2) Cllr. Munn – sent the Clerk the following email;

Bere Ferrers Village group have asked whether the Council would consider buying the Table Tennis Table. The VAT on this item could then be reclaimed.

 Refer to Open Spaces.

**1233.** **Accounts for payment.**

The Clerk circulated the account sheet to members by email; the total sum is £9742-79.

Cllr. Dennis proposed payment seconded by Cllr Lamb.

**1234. Financial Statements.**

The Clerk circulated the financial sheets for June by email to all committee members.

1) Cllr. Dennis asked the Clerk about Works Pension – the Clerk stated the workman did not wish

 to join the scheme.

 Cllr. Dennis proposed that the set aside monies for Works Pension Scheme be used as monies

 where necessary, seconded by Cllr. Page-Bailey.

Cllr. Dennis proposed acceptance of the finance sheets, seconded by Cllr. Maycock.

2) Toilet Finance Sheets. Cllr. Dennis proposed acceptance of the toilet finance sheets, seconded

 by Cllr. Maycock.

**235. Office Stationary (Logo) and revamped letter head.**

Defer to July meeting.

**1236. Inspect Bank Mandate and Direct Debit Mandates.**

Cllr. Boot-Handford inspected the bank mandate and reported to committee. Cllr. Maycock proposed acceptance for another year, seconded by Cllr. Dennis.

**1237. Review Equal Opportunities Policy.**

The Clerk circulated this to all Councillor’s, Cllr. Dennis proposed this be accepted for another year, seconded by Cllr. Maycock.

**1238. Review Health & Safety Policy.**

Cllr. Dennis has reviewed the policy and as there are no updates Cllr. Dennis has proposed that the policy is fit for purpose, seconded by Cllr. Maycock.

Cllr. Dennis enquired about the First Aid Kits, the Clerk stated that both need contents updating. Also Cllr. Lamb felt an inspection of the workman’s store should be undertaken.

Cllr. Boot-Handford and Cllr. Dennis to undertake inspection and report back to F&GP and Open Spaces.

**1239 Review of Lone Working Policy.**

Defer to July meeting.

**1240. Amendment to Standing Orders 2017.** Proposed by Cllr. Lamb, seconded by Cllr.

 Boot-Handford. ‘A Councillor may require that an item be placed on the Council on a

 Committee agenda on giving notice to the Clerk and respective Chair, seven working

 days before the date of the meeting. In cases of extreme urgency that affect the Parish

 Council or Parish in general the Chair of Council or a relevant Committee and the Clerk

 may place such an item on the agenda at any time up to and including during the

 meeting. The item can then be debated and voted upon in accordance with normal

 procedures. Any such late inclusion should be circulated to Councillors wherever

 possible.’ Supported by Cllr. Dennis, Cllr. Munn and Cllr. Pengelly.

The Clerk contacted Lesley Smith of DALC regards placing an item on the agenda at any time up to and including during the meeting, the following is her reply;

Yes this needs a bit more thought – to make a valid decision at a meeting the item must have been on the agenda, which would be issued with three clear days’ notice to councillors, and the public having notice of the meeting with three clear days’ notice. Genuine emergencies are very rare – it’s much more likely that someone forgot to include an item for the agenda that should be on it – in which case the council should hold an extraordinary meeting or hold the matter over until the next available meeting.

If there is a genuine emergency then it is unlikely to coincide with a meeting. So the council needs another way to deal with genuine emergencies. One way is to give the clerk delegated authority to incur expenditure of up to a certain amount following consultation with the chairman and/or vice chair (or committee chair – whatever arrangement the council are happy with, and which is practical in case of an emergency). If an emergency did coincide with a meeting then the matter could be discussed then and there but the standing orders would still apply in that it would legally be the clerk who makes the decision, following the required consultation.

The only other arrangement would be that the council do agree to do something that is not on the agenda but that action would have to be ratified at a later meeting when it could be properly agenda – and then there is a risk that the decision is not upheld. So I don’t recommend relying on this course of action.

The three clear days’ notice for agenda items is there for very good reasons – people need to be able to read up on the subject – decisions should not be made on the basis of hastily reported facts, misunderstandings or knee jerk reactions – especially if money is involved – the council has to know the financial effects of their decision making, including whether they actually have enough money in the bank.

Discussions took place and it was agreed to strike out from-In case of extreme all 3 paragraphs.

Cllr. Page-Bailey proposed acceptance of the amendment as per alterations, seconded by Cllr. Dennis.

**1241. Review Financial Regulations.**

Discussions took place, it was agreed that the Chairman of Council and Cllr. Lamb to review the item reference Tenders etc. and report back to July F&GP.

**1242. To discuss the Auditors Report.**

The Auditors Report and recommendations is bound with and forms part of these minutes.

Discussions took place on the internal audit recommendations and it was agreed that questions need to be put to the auditor and possibly invite him to attend a meeting.

Discussions also took place regards looking into an accounting package because of the problem highlighted by the auditor. Cllr. Page-Bailey gave a summary of the one he uses, the clerk also mentioned RBS (Rialtas Business Solutions).

Because of the item highlighted by the auditor the Clerk prepared spread sheets and transferred the data over, this took 9 hours.

Cllr. Boot-Handford proposed the Clerk be paid 9 hours overtime, seconded by Cllr. Maycock.

**1241. Review Financial Sheets.**

Cllr. Boot-Handford asked all members present if they understood the financial sheets, all agreed they did.

**1242. Defibrilator monthly report.**

The Clerk has received Cllr. Hanson’s monthly report, also Mrs King’s three monthly report all is in order. The Clerk has not received Mrs. Pools report for the Bere Ferrers Defibrillator.

**1243. Briefing by Cllr. Maycock on Neighbourhood Plan Progress.**

The group are meeting regularly and working on the responses from the second consultation which is nearly completed.

The next step is working on our responses based on the evidence received. We are continuing to move forward, once completed the document has to be proof read and we are trying to find the right person to do this. Once it has gone through this stage it will come back to Council for approval.

The final draft needs to be printed which will then be Version 3 and the final version, this will then go to West Devon Borough Council and then onto the Inspectorate.

Cllr. Boot-Handford commended the group for all their hard work.

**1244. Correspondence.**

1. Chubb Fire & Security Ltd. – The Clerk reported that the extinguisher service

 has taken place, but it has been advised by Chubb that we require a

 replacement for the 1 off Water with additive which is an obsolete model,

 to be replaced with FX6L Foam Extinguisher. Clerk to order.

2. National Grid Overhead Power Line Refurbishment Community Update.

 We’d like to thank everyone for their patience during the period in communities where we

 must close roads. This action is in the interest of your safety because we use heavy

 machinery to refurbish the line when installing the new wires.

  Everything is going to plan and our expected completion time is Autumn 2017.

 Remember you’ll see us replacing wire and equipment on all sections twice as we work on

 each side of the pylon at different times to avoid cutting the local electricity.

3. West Devon Borough Council.

**West Devon Garden Waste Collection Service to Change from July**
West Devon Borough Council is introducing a new ‘opt in’ garden waste service to replace current collections.

The service will be fortnightly, with garden waste collected in new style sacks with permits attached. Residents signing up for the scheme will be issued with four permits and four new sacks which are a different design from the existing ones.

Residents can subscribe to the new scheme for £40 a year at [www.westdevon.gov.uk/gardenwaste](http://track.vuelio.uk.com/z.z?l=aHR0cDovL3d3dy53ZXN0ZGV2b24uZ292LnVrL2dhcmRlbndhc3Rl&r=9560661991&d=3879789&p=1&t=h&h=5ac9d0d57e9f46e4072efc314775eb69) from 26 June. Households across the Borough will soon receive a leaflet about the new scheme and how to sign up.

The service starts on the 31 July and anyone signing up before this date will be able to take advantage of an introductory offer of buying 14 months for the price of 12.

**Cllr Robert Sampson, West Devon Borough Council’s Lead Member for Commercial Services, explains why the Council is introducing the service:** "Our current service is greatly valued by residents and we would prefer to keep this discretionary service free but it is simply not possible due to reductions in council funding.

“Most Local Authorities now charge for garden waste collections or are thinking of doing so. We believe we are offering greater value for money than many other authorities by providing four large sacks rather than a single wheelie bin.

"Like many other local authorities, we have introduced what we know is a cost effective charge for the garden waste service and hope residents will understand the reasons for introducing this.”

For householders using the current garden waste service, the last collection will be between the 3 - 14 July. From the 17 - 28 July, there will be no garden waste collections as the Council prepares for the new service which starts on the 31 July.

Residents will still be able to dispose of their garden waste free of charge by taking it to one of the local recycling centres. Residents may also like to try home composting. Subsidised compost bins are available to buy for £15 from the council offices at Okehampton and Kilworthy Park and will also be available at Okehampton and Chagford Shows.

Cllr. Dennis stated we have not seen any provision for the elderly and not so well off parishioners to be able to pay in instalments to purchase the new system.

4. West Devon Borough Council Events in Bere Alston.

Please can you let me know if there are any upcoming community events in Bere Alston that WDBC can have a stall at to publicise our change to Garden Waste collections. I know that there is a Saturday market in the Parish Hall but don’t know the correct contact – do you have it.

Any information happily received.

Cllr. Lamb is in touch with Mozza and will pass the information on.

**1245. Questions from any members of the public present at the discretion of the Chairman.**

 Cllr. Dennis reported on the problems being caused at the Shilla Mill Recycling Centre and tip.

Yesterday there were 20 cars waiting to go into the centre parked on the road early in the morning, the tip was once again closed to move containers. Both workers were just standing around doing nothing, this is a dangerous situation as it brings the road down to single file traffic coming from Bere Alston to Tavistock and vice versa which makes it a head on situation. Other councillors agreed and Cllr. Lamb stated this was discussed in West Devon to-day they advise people to contact County about this.

Clerk to contact Devon County.

**12456. Agenda Items for next meeting.**

1. Review of Financial Regulations.

2. Office Stationary (Logo) and revamped letter head.

3. Review Lone working policy

4. Report back on discussions with the Auditor.

5. Report back on Cemetery store inspection.

6. Review Inventory of Assets.

7. Property Inspection Cllr. Dennis & Cllr. Boot-Handford.

8. Eaon Wager Allotment Trophy.

There being no further business the chairman thanked members for attending and declared the meeting closed at 9.15pm

Signed this 27th day of June 2017.

Chairman………………...