Bere Ferrers Parish Council

At a meeting of the Finance & General Purposes committee held in the Council Chamber Bere Alston on Tuesday 24th July 2018.

 Present

 Cllr. M. Page-Bailey Chairman

 Cllr. H. Boot-Handford Chair of Council

 Cllr. P. Dennis Cllr. D. Pengelly

 Cllr. R. Maycock

**1870. Apologies.**

Apologies were received from Cllr. Leithall due to family business, Cllr. B. Lamb due to holiday’s.

**1871. Notice of items for information at the discretion of the Chairman. No decisions can**

 **be made on these items.**

1) The Clerk- has contacted Mr. Steve Hingston asking him to give a price to repair the concrete

Hanging post on the main gate at The Down as the post is broken and dangerous.

The Clerk will get it done ASAP.

2) Cllr. Page-Bailey – has been contacted by a parishioner asking if Fore Street can be cleaned up

 for the Open Garden Day.

3) Assistant Clerk- brought to committee’s attention that the bin outside the kissing gate on The

 Down is missing.

 The Clerk informed committee that this is West Devon’s bin and they are

 sourcing another one.

 **1872. Minutes of the meeting held on 19th June and taken as read, to deal with matters**

 **arising.**

Matters Arising

Minute 1807(1) – Cllr. Boot-Handford asked if there was any more information about the New

 Preschool being opened by Bere Alston School. The Clerk has spoken with Mrs.

 Jeans who confirmed that people have been trying to register their children for

 the new playschool with no success.

 Clerk read the following letter from Paul Gentle

 I'm writing on behalf of Beregen Trustees to advise the Parish Council that we

 have been given notice that our current pre-school provider intends to close down

 and cease renting space from us on Friday 20 July. This is due to the Primary

 School launching its own prevision for 3 and 4 year olds from September 2018.

 A competing pre-school is therefore not viable for this age group.

 We are seeking alternative users, but we wanted to advise you of this development

 as soon as we have become aware of it ourselves.

Minute 1812 – Audit. Cllr. Page Bailey stated that things have been brought up at the last Audit

 and have not been corrected.

 Cllr. Boot-Handford asked the Clerk if the books are now balanced, the Clerk

 confirmed they were and would be presented at Full Council.

The Auditor noted that F. & G.P. confirmed the precept in 2017 where as it should have recommended the precept figure to Full Council. The Clerk assured Cllr. Page Bailey that this has been corrected in 18/19 Precept. The Chairman of Council confirmed that the Auditor has only given her the correct wording this year.

Also the Notification notice was incorrect; the Clerk dated it two days early.

Minute 1814 – New notice boards: the Clerk has tried this evening to contact Nathan Blamey but

 with no success. She has left a message on his answering machine asking him to

 let the Clerk know how the notice boards are progressing.

Minute 1819- Cllr. Page Bailey asked about the state of the Bere Ferrers Toilets after Watersports.

 The Clerk reported that Cllr. Musgrave was looking at them on the Sunday.

 Mrs. Poulton had no problem at all with the cleaning.

Minute 1820- Floodlights Parish Hall. Cllr. Dennis has spoken with the electrician, the lights cost

 £50 each and the electrician offered to fit them.

 Cllr. Page Bailey and Cllr. Boot-Handford asked that 3 quotes be submitted for this

 work.

Minute 1821- Trailer. Cllr. Dennis has circulated the advert for the trailer to local websites but if

 it doesn’t sell he will put it on Gum Tree.

**1873. Accounts for payment.**

The Clerk circulated the July account sheet for payment to all members of committee in advance by email.

Cllr. Boot-Handford stated that the total on the cheques for payment column is incorrect it has not accepted the first item, Clerk to correct and re issue.

Cllr. Boot-Handford proposed acceptance of the accounts for payment with the correction, seconded by Cllr. Maycock.

**1874. Financial Statements.**

The Clerk circulated the financial statement to all members of committee in advance by email, but not the Chairman as he was not on the mailing list.

Toilets Cllr. Maycock proposed acceptance of the financial statement for the Toilets, seconded by Cllr. Dennis.

F&GP Cllr. Boot-Handford asked the Clerk where the staff back pay is shown on this statement. The Clerk has not entered the sum as committee needs to make the decision as to what it would come out of.

Cllr. Boot-Handford stated that there is a carried forward figure of £5,500-21p not allocated as yet.

Cllr. Boot-Handford proposed that the back pay be taken from this sum of money, seconded by Cllr. Maycock.

Cllr. Maycock proposed acceptance of the F&GP Finance Statement with the above addition, seconded by Cllr. Boot-Handford.

**1875. To accept the reconciled bank statement.**

The Clerk apologised but she has not been able to reconcile the bank statement as there were two bank statements missing.

 Cllr. Dennis asked to move items 12 and 13 up to be able to discuss them before the decision

 was taken on the outsourcing of staff wages.

 **1876. Staff Sub-Committee terms of reference.**

The following are the terms of reference for the Sub-Committee;

1. To review staffing structures and levels and make recommendations to the Council.

2. To agree and review annually contracts of employment, job descriptions and person specifications for staff.

3. To review staff salaries and terms of conditions and make recommendations to Council.

4. To oversee the staff assessment procedure.

5. To appoint from Council a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally consist of the Chair of Council, the Chair of F&GP and one Councillor from the Staff sub-committee.

6. To review all Council polices that relate to staff employment on an annual basis.

7. To ensure the Council complies with all legislative requirements relating to the employment of staff.

8. This sub-committee will report to F&GP.

**1877. Staff Sub- Committee recommendations.**

Cllr. Page-Bailey- I would like to bring forward these recommendations. Some of which were not discussed in the initial meeting but are as a result of further consultations at which not all members of the sub-committee were able to be present. However the members of the staff sub-committee have subsequently been consulted on all of the points and they fully agree with all the recommendations.

STAFF COMMITTEE RECOMMENDATIONS TO F&GP

These target points have the following main triggers:

1. To ensure a smooth transition if and when staff wish to move on and that contingencies are in place to cover staff absences.

2. To ensure that the financial mistakes which have occurred recently cannot be repeated

3. Support the Asst. Clerk to gain the CILCA Qualification

4. Move the Council towards the NALC Local Council Award Scheme

* By the end of July we will outsource our payroll work. This could cost as little as £25 per month.
* When the accounts package is installed we have one employee inputting the information, but Mary, Cheryl, Mark and Hilary will attend the training sessions. We recommend that the Assistant Clerk undertakes input with a monthly/weekly report to our Financial Officer (our Clerk). Training and installing the accounts software should take place in August with the software having this data for this year to date inputted before council returns in Sep
* Create an online banking account so that weekly bank reconciliations may be carried out
* The Asst Clerk will be encouraged to undertake the CILCA training to qualify as a Parish Clerk and the parish will pay the cost of the course. The parish will also support her should she require training from other nearby councils
* The Asst Clerk will change from clerk to Planning to clerk to F&GP from September. This is to help facilitate the Asst Clerk gain the CILCA qualification
* Mary to share her experience with Cheryl to help her with her training.

 Cllr. Dennis stated that the first item should not be directed at a person it should cover staff, it

 was agreed to alter this.

Cllr. Page-Bailey proposed that committee go into part 2 and invoke Standing Order P3, seconded by Cllr. Maycock. The committee were asked to vote on going into part two, all members agreed.

Discussions took place.

Cllr. Maycock proposed that committee come out of part 2 and revoke Standing Order P3, seconded by Cllr. Page-Bailey. The committee were asked to take a vote on revoking part two, all members agreed.

Cllr. Maycock proposed that Council adopt the Sub-Committee’s recommendations, seconded by Cllr. Page-Bailey. A vote was taken and all present were in favour.

**1878. To discuss the proposals from the Staff Sub-Committee to outsource staff wages.**

 Cllr. Dennis felt that staff wages should be kept in house, as the Sub-Committee is now in place

 the problems in the past should not happen.

 Discussions took place on this matter.

 The following three companies were asked to quote;

1. One Less Worry- Monthly cost of £28.00 Plus a one off of £50 per hour to bring Tax & NI

 into line on the staff back pay.

1. E2e – Monthly cost of £30 plus one off of £30.00 + £100 to set up pension.
2. West Country Payroll- Monthly cost £40.00 + £50 per year for back pay = £150 for set up.

 Cllr. Boot-Handford did not feel that the people around this table have the knowledge on these

 issues.

 Cllr. Page-Bailey asked the committee are they happy to go down this route of outsourcing staff

 wages if so we implement the outsourcing of the wages.

 A vote was called all present were in favour.

 Cllr. Page-Bailey proposed Council employ One Less Worry, seconded by Cllr. Boot-Handford.

 A vote was called all present were in favour.

**1879. To discus the position of the New Notice Boards.**

 Discussions took place and Cllr. Boot-Handford proposed that the notice boards stay in the

 same position, seconded by Cllr. Dennis.

**1880. To approve CILCA training costs for the Assistant Clerk**

 Cllr. Page-Bailey stated that the fees were as follows;

 Registration fee £250.00

 Four day training course at Taunton £340.00 + vat - this is one day a week for four weeks.

 Cllr. Page-Bailey asked the Assistant if she wishes to do the course, she agreed she

 would like to qualify.

 This totals £590.00 + Travel expenses.

 Cllr. Page-Bailey proposed that Council pays for training and travel expenses, seconded

 by Cllr. Maycock. Assistant Clerk to register after Full Council.

**1881 To discuss staff wages in Part Two.**

Cllr. Page-Bailey proposed committee go into part two and invoke standing order P3, seconded by Cllr. Maycock. The committee were asked to take a vote on going into part two, all members agreed

Discussions took place.

Cllr. Boot-Handford proposed revoke standing order P3 to come out of part two, seconded by Cllr. Dennis. The committee were asked to take a vote on revoking part two, all members agreed.

After checking the Assistant Clerks wage slip it was in fact incorrect and it was corrected there and then.

**1882. West Devon Monitoring Officer. Should the Monitoring Officer be informed of our Special Full Council Meeting and its discussions regarding staff pay?**

Cllr. Page-Bailey felt that we should inform the Monitoring Officer and say this is what has happened; this is what we have done to stop this happening again.

Cllr. Page-Bailey also discussed reporting the matter to HMRC who are the correct body for enforcement of the National Living Wage. This is the final stage in ensuring all relevant bodies that could take action against the Council have been informed.

Cllr. Pengelly proposed report to the Monitoring Officer, seconded by Cllr Maycock.

**1883 .To receive a report on the Neighbourhood Plan.**

Cllr. Maycock – the Plan has been published on West Devon’s Website they now have 52 days to call a referendum. Cllr. Dennis informed Cllr. Maycock that the hall has been booked for 27th September.

Cllr. Maycock the Committee will now meet to discuss the advertising of the Referendum.

**1884. To discuss any progress the Mosquito System or CCTV**

Cllr. Dennis – Mr. Higgins the owner of the garages is all in favour; he would like to meet up to

 discuss what system they wish to put forward.

**1885. Correspondence.**

1) West Devon Borough Council

Please find information below in regard to monitoring of waste and recycling in Bere Alston in July & August.

Devon County Council have a contract with Resource futures who have provided West Devon with a waste and recycling advisor to help communicate key messages about our waste service. The first part of the advisor’s role is to carry out participation monitoring and look at the residents waste when it is presented on collection day to understand if items are being placed in the correct box/sack. The advisor then compiles the data and compares the information from the participation monitoring that was carried out in the Borough last year. This forms part of our strategy of education going forward.

The participation monitoring will be carried out in Bere Alston and Meldon Fields on the following dates:

30th & 31st July,

6th & 7th August,

13th & 14th August.

If you require any further information please do not hesitate to contact me

2) Devon County Council Testing Time for Toilets

Council considers all the options

For many years now West Devon Borough Council has been working hard to protect the public conveniences across the Borough.

At a meeting of the Hub Committee, Cllr Sampson, Lead Member for Commercial Services was keen to stress that: “The Council has to respond to significant budget challenges. We are working hard to find savings from the public toilet budget by exploring different options for delivering the service. Maintaining the right level of service in the right place in the right way is key. ”

Consultation with the Towns and Parishes is paramount and it is equally important that the ward members are involved in that process. Cllr Philip Sanders Leader of West Devon Borough Council added: “Our aim is to reduce the overall cost of providing public conveniences and what we are saying is that a traditional council owned public toilet building might not always be the best way. Our aim is to work with communities to continue to offer toilets which the public have access to where they are needed”.

A number of public toilets in West Devon are already provided by local parishes through buildings which have been transferred from the Borough Council.

The Council has also worked with Princetown Parish Council to implement a pay on entry toilet scheme which has been successful and are now considering extending this to include other toilets.

Cllr Sampson concluded: “Whilst no-one wants to see public toilets close, the running of the toilets has to be done in the most cost effective way. In some cases we find that the number of people using public toilets is reducing where alternative toilets are available, for instance near local supermarkets which have facilities.”

The Hub Committee at West Devon Borough Council, today considered the options open to them, and agreed that they will look to make efficiencies savings of at least £50000 from the 2019 /20 public convenience service budget.

This will need to be achieved through a combination of pay on entry toilets, and community ownership. Closure of facilities is a last resort. The dialogue with the Town and Parishes will now begin and no closure will take place without a decision by the full Council.

3) Richard Martin Devon & Cornwall Police

You will be aware of the proposal for Devon and Cornwall Police to merge with Dorset Police.

A new website has been created which provides details of the proposal, FAQs and importantly, a survey in which you can give your views.

http://www.futurepolicing.co.uk

Devon and Cornwall Police and Crime Commissioner Alison Hernandez is very keen that town and parish councils submit their views by completing the survey. This can be completed both as a council and as individual councillors.

The survey is open until 27th August 2018.

I would be grateful if you would share details of the website and survey as widely as possible with your elected members and residents.

4) Tamar Valley AONB

 Making Every Contact Count- supporting others to make healthier lifestyle choices.

 The Tamar Valley Centre will be hosting a one-day training event next month, delivered by

 Healthy Cornwall

 Making Every Contact Count is a technique that anyone can use to support and

 encourage others to make healthier lifestyle choices

 The free training session is aimed at community organisations, local business and volunteers.

5) Devon County Highways.

We currently have some dedicated resource that is going to be going around filling grit bins that may be empty or low. We want to make the gangs as efficient as possible so could you let me know whether you know of any in your parish that either need filling or need attention. I will also check bins as I am driving around the area. The gangs will also be recording any defects with bins.

Cllr. Maycock reported that they all need filling.

**1886. Agenda Items for next meeting.**

1. Water harvesting for Public Toilets.

2. Property Inspection.

3. Fire Check report

4. To review setup of inventory of assets.

5. Review Vision Statement.

6. Investment-propose that the Council invests the money from our current account to earn

 interest on the money.

7. To investigate the problem with the Footpath leading to The Close regarding the dangerous

 slope to the Social Club.

8. Fire check report.

9. Audit discuss how Council actions the auditors observations.

There being no further business the chairman thanked members for attending and declared the meeting closed at 10 .10pm.

Signed this 31st July 2018.

Chairman………………...