Bere Ferrers Parish Council

At a meeting of the Finance & General Purposes committee, held in the Council Chamber Bere Alston on Tuesday 23rd May 2017.

 Present

 Cllr. H. Boot-Handford Chairman

 Cllr. R. Leithall Chairman of Council

 Cllr. P. Dennis Cllr. S. Munn

 Cllr. R. Maycock Cllr. M. Page-Bailey

**1173. Apologies.**

 Apologies for absence were received from Cllr. Lamb due to holidays.

**1174. Items of interest at the discretion of the Chairman. No decisions can be made on**

 **these items.**

 Cllr. Leithall – asked what the blank blue sign beside Anvil House pointing towards the Car

Park was for. Refer to Footpaths & Environment.

**1175. Minutes of the meeting held on 18th April and taken as read, to deal with matters**

 **arising.**

Matters Arising.

Minute 1114 (1076) – The Clerk has applied for the payment of both the TAP funding and

 Locality funding for the Devon Air Ambulance Night Landing Lights.,

**1176. Accounts for payment.**

The Clerk circulated the account sheet to members of the committee by email, the total sum

Is £4,712.67p.

The Clerk singled out item 3 on the sheet, D.C.C. Enhancement Fund for Tools and Safety

Equipment for Road Wardens. The Clerk received a BACs payment of £1104.00 from County which she has no records of application through a committee. Discussions then took place as to how this group was set up. Also, they are not a spending-committee, after further discussions it was agreed that the Road Warden Group should become a sub-committee of Footpaths & Environment and minutes should be recorded through them.

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

**1177. Financial Statements.**

The Clerk circulated the finance statements for May by email to the committee members.

 Cllr. Boot-Handford has been approached by a councillor asking her to review the way the

statements are presented and to simplify them, after discussions it was agreed to refer this back to next month’s F. & G.P. for discussion.

Cllr. Boot-Handford proposed acceptance of the sheets, seconded by Cllr. Munn.

**1178. Office Stationary (Logo) and revamped letter head**

 This item will to be deferred to June meeting.

**1179. Review of Financial Regs.**

Cllr. Boot-Handford ran through the Financial Regs and explained the amendments highlighted in red. Discussions took place on the valuation for tenders and quotations, Cllr. Leithall offered to look into the proposed figures and come back to Full Council with the final proposal.

**1180. Review of Donation Policy.**

Cllr. Maycock proposed that the Donation Policy was fit for purpose, seconded By Cllr. Munn.

**1181. Defibrillator monthly report.**

The Clerk has received the monthly report from Cllr. Hanson confirming the defibrillator is in working order.

**1182. Briefing by Cllr. Maycock on Neighbourhood Plan Progress.**

Cllr. Maycock stated that the next meeting will be to-morrow in which they will be reviewing all the comments from the statutory bodies also the statements of consultation.

**1183. To discuss changes to Standing Orders.**

Defer to June F. & G.P.

**1184. To receive Fire Check report from Cllr. Dennis.**

Cllr. Dennis reported that all Fire Checks have been undertaken and everything has passed inspection. The new Fire Exit sign in the Parish Hall at the main exit is awaiting the electrician to wire it in. This is because the old sign is no longer visible because of the store cupboard.

Beregen are going out to tender for their Fire Check Inspection.

**1185. Bere Alston Royal British Legion seeking a donation towards the Centenary Commemoration of the Death of the New Zealand Soldiers at Bere Ferrers.**

The Clerk read a letter from the treasurer of the Royal British Legion explaining that they are working in collaboration with Chris Groves (Station Master Tamar Belle Bere Ferrers) to ensure that the Commemorative Garden and other areas of Bere Ferrers Railway Station are looking the best they can be for this event. Part of the Commemorative Service will be held at Bere Ferrers Railway Station and will be attended by VIP quests. Mr. Grove has estimated that £100 will be needed to purchase paint etc. and as a branch we have agreed to assist with this cost. Would the Council consider extending a small grant to the Branch to assist with its expenditure?

Cllr. Maycock proposed a donation of £100.00, seconded by Cllr. Page-Bailey all were in agreement.

**1186. Correspondence.**

1. The Clerk has had contact from the Auditor explaining that he has been working on the audit and has a bit of a problem as the income cashbook records are in a very poor condition. His comments are as follows: As it stands I will not be able to certify a clean audit report.

I think we have the following options;

1. I continue with the audit and submit a negative internal report.
2. I arrange to return the papers and you perhaps seek to find an auditor who will sign off the audit reports with the records in their current condition
3. I arrange to visit the Council to specifically audit the income. This would need to be during the week beginning 5th June.

Please could you let me know what you want to do? I will do all I can to assist. The Clerk has contacted the auditor and offered to write up the sheets on excel which he has accepted.

Discussions took place; it was proposed that committee go into part two by Cllr. Boot-Handford, seconded by Cllr. Page-Bailey. Discussions took place.

 Cllr. Boot-Handford proposed that committee come out of part two, seconded

 by Cllr. Maycock.

The Clerk has been asked to record the hours it will take to complete the spread sheets, Cllr. Dennis also offered to help.

2. Tamar Valley AONB. Sustainable Development Fund.

Sustainable Development Fund is open for Tamar Valley Projects. Small grants are available to support projects that help to conserve and enhance the AONB, this year there is £5,000 in total available for grant requests for projects between £250-£1,000.

3. West Devon Borough Council. News release.

**Car Parking Consultation Launched** Over the last two years, West Devon Borough Council have been reviewing the cost of car parking in its car parks.  This has seen the successful trial of £2 parking charge at council owned car parks. This has meant that the annual parking permits offered by the council no longer offer such good value for money. West Devon Borough Council are now proposing a new parking permit system which reduces the price of parking in council owned car parks.  The changes proposed include: The annual town centre parking permit to be reduced from £400 to £280 Valid in Abbey, Brook Street upper levels, Bedford and Riverside in Tavistock A peripheral parking permit to be reduced from £195 to £150 per year Valid in Riverside in Tavistock or Mill Road in OkehamptonThe cost of a rural parking permit to be reduced from £155 to £150 per year valid in Chagford or Hatherleigh.

**Cathy Aubertin, operational manager for environment services said: “**We want to make the use of parking permits easier and clearer for our customers, while streamlining the process. “We would like to make our permits better value for money and also offer a new West Devon permit, allowing parking in all long-stay car parks across the borough, for a fee of £650 per year. “Proposals also include introducing new virtual permits, again making it easier for our customers to use the permit system.  If introduced, customers will no longer need a paper permit.” Representatives from West Devon’s town and parish councils, chambers of commerce and other local stakeholders have been involved in development of this review. The council would now like to hear from a wider group of residents and are running a consultation on these changes before they are introduced”.

To view the proposals and have your say, visit [http://www.westdevon.gov.uk/consultations](http://track.vuelio.uk.com/z.z?l=aHR0cDovL3d3dy53ZXN0ZGV2b24uZ292LnVrL2NvbnN1bHRhdGlvbnM%3d&r=9127903799&d=3575431&p=1&t=h&h=fb830b1612866812c99f6672b20266b0)
The consultation ends on Friday 2 June 2017.

**1087. Agenda Items for next meeting.**

1. Inspect Bank Mandates and Direct Debit Mandates.

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

3. Review Equal Opportunities Policy

4. Review Lone Working Policy.

5. Review Health and Safety Policy.

6. Review Financial Sheets.

7. Review Financial Regs.

8. Amend Standing Orders need 5 signatories.

9. Look at a new accounting system.

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

Signed this 30th day of May 2017.

Chairman………………...