

BERE FERRERS PARISH COUNCIL

At a meeting of the Finance and General Purposes Committee meeting held in the Council Chambers on Tuesday 19th July 2022.

Present:

Cllr. R. Leithall	Chairman
Cllr. P. Crozier	Chairman of Council
Cllr. P. Dennis	Cllr. B. Lamb
Cllr. D. Pengelly	Cllr. S. Russell

134. Apologies

Apologies were received from Cllr. Maycock, due to business commitments. The Council accepted his apology.

135. Declaration of Interest

No interests were declared.

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

Cllr. Dennis reported that a couple of kids had gotten hold of a couple of shopping trolleys and have asked Youth 2 Youth to investigate where they had come from.

137. Matters arising from the meeting held on 21st June 2022

Matters Arising

<u>Minute 80</u>	Information on the closure of the Crowdale recycle centre and where to find alternative sites is listed on their website.
<u>Minute 81 (518)</u>	The business mandate has been completed and the Clerk has been informed by NatWest that it will now take approx. 3 weeks for it to be updated. Once done, the Clerk can then apply for a debit card.
<u>Minute 82</u>	The Clerk confirmed the recommended fire extinguishers are on order.
<u>Minute 85</u>	Cllr. Dennis has paid for the Council's domain name renewal and also the Council's website MOT service and has submitted an expense claim for these.
<u>Minute 87</u>	The Council's Lone Working Policy is listed on the website under the heading Health & Safety and Lone Working Policy.
<u>Minute 90</u>	The defibrillator pads are due to expire in October 2022 but before purchasing replacements, the Clerk is looking into whether expired unused pads can be extended by the recommended two years.

138. To accept the July 2022 accounts for payment

Cllr. Pengelly questioned the payments with regards to the cement mixer. Cllr. Crozier explained the stand brought required modification, in order to fit on the Council's mixer.

Cllr. Pengelly proposed acceptance of the accounts for payment, seconded by Cllr. Russell.

139. To accept the F & G.P Detailed Receipt and Payment Report ending 30th June 2022

Discussions took place on certain spends and the Clerk to double check the amount of the Council's NI contribution so far, is correct.

The high spend against Section 137 was due to costs incurred for the recent Platinum Jubilee and Operation London Bridge. Cllr. Crozier confirmed that the Jubilee Committee will finalise their finances in October 2022.

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

140. To accept the reconciled bank statement and petty cash ending 30th June 2022

Cllr. Leithall noted that the bank statement was not reconciled and therefore it could not approve. The Clerk to review and present at the next meeting for approval.

141. Review of the Council's internal Control Statement

After discussions, it was agreed that the document not be approved at this time, as further key information still needs to be included. The Clerk to take the recommendations, redo the document and present at the next meeting for review and approval.

142. Review of the agreement between the Council and Bere Alston Football Club

After discussions it was agreed that the agreement be reviewed at the next Open Space Committee meeting and then passed to the F & G.P Committee to review, with the final agreement being presented at the Council meeting at the end of September 2022.

143. Quarterly Property Inspection

Cllr. Dennis, on behalf of Beregen, undertakes the property inspection of the Parish Hall.

After discussions, Cllr. Leithall proposed that the Chair and Vice Chair of the F & G.P Committee conduct an inspection of the public toilets and the 4 bus shelters and report back at the next meeting. Any other properties are deemed in open space, comes under the inspection of the Open Spaces Committee

144. Annual Inspections of bus shelters

Cllrs. Crozier and Shaw recently conducted an inspection and reported that all require their windows clean, with two requiring re painting. To be added to the Workman's job list.

145. Procedure for updating the Council's policies on the website

The Clerk informed the Committee that she is now responsible for updating the council's policies on the website, plus adding all agendas and minutes.

In potential cover absences of both the Clerk and Cllr. Dennis, it was recommended that Cllr. Crozier, as Chair of the Council, receive training on how to upload items onto the website.

146. Update on the Council's website MOT service report

The report, conducted by the Council's website provider, main recommendation was that the design of the Council's website be updated with new templates that are now mobile and tablet friendly. Cllrs. Crozier, Dennis and the Clerk to meet and implement the changes.

147. Southern Link Training earmarked reserve

Cllr. Lamb explained the origins of the Southern Link Training fund. Due to Covid, no face-to-face meetings have been scheduled for approx. 3 years and the majority of training is now being done virtually. Cllr. Lamb had been in discussions with the Chair of Southern Links and DALC on when meetings could be recommenced, but as yet no further action has been taken.

Cllr. Lamb suggestion was that the two Council representatives for Southern Links, Cllrs. King and Russell now take up the discussion with Southern Links.

148. Discuss HR Matters. To be taken into Part 2.

Cllr. Crozier proposed going into Part 2, seconded by Cllr. Leithall.

Cllr. Leithall proposed coming out of Part 2, seconded by Cllr. Dennis.

HR matters were discussed and the Clerk and Chair of the Council were advised of a course of action.

Cllr. Leithall proposed on a 3-month temporary basis, increasing the business mileage claimed to net 55 p per mile, for those involved in towing trailers, seconded by Cllr. Crozier.

149. Agenda items for the next meeting

1. Report on the Quarterly Property inspection
2. Bank reconciliation for July, August and September 2022.
3. Review of the Council's Internal control statement.
4. Agree to the Council keeping the money donated by Bere Ferrers Villagers Group for future Bere Ferrers playground repairs.

150. Questions from the public, at the discretion of the Chair

No members of the public were present at the meeting.

There being no further business, the Chairman thanked members for attending the meeting and declared the meeting closed at 9.19 pm.

Signed by the Chairman

Dated 26th July 2022