

## BERE FERRERS PARISH COUNCIL

At a meeting of the Finance and General Purposes Committee meeting held in the Council Chambers on Tuesday 21<sup>st</sup> February 2023.

### **Present:**

Cllr. R. Leithall	Chair of the Committee
Cllr. P. Crozier	Chair of the Council
Cllr. B. Lamb	Cllr. R. Maycock
Cllr. D. Pengelly	

### **485. Apologies**

Cllr. Dennis sent his apologies. The Council accepted his apology.

### **486. Declaration of Interest**

Cllr. Crozier declared a pecuniary interest in the item, Approve donation to Platinum Jubilee Committee.

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

Cllr. Pengelly updated the Committee that the roundabout at the Down playpark had still not be fixed, but the Workman was working on a resolution.

Cllr. Lamb stated the annual review of the Council's Standing Orders was due and asked that if any Councillors had any issues/amendments to consider, to please forward onto the Clerk.

### **488. Matters arising from the meeting held on the 24<sup>th</sup> January 2023**

The minutes were adopted and approved by Committee members at a Council meeting held on Tuesday 31<sup>st</sup> January 2023.

#### Matters Arising

Minute 426 (365) Discussions took place on the Pavilion electric coin machine. After discussions it was agreed that the Clerk should obtain quotes to potential purchase and install an updated machine.

Minutes 430 The Clerk gave the Committee details on what is included in the annual maintenance contract for the Parish Hall clock. Cllr. Leithall proposed that the Council maintain the Parish Hall clock on condition. Seconded by Cllr. Maycock.

The Clerk confirmed that Coronation parties/events taking place on Council land, public liability insurance would only be covered, if the Council endorses the events.

Minute 433 The annual maintenance contract for the Council Office lift will commence on the 1st April 2023.

Minute 434 A meeting between the members of the Council and the Trustees of Bere Alston Regeneration Partnership will take place on Friday 24<sup>th</sup> February, to discuss the current agreement.

Minute 346 The equipment repairs purchased for Sarah Park will be installed at the end of March 2023.

Minute 441 At the recent Highs & Plans Committee held on 7<sup>th</sup> February 2023, it was agreed to put on hold purchasing a grit bin for The Down, whilst the Committee still pursue getting The Down added to the gritting route.

### **489. To accept the January 2023 accounts for payment**

Discussions took place on whether the Council should be charged by Bere Alston Regeneration Partnership for hiring of meeting rooms. To be discussed at their meeting on 24<sup>th</sup> February 2023.

It was agreed that the Council will not pay a 50% deposit for the equipment repairs equipment for Sarah Park. The Clerk to inform the supplier.

Subject to the Clerk cancelling the payments for Beregen and Outdoor Play, Cllr. Leithall proposed acceptance of the accounts for payment, seconded by Cllr. Pengelly.

**490. To accept the F & G.P Detailed Receipt and Payment Report ending 31st January 2023**

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

**491. To accept the reconciled bank statement ending 31st January 2023**

Cllr. Leithall proposed acceptance of the reconciled bank statement, seconded by Cllr. Crozier.

**492. HR Matters – Additional 1 day holiday and Bank holiday entitlements**

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

Cllr. Leithall proposed coming out of part 2, seconded by Cllr. Maycock.

Cllr. Leithall proposed that all Council's staff be given an extra day holiday for the 2023-24 financial year, pro rata for part-time workers. Seconded by Cllr. Pengelly.

**493. Installation of motorcycles spaces in the Parish Hall carpark**

It was agreed to defer this item to the next meeting.

**494. Parish Hall carpark – issues of parking in front of the emergency exits**

It has been noted by the Fire Officer that cars are parking in front of the Parish Hall emergency exit. Cllr. Leithall proposed the Council's Workman repaint the yellow lines outside the exit and the Clerk purchase 'No parking signs' which are to put up on the door. Seconded by Cllr. Lamb.

**495. Review quotes for installing lighting around Parish Hall**

The Committee discussed the quotes received. After discussion, Cllr. Lamb proposed asking a local electrician to review the quotes on behalf of the Council. Seconded by Cllr. Leithall.

**496. Approve transfer of donation from the Maynard Trust to the Platinum Jubilee Committee**

Cllr. Leithall proposed the Council transfer the £500 donation given by the Maynard Trust to the Council towards the purchase of the Jubilee mugs, to the Platinum Jubilee Committee bank account. Seconded by Cllr. Maycock

**497. Approve a donation to the Platinum Jubilee Committee**

Cllr. Crozier, as the Chair of the Platinum Jubilee Committee, requested a further donation from the Council to the Committee. As Cllr. Crozier had a pecuniary interest in the discussion, he then left the meeting.

After discussions, Cllr. Leithall proposed that the Chair of the Platinum Jubilee formally write to the Council requesting a donation from the Council. Seconded by Cllr. Maycock.

Cllr. Crozier rejoined the meeting.

**498. Discuss pest control management plan for the Bere Alston allotments**

At the recent Open Spaces committee meeting, it was discussed that the Environmental Health Team at West Devon Borough Council, recommended the Council employ a pest control company in the first instance to tackle the rat issue and put in place a pest control management plan. Cllr. Crozier suggested that as he had years of experience with controlling rats, he works alongside with the Workman and develop a plan.

After discussions Cllr. Leithall proposed given that Cllr. Crozier has previous experience in rat control, but is no longer licensed, Cllr. Crozier to oversee a pest control risk management plan for the allotments and work alongside the Workman, who is currently in the progress of getting license. Seconded by Cllr. Maycock.

#### **499. Clearance of bonfire sit at the Bere Alston allotments**

At a previous Open spaces meeting, it was discussed hiring a local contractor to clean the bonfire site. The Workman has suggested that the Council hire a digger and skip and he will undertake the job. It was discussed that other jobs are required around the Parish. Cllr. Lamb proposed the Council compile a list of all the costs required for all the proposed jobs and present at the next meeting. Seconded by Cllr. Crozier.

#### **500. Review and approve Reserve Policy**

After discussion it was agreed that Cllr. Lamb and the Clerk arrange a meeting to review certain parts of the policy and present to the Committee for approval at the next meeting.

#### **501. Risk Assessment Management Scheme**

Discussions took place on the requirements of risk assessment for the Council's debit card.

Cllr. Leithall proposed, subject to the amendments discussed, approval of the risk management scheme, seconded by Cllr. Lamb.

#### **502. Correspondence**

1. Cllr. Crozier requesting payment for the purchase he made for 100 A6 invites for the Annual Parish Meeting for Friday 31<sup>st</sup> March 2023 from ABC Service. Total £32.40.

Cllr. Leithall proposed payment, seconded by Cllr. Lamb.

2. An email from Peter Dennis, the Finance Officer of Bere Alston Regeneration Partnership Ltd, requesting the Council pay part of the cost for the carbon graphite mats situated in the main entrance of the Parish Hall for a further 12 months.

Cllr. Lamb proposed the Council pay Bergen, the requested amount of £255.08, seconded by Cllr. Crozier.

3. The Clerk requested payment for an annual subscription of McAfee® PC Optimizer at a cost of £39.99.

Cllr. Crozier proposed approval of payment, seconded by Cllr. Leithall.

#### **503. Agenda items for the next meeting**

1. HR Matters – Update on staff plan holiday for the remainder of financial year and proposed holiday for 2023-24
2. Review of Standing Orders
3. Review of the Reserve Policy.
4. Update on meeting between the Council and Bergen.

#### **504. 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 9.29 pm.

Signed by the Chair

Dated 28<sup>th</sup> February 2023