



MINUTES

Committee: Finance and Policy Committee
Date: Tuesday 21 February 2023
Time: 6.15pm
Venue: Parish Council Office

Present

Cllr Jan Evans
Cllr Gordy Keep
Cllr Vivienne Hodges
Cllr John Farrand-Rogers

Also Present

Samantha Parkin (Clerk)
Cllr Catherine Fileman-Wright

01/2023 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Warner.

02/2023 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest were made. No requests for dispensations were received.

03/2023 MINUTES

It was proposed by Cllr Evans, seconded by Cllr Keep, and **resolved to accept** and sign the minutes of the meeting held on 15th November 2022 as a correct record. There were two abstentions.

04/2023 Q3 BUDGET REPORT

The Clerk had circulated the Q3 budget report prior to the meeting. Cllr Evans summarised the report and it was noted.

05/2023 DRAFT CONTINGENCY PLAN

The draft Contingency Plan prepared by Cllr Fileman-Wright and the Clerk had been circulated with the agenda. The Chairman invited Cllr Fileman-Wright to summarise the draft Contingency Plan.

Cllr Fileman-Wright explained that the plan covers three aspects; what the council would do in the event of an emergency, business continuity (the day to day running of the council) and recovery following an emergency. She explained that the council has a vital role to play in an emergency.

Cllr Fileman-Wright explained that she had a background in emergency response. Cllr Fileman-Wright explained that if the council has an agreed contingency plan in place, it can apply for funding for equipment or support identified in the plan.

Cllr Fileman-Wright recommended the council undertake a desktop exercise to check the plan once it has been agreed; this will check that the procedures work.

Cllr Farrand-Rogers noted it was a substantial work and is to be commended but he thought it was the wrong time to recommend it to the council due to the upcoming elections. Cllr Farrand-Rogers also commented that central Government had lost the respect of the public therefore the role of the council in an emergency would be even more important. Cllr Farrand-Rogers also commented that there is information missing from the plan such as contact information.

Cllr Fileman-Wright commented that the missing information will be inputted when the draft plan is approved. Cllr Evans thought that the plan should be put before the council in case of an incident before the new council is elected and she recommended that Cllr Fileman-Wright be named as a Co-ordinator due to her experience in emergency response.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Keep, and **resolved** to recommend to the full council that the council gives its **approval** to the work being continued and name Cllr Fileman-Wright as a Co-ordinator.

The Chairman thanked Cllr Fileman-Wright for attending. Cllr Fileman-Wright left the meeting.

06/2023 CEMETERY RULES AND FEES

The draft Cemetery rules prepared by the Clerk and the Cemetery fee review had been circulated with the agenda.

The committee discussed the highlighted changes. Cllr Farrand-Rogers requested that rule No. 16 be changed because the 3rd and 4th paragraph contradict each other. The Clerk agreed to make the change.

The committee discussed memorial material in rule No. 11. It was agreed to permit grey granite or slate.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Evans, and **resolved** to recommend that the full Council **approve** the draft Cemetery rules with the amendment of 'headstones to be made of grey granite or slate' and if necessary, amend it in full council.

The committee discussed the cemetery fee review. The Clerk noted that the review did not include the pre-digging cost which is necessary due to the presence of granite underground.

Cllr Evans suggested adding £200 to the current adult interment into earthen grave fee.

It was proposed by Cllr Evans, seconded by Cllr Hodges, and **resolved** to recommend that the full Council **approve** the Cemetery fees with the increase of £200 to the adult interment fee to cover the pre-digging cost.

07/2023 SENTRY BIN CHARGES

The correspondence received from Teignbridge District Council informing the Council of the Sentry bin charges for the 2023-24 financial year had been circulated with the agenda.

It was proposed by Cllr Evans, seconded by Cllr Farrand-Rogers, and **resolved** to recommend that the full Council **accept** the Sentry bin charges for this year and review in the summer.

08/2023 TIDY TEIGNBRIDGE GRANT

The Tidy Teignbridge application form had been circulated with the agenda.

Cllr Hodges thought the council should ask Teignbridge District Council what areas they intend to remove weeds from before specifying which areas the council will invite contractors to quote for.

The Clerk showed the council the two quotes she had received to clean the road signs, the zebra crossing lights and the seating area in the sentry.

It was proposed by Cllr Evans, seconded by Cllr Hodges, and resolved to **recommend** that full council **accept** the quote received from Moor Pressure Washers.

It was proposed by Cllr Evans, seconded by Cllr Hodges, and resolved to **recommend** that the full council **make enquiries** with Teignbridge District Council to find out what areas they are responsible for before advertising. There was one abstention.

The Chairman closed the meeting at 7.03pm.

TO DO ACTIONS:

- Add all recommendations to the March full Council Agenda