

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday 19th October 2017 at 11.00am at the Parish Council Offices,
12 Higher Road, Fremington**

- Present:** Cllrs Mrs S Kingdom (Chairman), Mrs J Dyson and A Rennles
Mrs V Woodhouse, Parish Clerk
- 1710/28 **Apologies for Absence**
Cllr T Wood.
- 1710/29 **Declarations of Interest**
None.
- 1710/30 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.
- 1710/31 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Monday 21st August 2017 as a correct record**
Copies had already been circulated to all Members. It was **resolved**, with no votes to the contrary, to approve the Minutes of the meeting held on 21st August 2017 as a correct record. Cllr Mrs Kingdom duly signed the minutes.
- 1710/32 **Chairman's Announcements**
It was announced that the fixed term deposit would be maturing at the end of October 2017.
- 1710/33 **Public Participation**
None.
- 1710/34 **Staff Salaries - To approve staff salaries for the months of August & September 2017**
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the months of August & September 2017.
- 1710/35 **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from 28th July 2017 to 19th October 2017**
The Parish Clerk circulated the payment and receipt lists along with the Bank Reconciliation.

It was **resolved**, with no votes to the contrary, to approve the payments totalling £48,896.87 and receipts totalling £86,055.59, copies of which are attached to these minutes as Appendix One.
- 1710/36 **To resolve the dates the Parish Council Office will be closed during the Christmas period**
It was noted that last year the Parish Council Offices closed at 1pm on Friday 16th December and re-opened at 9am on Tuesday 3rd January 2017. This closure worked well, without any issues, and allowed staff to take any remaining annual leave. It was therefore **resolved**, with no votes to the contrary, to close the Parish Council Offices at 1pm on Friday 15th December 2017 and re-open at 9am on Tuesday 2nd January 2018. The same procedure as last year will be implemented, members of the public will be given plenty of notice of the closure and emergency contacts will be published on council notice boards and website.
- 1710/37 **To consider consultation on Planning for the Right Homes in the Right Places**
It was **resolved**, with no votes to the contrary, to place this on the Full Council Agenda.

1710/38 It was **resolved** that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of confidential information.

PART B

1710/39 **To ratify appointment of Handyperson**
It was **resolved**, with no votes to the contrary to offer the position of Handyperson to Mr John Wattam subject to references.

1710/40 **Close**
The meeting closed at 11.21am.

Signed Dated

DRAFT