

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday 28th June 2018 at 11.00am at the Parish Council Offices,
12 Higher Road, Fremington**

- Present:** Cllrs D Chalmers (Chairman), R Cann, Miss L Goodger Mrs S Kingdom and
A Rennles
Cllr S Adams
Mrs V Woodhouse, Parish Clerk
- 1806/37 **Apologies for Absence**
Cllr Biederman as substitute.
- 1806/38 **Declarations of Interest**
None.
- 1806/39 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.
- 1806/40 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 24th May 2018 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 24th May 2018 as a correct record. Cllr Chalmers duly signed the minutes.
- 1806/41 **Chairman's Announcements**
The Chairman informed members that the Grants Presentation Evening would take place at 6.30pm on Monday 2nd July 2018 and requested that Committee members attend if available.
- 1806/42 **Public Participation**
None.
- 1806/43 **Staff Salaries - To approve staff salaries for the month of June 2018**
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of June 2018.
- 1806/44 **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from the 25th May 2018 to the 28th June 2018**
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 £30,422.89 and receipts totalling £1,972.92, copies of which are attached to these minutes as Appendix One.
- 1806/45 **To consider draft Unreasonably Persistent and Unreasonable Customer Behaviour Policy and Guidelines**
It was **resolved**, with no votes to the contrary, to adopt the draft Unreasonably Persistent and Unreasonable Customer Behaviour Policy and Guidelines.
- 1806/46 **To consider draft document retention policy**
It was **resolved**, with no votes to the contrary, to adopt the draft document retention policy.
- 1806/47 **To consider IT infrastructure & Telecommunication proposals for the new Parish Council Offices and Gateway Security for the current systems to comply with GDPR**
It was **resolved**, with no votes to the contrary, to defer consideration of the IT infrastructure and telecommunication proposals until the contract and costings for the replacement of the Beechfield project had been agreed.

It was further **resolved**, with no votes to the contrary, to accept the quotation from Taurus to provide Gateway Security at a cost of £1,404.83 it was noted that this could be transferred to the new Parish Council Offices in due course.

1806/48

Close

The meeting closed at 11.14am.

Signed Dated

DRAFT