

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Monday 7th April 2014 at 6pm at Fremington Parish Hall, Higher Road,
Fremington**

- Present:** Cllrs B Hockin (Chairman), J Bell, Mrs F Flynn and Mrs S Kingdom
Mrs V Woodhouse, Parish Clerk
- 1404/01 **Apologies for Absence**
As recorded on the attendance sheet apologies were received from
Cllr T Wood.
- 1404/02 **Declarations of Interest**
None declared.
- 1404/03 **To agree the agenda as published**
It was **resolved** to agree the agenda.
- 1404/04 **To approve and sign the Minutes of the Finance and Personnel Committee
Meeting held on Monday 10th March 2014 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 Monday 10th March 2014 as
a correct record. Cllr B Hockin duly signed the minutes.
- 1404/05 **Chairman's Announcements**
None
- PART A**
- 1404/06 **Staff Salaries** – To approve staff salaries for the month of March 2014
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension
payments for the month of March 2014.
- 1404/07 **Accounts Due for Payment and Receipts** – To examine and agree the
accounts due for payment and receipts received for the period 11th March 2014 to
7th April 2014 inclusive. The Parish Clerk circulated the payment and receipt lists
along with the Bank Reconciliations. It was **resolved**, with no votes to the
contrary, to approve the payments totalling £12,138.34 and receipts totalling
£3,294.70, copies of which are attached to these minutes as Appendix One.
- 1404/08 **Budget Review** – To review the budget for year to date
The Clerk circulated the budget sheets. It was **resolved** to note the budget
sheets and the information contained therein.
- 1404/09 **To receive report on the Local Audit and Accountability Act 2014 and
Repeal of S.150 (5) of the Local Government Act 1972 – Implementation
(England)**
Copies of the report had been circulated prior to the meeting; members were
advised that Standing Orders, Financial Regulations and the Internal Controls
procedure would need to be revised to allow for electronic payments. It was
resolved, with no votes to the contrary, to note the report and the information
contained therein.
- 1404/10 **To review Parish Council's policies**
Copies of the following policies had been circulated prior to the meeting.
Investment Strategy
Health and Safety
Grievance Procedure
Disciplinary Procedure
Performance and Conduct
Flexible Working – a form for applicants to complete was attached.
Lone Working

Smoke Free
 Equal Opportunities
 Data Protection
 Maternity
 Recruitment and Selection
 Request for time off for Jury Service, Public Duties, Training/Study Leave and Medical
 Appointments
 Complaints Procedure
 Grants
 Co-option
 Statement of Internal Control

Members reviewed the policies and it was **resolved**, with no votes to the contrary, to accept the policies with the addition of the form for the Flexible Working Policy. It was noted that the Parish Council does not have a Compassionate Leave Policy and it was further **resolved**, with no votes to the contrary, for the Clerk to draft a Compassionate Leave Policy for consideration.

1404/11 **To receive and consider Fire Extinguisher Service Report**

Members considered the Fire Extinguisher Service Report and the advice contained therein for an additional Foam Fire Extinguisher to be installed at the Beechfield Centre. It was **resolved**, with no votes to the contrary, to install an additional Foam Fire Extinguisher at the Beechfield Centre as per the recommendation.

1404/12 **To consider request from the Tews Lane Committee for financial assistance towards a new Water Heater**

Members were informed that the Andrews Water Heater at the Tews Lane Pavilion had failed to pass the service due to rusted burners and rails. Members were further informed that the Tews Lane Committee had discussed both replacing like for like and replacing with a condensing water heater. The Committee had agreed to replace like for like given that there is a planned extension to the Pavilion which would require a new boiler and water heater. The Committee had further agreed to fund two thirds of the cost from the Tews Lane Compensation Ear Marked Reserve, and had asked for financial assistance of one third towards the cost (£2,626.28 + VAT) from General Reserves. Cllr Hockin informed members that the Andrews Water Heater would soon be out of production and suggested a Rinnai Water Heater as an alternative. It was **resolved**, with no votes to the contrary, to agree in principle to contribute one third of the cost of a replacement water heater from General Reserves, it was further **resolved**, with no votes to the contrary, to obtain a quotation for a Rinnai Water Heater, and to recommend this course of action to Full Council.

1404/13 **Close**

The meeting closed at 6.35pm.

Signed Dated