

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

**Present:** Cllrs Mrs S Kingdom (Chairman), B Clifton and T Wood  
Mrs V Woodhouse, Parish Clerk

1407/13 **Apologies for Absence**

As recorded on the attendance sheet apologies were received from Cllr F Biederman; members were informed that Cllr Mrs J Flynn had resigned from the Committee with immediate effect.

1407/14 **Declarations of Interest**

None declared.

1407/15 **To agree the agenda as published**

It was proposed and unanimously agreed to move Item 10 on the Agenda forward to this point, subject to this amendment it was **resolved** to agree the agenda.

**PART B**

1407/16 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 item as it involves the likely disclosure of confidential information:

1407/17 **To consider staffing and associated documents**

Members considered a report from the Parish Clerk and it was **resolved**, with no votes to the contrary, as follows: -

1. To recruit a Handyperson in place of the Maintenance Manger for 20 hours a week 4 hours a day Monday – Friday on the NJC Terms and Conditions and salary range SCP 7 – 14.
2. To place an advertisement in the Gazette for the week commencing 14<sup>th</sup> July with a closing date for applications of 12 noon on Thursday 31<sup>st</sup> July 2014.
3. Interviews will be held on 11<sup>th</sup> and 12<sup>th</sup> of August 2014 with an interview panel of the Chairman of Council, the Vice-Chairman of Council, the Chairman of the Finance and Personnel Committee and the Parish Clerk.
4. The draft Application Form, Job Description, Person Specification and Contract of Employment were all agreed.
5. To approve the lowest most appropriate quotation for a one off deep clean of all Parish Council owned and maintained bus shelters.

Legal advice had been sought regarding Disclosure and Barring Service Check for the position unfortunately the Parish Council is unable to apply for a check for this position; members expressed their concern about not being able to carry out a check.

**PART A**

1407/18 It was **resolved** to move out of Part B and back into Part A and re-admit the public and press

1407/19 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Monday 9<sup>th</sup> June 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 9<sup>th</sup> June 2014 as a correct record. Cllr Mrs Kingdom duly signed the minutes.

- 1407/20      **Chairman's Announcements**  
It was announced that the Code of Transparency had now been published and a report would be submitted to the next Finance and Personnel Committee meeting. The law around flexible working has been amended and the Council's policy will require updating and the Parish Council's computers are still running windows XP support for which has now been withdrawn, options and quotations were being sought.
- 1407/21      **Staff Salaries** – To approve staff salaries for the month of June 2014  
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of June 2014.
- 1407/22      **Accounts Due for Payment and Receipts** – To examine and agree the accounts due for payment and receipts received for the period 10<sup>th</sup> June 2014 to 7<sup>th</sup> July 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 £36,754.81 and receipts totalling £595.08, copies of which are attached to these minutes as Appendix One.
- 1407/23      **To review investment rates and consider reinvesting of Parish Council monies**  
Members noted that all the Lloyds bank accounts were now open and active. It was **resolved**, with no votes to the contrary, to invest the savings in the fixed rate account.
- 1407/24      **Close**  
The meeting closed at 6.30pm.

Signed ..... Dated .....