

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Monday 8th September 2014 at 6.30pm at Fremington Parish Hall, Higher Road,
Fremington**

- Present:** Cllrs Mrs S Kingdom (Chairman), F Biederman, B Clifton and T Wood
Mrs V Woodhouse, Parish Clerk, Cllr J Bell
- 1409/10 **Apologies for Absence**
None received.
- 1409/11 **Declarations of Interest**
Cllr Clifton declared a Personal Interest in Item No. 1409/19
- 1409/12 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.
- PART A**
- 1409/13 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Monday 11th August 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 11th August 2014 as a correct record. Cllr Mrs Kingdom duly signed the minutes.
- 1409/14 **Chairman's Announcements**
None.
- 1409/15 **Staff Salaries** – To approve staff salaries for the month of August 2014
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of August 2014.
- 1409/16 **Accounts Due for Payment and Receipts** – To examine and agree the accounts due for payment and receipts received for the period 12th August 2014 to 8th September 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 £20,950.64 and receipts totalling £13,927.98, copies of which are attached to these minutes as Appendix One.
- 1409/17 **Budget Review** – To review the budget for year to date
The Clerk provided an update on the budget to date. It was **resolved** to note the budget report.
- 1409/18 **To consider draft Flag Flying Policy**
Members considered the draft Flag Flying Policy and it was **resolved**, with no votes to the contrary, to adopt the policy.
- 1409/19 **To consider the purchase of a Contego FM Radio system with neck loop for use at Parish Council meetings.**
It was noted that the proposed piece of equipment was actually called a Bellman Mino with neckloop, it was **resolved**, with no votes to the contrary, to purchase a Bellman Mino with neckloop at a cost of £158.33 plus P&P of £7.90 the equipment will be kept in the office for use by any member at Parish Council meetings or at events where they are representing the Parish Council.
- 1409/20 **To consider further information and quotations for the upgrade of IT systems and software**
It was reported that quotations had been sought for Apple systems running Microsoft packages and the cheapest option for Microsoft and Apple which meet the Parish Council's needs were: -

Option One (system operating on Microsoft)

2 x Acer Aspire (staff PC's)

1 x Acer Aspire (Clerk's PC) – will have more ram and memory to act as a server.

1 x HP Laptop

3 x Microsoft Office Home and Business 2013

1 x Microsoft Publisher 2013

£2,884.57 + VAT

Option Two (system operating on Apple)

3 x Apple MacMini Computers

1 x Apple MAcBook Pro 13

4 x Microsoft Office 2011 for Mac small Home/Office Edition

£3,034.50 + VAT

Both systems allow for remote working from the laptop to the Clerk's PC, and quotations include set up and transfer of data.

It was **resolved**, with no votes to the contrary, to delegate the decision to the Clerk and Chairman of the Committee.

1409/21

To receive and review the Parish Council's Insurance renewal

Members considered the insurance renewal and the amount of cover, it was reported that the insurance had been kept up-to-date throughout the year and the amount of cover for the Fidelity Guarantee had been increased last year following advice from the Auditor. It was **resolved**, with no votes to the contrary, to renew the Parish Council's insurance as per the renewal schedule.

1409/22

Close

The meeting closed at 6.55pm.

Signed Dated