

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday 22nd February 2018 at 11.00am at the Parish Council Offices,
12 Higher Road, Fremington**

- Present:** Cllrs Mrs S Kingdom (Chairman), D Chalmers, Mrs J Dyson and A Rennles
Cllr Miss L Goodger as substitute
Mrs V Woodhouse, Parish Clerk
- 1802/60 **Apologies for Absence**
Cllr T Wood.
- 1802/61 **Declarations of Interest**
None.
- 1802/62 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.
- 1802/63 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 18th January 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 18th January 2018 as a correct record. Cllr Mrs Kingdom duly signed the minutes.
- 1802/64 **Chairman's Announcements**
Members were informed that there had been a delay with Lloyds Bank creating the three months fixed term deposit account, this had now been setup and £50 compensation for the delay received.
- Members were further informed that, although written confirmation was yet to be received, it was understood that the North Devon Council had voted against reducing the Parish Council grant for 2018/2019.
- 1802/65 **Public Participation**
None.
- 1802/66 **Staff Salaries - To approve staff salaries for the month of January 2018**
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of January 2018.
- 1802/67 **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from 19th January 2018 to 22nd February 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 £22,055.38 and receipts totalling £7,243.06, copies of which are attached to these minutes as Appendix One.
- 1802/68 **To receive information relating to the General Data Protection Regulations that come into Law on the 25th May 2018**
Members were informed that the General Data Protection Regulations come into Law on the 25th May 2018 the Clerk and Services Officer had attended a training session on the new regulations and the Office staff will be attending a DALC training session in April. Members were informed that the regulations put more emphasis on protecting the data organisations hold to prevent breaches with a very strong view on consent and the right to be forgotten. It was noted that training for Councillors would be investigated and it was agreed for Cllr Chalmers to liaise with the Clerk and DALC to see if training could be organised for Councillors.



1802/69 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

1802/70 **To receive staff appraisal and review staff probationary period**

The appraisal was received and the probationary period considered and it was **resolved**, with no votes to the contrary, that the Handy person's probationary period be approved. Members were asked for clarification on obtaining fuel for the vehicle and it was clarified that the position involved required access to transportation and the transport used was expected to be ready to undertake the job role. It was **resolved**, with no votes to the contrary, that collecting fuel during working hours to undertake the role was not permitted. Members were asked to consider time to enable the vehicle to be cleaned it was noted that the mileage allowance paid covers wear and tear of both the inside and outside of the vehicle as well as fuel and it was **resolved**, with no votes to the contrary, to allow a fifteen minute period each week within working hours for the vehicle to be cleaned and to review the situation in three months.

1802/71 **To receive staff appraisals**

Staff appraisals were received and it was **resolved**, with no votes to the contrary, to note the appraisals. It was noted from the appraisal and agreed that a member of staff would work from home where possible especially during the afternoons and the flexible approach shown to the work commitments would be encouraged. Members discussed the capacity of staff members and concerns were raised about the capacity within the office. It was agreed to obtain quotations from outside companies to undertake a staff review to identify capacity and/or the staffing structure and requirements of the Parish Council to enable the Council to deliver its projects and future commitments.

1802/72 **To review Staff Salaries**

It was **resolved**, with no votes to the contrary, to award one SCP point rise from the 1st April 2018 as in line with employment contracts.

1802/73 **Close**

The meeting closed at 11.57am.

Signed  Dated 