

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday 29th November 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
Mrs V Woodhouse, Parish Clerk

1811/49 **Apologies for Absence**
None.

1811/50 **Declarations of Interest**
Cllr Mrs Kingdom declared a Personal Interest in Item 1811/57 as the Trustee of the Barnstaple Pilot Gig Club.

1811/51 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.

1811/52 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 25th October 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 25th October 2018 as a correct record. Cllr Chalmers duly signed the minutes.

1811/53 **Chairman's Announcements**
None.

1811/54 **Public Participation**
None.

1811/55 **Staff Salaries - To approve staff salaries for the month of November 2018**
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of November 2018.

1811/56 **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from the 26th October 2018 to the 29th November 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 £19,898.90 and receipts totalling £9,902.71, copies of which are attached to these minutes as Appendix One.

1811/57 **To assess the Grant Applications received for the financial year 2019/2020 and prepare a recommendation for full Council**
A list of the organisation/groups who had applied for a grant in financial year 2019-2020 together with how much they had asked for, had been circulated with the agenda. It was noted that a grant of £600 for the North Devon Record Office had been committed for 2019/2020

It was **resolved** to recommend to full Council to award the following grants:

1	Age Concern Barnstaple & District	£200
2	Barnstaple Disabled Fellowship Club	£100
3	Barnstaple Pilot Gig Club	£100
4	Bickington Brownies	£100
5	Citizens Advice Bureau	£200
6	1 st Fremington Air Scouts, Beaver Colony	£100
7	1 st Fremington Air Scouts, Cub Section	£100
8	1 st Fremington Air Scouts	£100
9	1 st Fremington Brownies	£100
10	1 st Fremington District Rainbows	£100

11	Fremington Gardening Club	£100
12	1 st Fremington Guides	£100
13	Fremington Parish Hall Management Committee	£200
14	Go North Devon Ltd	£100
15	Instow & District Social & Friendship Club	£100
16	Instow, Westleigh and West Yelland Parish News	£60
17	50 th North Devon Scouts	£100
18	The Tomlin Hall	£200
19	North Devon Record Office	£600
	Total	£2,760

1811/58 **To consider draft budgets for 2019-2020 and prepare a recommendation for Full Council**

The draft budgets were circulated prior to the meeting. It was noted that the draft budgets included several different options which varied the projects and services that the Parish Council would be able to deliver in 2019-2020. The Committee considered the options in depth, only option one enabled the Parish Council to fully undertake its functions during the next financial year and provided the finance required to meet the Council's employment obligations and expenditure commitments. It was therefore **resolved**, with no votes to the contrary, to recommend to Full Council that these budget proposals be accepted and the precept increased to £191,211, which based on last year's tax base, would be an annual increase of £9.57, 0.18p per week, based on a Band D property. It was again noted that the Parish Council's tax base was likely to have increased significantly due to further development and therefore reducing the actual impact on Council Tax payers.

1811/59 **To resolve the dates the Parish Council Office will be closed during the Christmas period**

It was therefore **resolved**, with no votes to the contrary, to close the Parish Council Offices at 1pm on Friday 21st December 2018 and re-open at 9am on Thursday 3rd January 2019. It was further **resolved**, with no votes to the contrary, to delegate Office closures to the Clerk in future years as an office management function and in the interest of Council business, the proposed Christmas closure period will be emailed to the Finance and Personnel Committee in advance.

1811/60 **To resolve to grant the Clerk designated authority to make routine payments during December and the Council's Christmas recess**

It was **resolved**, with no votes to the contrary, to grant the Clerk designated authority to make routine payments during any holiday periods and when required.

1811/61 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

1811/62 **To consider arrangements for Maternity Cover**

Cllr Cann reiterated the Council's congratulations to the Clerk.

Cllr Chalmers informed members that all being well the Parish Clerk would be commencing maternity leave from the 1st May 2019, although her last day in the office was likely to be Tuesday 26th March 2019 as she would take her annual leave entitlement for 2019 beforehand. Members considered the options for cover and it was **resolved**, with no votes to the contrary, to advertise the position for a Parish Clerk and Responsible Financial Officer to provide maternity cover for a minimum of eleven months which would also allow for a handover period. The position would be offered for up to 37 hours a week on SCP 43-47 on a Pro-Rata basis and dependant on experience and qualifications. It was further **resolved**, with no votes to the contrary, to formalise the Clerk's flexible working arrangement with the Council for her return to work through an amendment to contract and Cllr Chalmers would confirm this in writing.

1811/63

Close

The meeting closed at 11.45am.

Signed

A handwritten signature in black ink, appearing to be 'J. Williams', written over a dotted line.

Dated

31/1/2019