

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting  
Held on Thursday 28<sup>th</sup> February 2019 at 11.00am at the Parish Council Offices,  
12 Higher Road, Fremington**

- Present:** Cllrs D Chalmers (Chairman), R Cann, Mrs S Kingdom and A Rennles  
Mrs V Woodhouse, Parish Clerk
- 1902/38      **Apologies for Absence**  
Cllr Miss L Goodger.
- 1902/39      **Declarations of Interest**  
None.
- 1902/40      **To agree the agenda as published**  
It was **resolved** to agree the agenda as published.
- 1902/41      **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 31<sup>st</sup> January 2019 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 31<sup>st</sup> January 2019 as a correct record. Cllr Chalmers duly signed the minutes.
- 1902/42      **Chairman's Announcements**  
None.
- 1902/43      **Public Participation**  
None.
- 1902/44      **Staff Salaries - To approve staff salaries for the month of February 2019**  
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of February 2019.
- 1902/45      **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from the 1<sup>st</sup> February 2019 to the 28<sup>th</sup> February 2019**  
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 £16,482.85 and receipts totalling £7,946.25, copies of which are attached to these minutes as Appendix One.
- 1902/46      **To consider quotations for the renewal of a lease for a photocopier**  
Members considered the options for lease renewal received from the four companies. It was noted that the Parish Council had been very happy with the service it had received from its current supplier, the Committee considered the relocation of the Council Offices and the commitment to relocate the photocopier free of charge within each proposal as well as the commitment to return the current machine should the Council not renew with the current supplier and the overall lease cost and copy costs. After consideration it was **resolved**, with no votes to the contrary, that given the current situation and impending relocation of the Council Offices, the Committee agree to renew with BAYtek for a further 3 year term as per option two on the proposal and keep the current Konica Minolta Bizhub C284 machine at a proposed lease cost of £145 per quarter and copy cost of mono 0.0045, colour 0.045, along with relocation to the new offices and possibly the temporary offices in between free of charge.

1902/47      **To consider quotations for the renewal of the water hygiene monitoring contract**  
Members considered the quotations and proposals received from three companies, it was noted that one of the quotations was over double the price of the current contract and quotations received and for the same monitoring regime, for this reason the Committee agreed to discount this quotation. Members noted that the Parish Council had been happy with the service received from its current supplier which was also the cheapest quotation, however, the current supplier was recommending a one year contract for three sites due to the impending relocation of the Council Offices, with 6 monthly sampling and the more expensive quotation was offering a 36 month contract for four sites and quarterly sampling. It was noted that the current regime for sampling is every 6 months and has worked well and the Parish Council only requires a contract for three sites. It was **resolved**, with no votes to the contrary, to renew a one year contract with the Parish Council's current supplier Clearwater at an annual cost of £1,120, and to investigate adding the new Beechfield Centre once completed and a risk assessment has been completed.

1902/48      **To consider arrangements for Operation London Bridge**  
Members were informed that the Council should consider its procedures which should be implemented, however, it was felt that these procedures should be agreed in conjunction with the North Devon Council and the Officer responsible had been on annual leave, it was therefore **resolved**, with no votes to the contrary, to defer until the March meeting.

1902/49      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**

1902/50      **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 that the report from the staff review should be available for the next Committee meeting.

1902/51      **To review Staff Salaries**  
It was noted that the national salary scales had been renumbered and it was **resolved**, with no votes to the contrary, to move staff onto the new number system on their equivalent scale point and award one SCP point rise from the 1<sup>st</sup> April 2019 as in line with employment contracts

1902/52      **Close**  
There being no further business the meeting closed at 12pm.

Signed.....

Dated .....