

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting  
Held on Thursday 28<sup>th</sup> March 2019 at 10.00am at the Parish Council Offices,  
12 Higher Road, Fremington**

- Present:** Cllrs D Chalmers (Chairman), Miss L Goodger, Mrs S Kingdom and A Rennles  
Mrs V Woodhouse, Parish Clerk
- 1903/35      **Apologies for Absence**  
None.
- 1903/36      **Declarations of Interest**  
None.
- 1903/37      **To agree the agenda as published**  
It was **resolved** to agree the agenda as published.
- 1903/38      **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 28<sup>th</sup> February 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 28<sup>th</sup> February 2019 as a correct record. Cllr Chalmers duly signed the minutes.
- 1903/39      **Chairman's Announcements**  
The Chairman announced that the Parish Council's dog bin contractor had agreed to trial the emptying of the dog bins for one month at a cost of £500 for the month. The Chairman informed the Committee that the staff review had been received and he, as Chairman of the Finance and Personnel Committee, along with the Chairman of the Council and the Clerk felt that it was less than satisfactory and did not fit the scope for instructing a staff review. There was no background work for the limited recommendations provided and for these reasons the Clerk had expressed disappointment to the company appointed to undertake the review and had asked that a full staff review be provided as agreed. It was noted that the Parish Council's financial package had been moved over by the company to a cloud based system to ensure compliance with Making Tax Digital which would apply to local authorities from the 1<sup>st</sup> October 2019.
- 1903/40      **Public Participation**  
None.
- 1903/41      **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.
- 1903/42      **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from the 28<sup>th</sup> February February 2019 to the 28<sup>th</sup> March 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 £15,391.40 and receipts totalling £2,002.92, copies of which are attached to these minutes as Appendix One.
- 1903/43      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**

1903/44 **To receive resignation from Parish Clerk & Responsible Financial Officer for Maternity Cover**  
It was **resolved**, with no votes to the contrary, to accept the resignation.

1903/45 **To ratify appointment of Parish Clerk & Responsible Financial Officer for Maternity Cover**  
It was **resolved**, with no votes to the contrary, to appoint Mrs Kate Graddock as a locum Clerk as Parish Clerk & Responsible Financial Officer for Maternity Cover. It was noted that due to time constraints and costs it would not have been feasible for the Parish Council to re-advertise the position and noted that this was not a legal requirement. It was further noted that members did not feel the initial recruitment process had identified a suitable candidate willing to undertake the role full time.

The Chairman of the Finance and Personnel Committee thanked the Chairman of the Council for dealing with the situations, in conjunction with appropriate members and staff that had arisen in his absence.

1903/46 **Close**  
There being no further business the meeting closed at 10.37am.

Signed.....

Dated .....

