

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting  
Held on Thursday 25<sup>th</sup> July 2019 at 11.15am at the Parish Council Offices,  
12 Higher Road, Fremington**

**Present:** Cllr A Rennles (Chairman)  
Cllrs I Capon, I Crawford and S Kingdom.  
Mrs K Graddock, Acting Parish Clerk

1907/35 **Apologies for Absence**  
Apologies for absence as recorded on the attendance sheet, were received from Cllr F Biederman.

The Clerk informed members that she had received quotations from the following companies: AME, Lineal and Alchemy Systems

1907/36 **Declarations of Interest**  
Cllr Mrs S Kingdom declared a personal interest in item 10 on the Agenda: IT and Telecoms as one of the companies is known to her.

1907/37 **To agree the agenda as published**  
**RESOLVED** to agree the agenda as published. (NC)

1907/38 **Chairman's Announcements**  
No announcements were made.

1907/39 **Minutes**  
**RESOLVED** that the minutes of the meeting held on Thursday, 27<sup>th</sup> June 2019 be approved and signed as a correct record. (NC)

1907/40 **Public Participation**  
No members of the public were present.

1906/41 **Staff Salaries – To approve staff salaries for the month of July 2019**  
**RESOLVED** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of July 2019. (NC)

1907/42 **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts received for the period from the 27<sup>th</sup> June to 25<sup>th</sup> July 2019.**

The Clerk circulated the payment and receipt lists which are attached as Appendix 1.

Members were informed that there is likely to be some funds left from the water fountain and would like to explore placing a commemorative bench for bomber men who recently had a memorial service held.

**RESOLVED:** to approve the payments totalling £102,397.06 and receipts totalling £50,441.14.

(NC)

1906/43

**Beechfield Centre**

The Clerk gave a verbal report on the progress of Beechfield Centre. There is due to be no delay in handover and the build is progressing well. Concerns were raised regarding the car parking area and it was **RESOLVED**: that the Clerk investigate options for the car park to ensure that staff, councillors and hirers are able to utilise the space.

(NC)

1907/44

**IT and Telecoms**

The Clerk circulated quotations from 3 companies, who were not identified in the details. After discussions it was **RESOLVED**: that Alchemy Systems be awarded the project for a total of £6,651.00 upfront cost and £175.84 per month for 12 months for telecoms and IT hardware, security and support.

**Part B – Exclusion of Press and Public**

**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.

(NC)

**PART B**

1907/45

**Sale of Council Offices**

The Clerk gave a verbal report on the sale of the Council offices and an offer that was received.

**RESOLVED**: that the Clerk continue negotiations following legal advice and that the auction is not undertaken if the offer is that of acceptance by the Clerk.

(NC)

1907/46

**Staff Structure**

Members were verbally reported the updates on the staffing structure to date.

**RESOLVED**: that the Clerk is given delegated authority to continue with the proposed action as detailed in her report including the possibility of garden leave.

\*\*\* The Clerk left the meeting at this point. \*\*\*

Members discussed the Deputy Executive Officer and Finance Officer post and the Chairman of the Council informed members that the post had been offered.

**RESOLVED**: that the appointment of Mrs K Graddock as Deputy Executive Officer and Finance Officer on return of the Parish Clerk be ratified and approved and that there be no gap in service.

(NC)

\*\*\* The Clerk returned to the meeting. \*\*\*

1907/47

**Close**

There being no further business the meeting closed at 12.10pm.

Signed.....

Dated .....

DRAFT