

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday 25th 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, 27th 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 27th June to 25th 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



Fremington Parish Council IE FIX 2 PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
225 Beechfield Centre	28/06/2019		Co-operative 6521808		Beechfield - Interim Payment	CDL Southwest	S	74,999.92	14,999.98	89,999.90
226 General/Various	24/07/2019		Co-operative 6521808		Notice boards	Notice Me	S	214.95	42.99	257.94
227 General Repairs	24/07/2019		Co-operative 6521808		Play Equipment Repairs	A. C. Harper - Playground So	S	195.00	39.00	234.00
228 Grass Cutting	24/07/2019		Co-operative 6521808		Fremington Quay - maintenance	Dave Budd Gardening Services	Z	40.00	0.00	40.00
229 Parish Paths	24/07/2019		Co-operative 6521808		Parish Paths - Maintenance	Dave Budd Gardening Services	X	25.00	0.00	25.00
230 Dog Bin Emptying	24/07/2019		Co-operative 6521808		Dog Bin Emptying	Dave Budd Gardening Services	X	230.00	0.00	230.00
231 DCC - Grass Cutting	24/07/2019		Co-operative 6521808		Hedge Cutting	Dave Budd Gardening Services	X	45.00	0.00	45.00
232 DCC - Grass Cutting	24/07/2019		Co-operative 6521808		Grass Cutting - DCC	Dave Budd Gardening Services	X	1,137.50	0.00	1,137.50
233 Beechfield - Grass Cutting	24/07/2019		Co-operative 6521808		Grass Cutting - Beechfield	Dave Budd Gardening Services	X	155.00	0.00	155.00
234 Ellerslie - Grass Cutting	24/07/2019		Co-operative 6521808		Grass Cutting - Ellerslie	Dave Budd Gardening Services	X	90.00	0.00	90.00
235 Village Green - Grass Cutting	24/07/2019		Co-operative 6521808		Grass Cutting - Village Green	Dave Budd Gardening Services	X	62.00	0.00	62.00
236 Griggs Field - Grass Cutting	24/07/2019		Co-operative 6521808		Griggs Field - Grass Cutting	Dave Budd Gardening Services	X	45.00	0.00	45.00
237 Grass Cutting	24/07/2019		Co-operative 6521808		Grass Cutting - Fremington Qu	Dave Budd Gardening Services	X	140.00	0.00	140.00
238 Grass Cutting	24/07/2019		Co-operative 6521808		Grass Cutting - Fremington Qu	Dave Budd Gardening Services	X	30.00	0.00	30.00
239 Maintenance	24/07/2019		Co-operative 6521808		Grass Cutting - Cemetery	Dave Budd Gardening Services	X	290.00	0.00	290.00
240 Maintenance	24/07/2019		Co-operative 6521808		Grass Cutting Cemetery Extern	Dave Budd Gardening Services	X	37.50	0.00	37.50
241 Maple Grove Grass Cutting	24/07/2019		Co-operative 6521808		Grass Cutting Maple Grove	Dave Budd Gardening Services	X	33.33	0.00	33.33
242 Play Equipment Renewal/Ref	24/07/2019		Co-operative 6521808		Play Equipment Repairs	Wickstead	S	135.63	27.13	162.76
243 Gas	24/07/2019		Co-operative 6521808	Direct Debit	Council Offices - Gas	E-on	L	8.04	0.40	8.44
244 Tews Lane - Gas	24/07/2019		Co-operative 6521808	Direct Debit	Tews Lane - Gas	Total Gas and Power	L	19.75	0.99	20.74
245 Grants Received from other	24/07/2019		Co-operative 6521808	Debit card payment	Reusable bottles - Frem Quay	Vistaprint	S	327.48	65.50	392.97
246 Beechfield Centre	24/07/2019		Co-operative 6521808		Beechfield - Architecture Interi	Woodward Smith Chartered Ai	S	750.00	150.00	900.00
247 Maintenance	24/07/2019		Co-operative 6521808	Debit card payment	Cemetery - Maintenance	Notice Me	S	174.90	34.98	209.88
248 Cleaning	24/07/2019		Co-operative 6521808		Blue rolls	Mrs E Steer	X	9.29	0.00	9.29
249 Postage	24/07/2019		Co-operative 6521808	Debit card payment	2nd Class stamps	Post Office Ltd	X	18.30	0.00	18.30
250 Cleaning	24/07/2019		Co-operative 6521808		Cleaning - Office	Angela Wedlake	X	138.60	0.00	138.60
251 Cleaning	24/07/2019		Co-operative 6521808	Direct Debit	Council Offices - Electricity	Angela Wedlake	L	134.58	6.73	141.31
252 Village Green - Electricity	24/07/2019		Co-operative 6521808	Direct Debit	Village Green - Electricity	British Gas Business	L	28.83	1.44	30.27
253 General Repairs	24/07/2019		Co-operative 6521808		Frem Quay - Plumbing at Bunç	M.S Plumbing	X	220.00	0.00	220.00
254 Beechfield - Electricity	24/07/2019		Co-operative 6521808	Direct Debit	Beechfield - Electricity	British Gas Business	L	128.42	6.42	134.84
255 General Repairs	24/07/2019		Co-operative 6521808		Frem Quay - repairs	Jed Mason Plumbing & Heati	S	260.00	52.00	312.00
256 Photocopier	24/07/2019		Co-operative 6521808		Photocopy Charges	Baytek Office Solutions Ltd	S	85.18	17.03	102.21
257 Beechfield Centre	24/07/2019		Co-operative 6521808		Beechfield - Structural Service	South West Structures Limite	X	560.00	0.00	560.00
258 Play Equipment Renewal/Ref	24/07/2019		Co-operative 6521808		Beechfield playground repairs	A. C. Harper - Playground So	S	145.00	29.00	174.00
259 Water & Sewage	24/07/2019		Co-operative 6521808		Legionnaires Sampling	Clearwater Ltd	S	280.00	56.00	336.00
260 Petty Cash	24/07/2019		Co-operative 6521808	petty cash	Petty cash	Fremington Parish Council	X	100.00	0.00	100.00

Appendix 1

Fremington Parish Council IE FIX 2

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
261 New Dog Bins	24/07/2019		Co-operative 6521808		Dog Bin renewal	Broxap	S	261.00	52.20	313.20
262 Play Equipment Renewal/Ref	24/07/2019		Co-operative 6521808		Playground inspections	The Play inspection company	S	495.00	99.00	594.00
263 Grants To Other Groups/Org	27/06/2019		Co-operative 6521808	402368	Instow Westleigh & West Yella	Fremington Parish Council	X	60.00	0.00	60.00
264 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402369	50th North Devon Scout Grout	Fremington Parish Council	X	100.00	0.00	100.00
265 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402370	The Tomlin Hall	Fremington Parish Council	X	200.00	0.00	200.00
266 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402365	Fremington Hall Management	Fremington Parish Council	X	200.00	0.00	200.00
267 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402366	Go North Devon Ltd	Fremington Parish Council	X	100.00	0.00	100.00
268 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402367	Instow & District Social and Fr	Fremington Parish Council	X	100.00	0.00	100.00
269 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402361	1st Fremington District Rainbo	Fremington Parish Council	X	100.00	0.00	100.00
270 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402363	1st Fremington Guides	Fremington Parish Council	X	100.00	0.00	100.00
271 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402364	Fremington Garden Club	Fremington Parish Council	X	100.00	0.00	100.00
272 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402358	Fremington Air Scouts	Fremington Parish Council	X	100.00	0.00	100.00
273 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402359	1st Fremington Air Scouts	Fremington Parish Council	X	100.00	0.00	100.00
274 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402360	1st Fremington Brownies	Fremington Parish Council	X	100.00	0.00	100.00
275 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402355	Bickington Brownies	Fremington Parish Council	X	100.00	0.00	100.00
276 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402356	Torrige, ND and Mid, West Ci	Fremington Parish Council	X	100.00	0.00	100.00
277 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402357	1st Fremington Air Scouts	Fremington Parish Council	X	100.00	0.00	100.00
278 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402354	Barnstaple Pilot Gig Club	Fremington Parish Council	X	100.00	0.00	100.00
279 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402353	Barnstaple Disabled Fellowship	Fremington Parish Council	X	100.00	0.00	100.00
280 Grants To Other Groups/Org	24/07/2019		Co-operative 6521808	402351	Age Concern Barnstaple	Fremington Parish Council	X	200.00	0.00	200.00
281 Hall Hire	24/07/2019		Co-operative 6521808		Hall Hire	Fremington Parish Hall Mana	X	105.00	0.00	105.00
282 Tews Lane - Gas	24/07/2019		Co-operative 6521808	Direct Debit	Tews Lane - Gas	E-on	L	6.40	0.32	6.72
283 Other	24/07/2019		Co-operative 6521808	Debit card payment	Grants Evening - refreshments	Lidl	X	13.57	0.00	13.57
284 Beechfield Centre	24/07/2019		Co-operative 6521808		Beechfield - Architecture Interi	Woodward Smith Chartered Ai	S	750.00	150.00	900.00
285 Stationery	24/07/2019		Co-operative 6521808		Stationery	Just Office Limited	S	18.23	3.65	21.87
286 Play Equipment Renewal/Ref	24/07/2019		Co-operative 6521808		Beechfield playground repairs	A. C. Harper - Playground So	S	178.00	35.60	213.60
287 Tews Lane - Pitch Maintenan	24/07/2019		Co-operative 6521808		Tews Lane - Maintenance	Plandscape	S	517.99	103.60	621.59
288 Rubbish Collection	24/07/2019		Co-operative 6521808	Direct Debit	Rubbish Removal	North Devon Council	X	33.97	0.00	33.97
289 Beechfield - Business Rates	24/07/2019		Co-operative 6521808	Direct Debit	Beechfield - Rates	North Devon Council	X	98.00	0.00	98.00
290 Business Rates	24/07/2019		Co-operative 6521808	Direct Debit	Business Rates - Cemetery	North Devon Council	X	82.00	0.00	82.00
291 Business Rates	24/07/2019		Co-operative 6521808	Direct Debit	Business Rates - Council Office	North Devon Council	X	260.00	0.00	260.00
292 Tews Lane - Business Rates	24/07/2019		Co-operative 6521808	Direct Debit	Business Rates - Tews Lane	North Devon Council	X	177.00	0.00	177.00
293 Stationery	24/07/2019		Co-operative 6521808	Debit card payment	Poster for Climate Emergency	Poster My Wall	X	6.54	0.00	6.54
294 Telephones	24/07/2019		Co-operative 6521808	Direct Debit	Telephone & Internet Charges	TalkTalk Business	S	32.13	6.43	38.56
295 Postage	27/06/2019		Petty Cash		Postage	Post Office Ltd	X	1.50	0.00	1.50
296 Cleaning	01/07/2019		Petty Cash		Toilet rolls	Costcutter	X	4.00	0.00	4.00
297 Postage	24/07/2019		Petty Cash		Postage	Post Office Ltd	X	0.70	0.00	0.70
298 Cleaning	02/07/2019		Petty Cash		Kitchen wipes	Morrison's	X	1.00	0.00	1.00
299 Training	10/07/2019		Petty Cash		Refreshments - Training	Sainsburys	X	13.20	0.00	13.20

Appendix 1

Fremington Parish Council IE FIX 2 PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
300 Petty Cash	15/07/2019		Petty Cash		Milk	Morrisons	X	0.56	0.00	0.56
301 Cleaning	16/07/2019		Petty Cash		Furniture Polish	Morrisons	X	0.70	0.00	0.70
302 Parish Paths	16/07/2019		Petty Cash		Petrol can for strimmer	Sainsburys	X	6.00	0.00	6.00
Total								86,416.69	15,980.39	102,397.06

Appendix 1



Fremington Parish Council IE FIX 2 RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
108 Received from North Devon	24/07/2019		Co-operative 6521808		Water Fountain- CTF grant	North Devon Council	X	2,651.00	0.00	2,651.00
109 Training	24/07/2019		Co-operative 6521808		Training	Georham Parish Council	X	150.00	0.00	150.00
110 Training	24/07/2019		Co-operative 6521808		Training	South Molton Town Council	X	150.00	0.00	150.00
111 Training	24/07/2019		Co-operative 6521808		Training	Kentisbury & Trentishoe Pari	X	90.00	0.00	90.00
112 Training	24/07/2019		Co-operative 6521808		Training	Ashford Parish Council	X	30.00	0.00	30.00
113 Allotments - Rents	24/07/2019		Co-operative 6521808		Allotment rent	BAB3	X	16.08	0.00	16.08
114 Allotments - Rents	24/07/2019		Co-operative 6521808		Allotment rent	BAB23	X	16.08	0.00	16.08
115 Allotments - Rents	24/07/2019		Co-operative 6521808		Allotment rent	BAB24	X	16.08	0.00	16.08
116 Dog Bag Donations	24/07/2019		Co-operative 6521808		Dog bag donations	Donations	X	40.67	0.00	40.67
117 Photocopier	24/07/2019		Co-operative 6521808		Photocopy Charges	Members of the public	X	40.00	0.00	40.00
118 Allotments - Rents	24/07/2019		Co-operative 6521808		Allotment rent	MUD16	X	42.86	0.00	42.86
119 Allotments - Rents	24/07/2019		Co-operative 6521808		Allotment rent	BAB16	X	16.08	0.00	16.08
120 Allotments - Rents	24/07/2019		Co-operative 6521808		Allotment rent	BAB20	X	16.08	0.00	16.08
121 Allotments - Rents	24/07/2019		Co-operative 6521808		Allotment rent	BAB31	X	16.08	0.00	16.08
122 Allotments - Rents	24/07/2019		Co-operative 6521808		error	error	X	0.00	0.00	0.00
123 Training	24/07/2019		Co-operative 6521808		Training	Frithestock Parish Council	X	60.00	0.00	60.00
124 Photocopier	24/07/2019		Co-operative 6521808		Photocopy Charges	Frithestock Parish Council	X	5.00	0.00	5.00
125 Training	24/07/2019		Co-operative 6521808		Training	Bishops Tawton Parish Coun	X	120.00	0.00	120.00
126 Burials/Deeds of Grant	24/07/2019		Co-operative 6521808	BU1920-16	Memorial	F J Stevens & Son	X	63.00	0.00	63.00
127 Allotments - Rents	24/07/2019		Co-operative 6521808		Allotment rent	BAB10	X	16.08	0.00	16.08
128 Allotments - Rents	24/07/2019		Co-operative 6521808		Allotment rent	BAB14	X	16.08	0.00	16.08
129 Training	24/07/2019		Co-operative 6521808		Training	Lynton & Lynmouth Town Cc	X	120.00	0.00	120.00
130 Legal/Professional Services	24/07/2019		Co-operative 6521808		Fremington Quay - Clerk of W	Mr. P. Duffy & Miss C. Lock	S	480.00	96.00	576.00
131 Burials/Deeds of Grant	24/07/2019		Co-operative 6521808	BU1920-17	Burial & Deed of Grant	Arthur W Bryant Funeral Sen	X	795.00	0.00	795.00
132 Burials/Deeds of Grant	24/07/2019		Co-operative 6521808	BU1920-18	Memorial	Fine Memorials	X	41.00	0.00	41.00
133 Allotments - Rents	24/07/2019		Co-operative 6521808		Allotment rent	MUD21	X	36.45	0.00	36.45
134 Burials/Deeds of Grant	24/07/2019		Co-operative 6521808	BU1920-19	Memorial	F J Stevens & Son	X	41.00	0.00	41.00
135 Burials/Deeds of Grant	24/07/2019		Co-operative 6521808	BU1920-20	Memorial	R P Byrom & Son	X	63.00	0.00	63.00
136 Burials/Deeds of Grant	24/07/2019		Co-operative 6521808	BU1920-21	Memorial	Beckford	X	63.00	0.00	63.00
137 Grants Received from other	24/07/2019		Co-operative 6521808		Donation towards drinking fou	Fremington Quay Environme	X	1,680.00	0.00	1,680.00
138 Rent	24/07/2019		Co-operative 6521808		Frem Quay - Cafe Rent	Mr P Duffy & Miss C Lock	X	4,828.93	0.00	4,828.93
139 Sewage Plant - Desludge	24/07/2019		Co-operative 6521808		Frem Quay - desludge	Mr P Duffy & Miss C Lock	X	327.50	0.00	327.50
140 Environment Agency - Dischi	24/07/2019		Co-operative 6521808		Frem Quay - Environment age	Mr P Duffy & Miss C Lock	X	356.00	0.00	356.00
141 Sewage Plant - Inspections	24/07/2019		Co-operative 6521808		Frem Quay - Inspections	Mr P Duffy & Miss C Lock	S	127.78	25.56	153.34
142 VAT Repayments	24/07/2019		Co-operative 6521808		HMRC Refund	HMRC	X	37,565.29	0.00	37,565.29
143 Burials/Deeds of Grant	24/07/2019		Co-operative 6521808		Davis	AH Johns Funeral Services	X	199.00	0.00	199.00

Appendix 1



Fremington Parish Council IE FIX 2

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
144 Photocopier	24/07/2019		Co-operative 6521808		Photocopy Charges	Berrynarbor Parish Council	X	3.68	0.00	3.68
145 Interest on Accounts	10/06/2019		Lloyds Instant Access		Bank Interest	Lloyds Bank	X	10.90	0.00	10.90
146 Interest on Accounts	09/07/2019		Lloyds Instant Access		Bank Interest	Lloyds Bank	X	9.88	0.00	9.88
Total									121.56	50,441.14

Appendix. 1

