

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting  
Held on Thursday 26<sup>th</sup> September 2019 at 11.15am at The Beechfield Centre,  
Beechfield Road, Fremington.**

- Present:** Cllr A Rennles (Chairman)  
Cllrs F Biederman, I Capon and I Crawford  
Mrs K Graddock, Acting Parish Clerk
- 1909/26     **Apologies**  
Apologies were received from Cllr S Kingdom.
- 1909/27     **Declarations of Interest**  
No interests were declared.
- 1909/28     **To agree the Agenda as published**  
Agreed.
- 1909/29     **Minutes**  
**RESOLVED** that the minutes of the meeting held on Thursday, 25<sup>th</sup> July 2019 be approved and signed as a correct record.  
(NC)
- 1909/30     **Public Participation**  
No members of the public were present.
- 1909/31     **Staff Salaries – To approve staff salaries for the month of August and September 2019.**  
**RESOLVED** to approve the staff salaries, expenses, PAYE/NI and pension payments for the months of August and September 2019.  
(NC)
- 1909/32     **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts received for the period from the 26<sup>th</sup> July until 26<sup>th</sup> September 2019.**  
The Clerk circulated the payment and receipt lists which are attached as Appendix 1.  
**RESOLVED:** to approve the payments totalling £277,319.89 and receipts totalling £9,759.60 August and September.  
(NC)
- 1909/33     **Insurance Renewal**  
Members were reported that the Parish Council's insurers (in place until 2021) had sent a renewal notice for 30<sup>th</sup> September 2019. The Clerk had added The Beechfield Centre and a loss of revenue of £24,000.  
**RESOLVED:** That the renewal is accepted for £6,133.07 per annum from Came and Company.  
(NC)

1909/34      **Budget**  
The Clerk was unable to provide an interim budget update due to circumstances beyond her control, which will be reported in a Part B.  
**RESOLVED:** That this item is deferred until the next meeting. (NC)

1909/35      **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.

1909/36      **Sale of Council Offices**  
The Clerk gave an update on the progress to date with the sale of 12 Higher Road.  
**RESOLVED:** That the report be received and the Clerk continue with negotiations and identify a suitable auction date. (NC)

1909/37      **Staff matters**  
**Apprentice Administration Assistant**  
The Clerk reported that she and the Parish Clerk had interviewed for the post of Apprentice Administration Assistant and that a suitable candidate was found, subject to inclusion on the Petroc Administration Level 2 course. Members were delighted that an appointment was made but felt there needed to be a recruitment policy.  
**RESOLVED:** That the appointment of the Apprentice Administration Assistant be ratified and that the Clerk draft a recruitment policy for consideration at a future meeting. (NC)

**Staffing updates**  
Members were reported that staff member no 108 had started the Level 2 Certificate in Principles of Team Leading and that staff member no 110 will retire from 31<sup>st</sup> October 2019. The Clerk informed members that a cleaner was required due to the current contractor unable to continue, it was therefore  
**RESOLVED:** That the updates be noted and that the cleaning is taken inhouse for one month and reviewed at the next meeting. (NC)

Meeting ended at 11.53am.

Signed: ..... Dated: .....