

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday, 28th November 2019 at 11.00am
at The Beechfield Centre, Beechfield Road, Fremington.**

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

1911/94 **Apologies for absence**
All present.

1911/95 **Declarations**
Cllr S Kingdom declared a Personal interest in the Gig Club Application for funding.

1911/96 **Public Participation**
No members of the public were present.

1911/97 **Minutes**
RESOLVED: That the minutes of the meeting held on Thursday, 24th October 2019 be approved as a correct record and signed by the Chairman.
(NC)

1911/98 **Staff Salaries**
RESOLVED: To approve the staff salaries, expenses, PAYE/NI and pension payments for the month of November.
(NC)

RESOLVED: That the meeting go into Part B: Exclusion of the Press and Public 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)

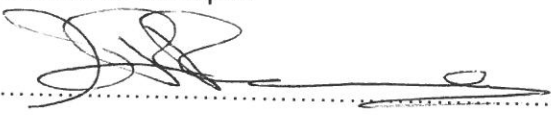
Members were reported of an overpayment to staff number 105.
RESOLVED: That the Chairman of the Finance and Personnel Committee inform the staff member of the overpayment and the Chairman of the Finance and Personnel Committee, Cllr A Rennles, Cllr Capon and the Clerk (Note taking only) meet with the staff member to address the matter.
(NC)

RESOLVED: To move back into the public meeting.
(NC)



- 1911/99 **Accounts due for Payment and Receipts**
RESOLVED: To approve the payments totalling £40,913.37 and receipts totalling £50,787.34 from 25th October 2019 until 28th November 2019. Attached as Appendix 1. (NC)
- Members requested and it was
RESOLVED: that the payment and receipts information be forwarded to Councillors at least 2 days before the meeting with any payments/receipts coming in after that cut of date to be tabled at the meeting separately. (NC)
- 1911/100 **Budgets**
RESOLVED: This matter be deferred. (NC)
- 1911/101 **Grant Applications 20/21**
RESOLVED: This matter be deferred. (NC)
- 1911/102 **Office Closure – Christmas**
RESOLVED: To note that the Office Christmas Closure will be from Wednesday, 18th December at 1.00pm until Monday, 6th January 2020 at 9.00am. (NC)
- 1911/103 **Routine Payments**
RESOLVED: That the Clerk is authorised to make routine payments during December and the Council's Christmas recess. (NC)
- 1911/104 **Recruitment and Retention Policy**
RESOLVED: This matter be deferred. (NC)
- 1911/105 **Recruitment**
RESOLVED: This matter be deferred. (NC)

Meeting ended at 12.10pm.

Signed  Dated 4/12/19

Fremington Parish Council IE FIX 2 PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
517 General/Various	22/11/2019		Co-operative 6521808		DAA Landing Site Electrics	MAT Electrics Limited	S	1,065.37	213.07	1,278.44
518 I.T.	22/11/2019		Co-operative 6521808		IT - New Systems	Alchemy	S	230.85	46.17	277.02
519 Beechfield Centre - Car Park	22/11/2019		Co-operative 6521808		Beechfield Car Park Architectu	Woodward Smith Chartered Ai	S	600.00	120.00	720.00
520 Beechfield Centre	22/11/2019		Co-operative 6521808		Architectural Services: Beechfi	Woodward Smith Chartered Ai	S	1,200.00	240.00	1,440.00
521 Cleaning	22/11/2019		Co-operative 6521808		Hygiene Services	South West Hygiene	S	76.43	15.29	91.72
522 Stationery	22/11/2019		Co-operative 6521808		Ink Cartridge	Amazon	X	8.99	0.00	8.99
523 Beechfield - Hire of Centre	22/11/2019		Co-operative 6521808	Debit Card	Refund of Deposit	Fremington Parish Council	X	60.00	0.00	60.00
524 Other	22/11/2019		Co-operative 6521808		Poppy Wreath	Royal British Legion	X	22.50	0.00	22.50
525 Website	22/11/2019		Co-operative 6521808		Renewal of Website Domain	WesternWeb Ltd	S	45.00	9.00	54.00
526 Beechfield - Business Rates	22/11/2019		Co-operative 6521808		Beechfield - Rates	North Devon Council	X	222.61	0.00	222.61
527 Telephones	22/11/2019		Co-operative 6521808		Telephone & Internet Charges	Numbertite	S	72.61	14.52	87.13
528 Tews Lane - Pitch Maintenance	22/11/2019		Co-operative 6521808		Tews Lane - Maintenance	Plandscape	S	517.99	103.60	621.59
529 Cleaning	22/11/2019		Co-operative 6521808		Hygiene Services	South West Hygiene	S	51.43	10.29	61.72
530 Beechfield - Alarm System	22/11/2019		Co-operative 6521808		Annual Keyholding Charge	Guarantor Security	S	180.00	36.00	216.00
531 Dog Bin Emptying	22/11/2019		Co-operative 6521808		Dog bin emptying, October - C	North Devon Council	S	1,429.50	285.90	1,715.40
532 Stationery	22/11/2019		Co-operative 6521808		Picture Hanging Strips	Amazon	S	5.33	1.07	6.40
533 I.T.	22/11/2019		Co-operative 6521808		Keyboard	Amazon	S	14.17	2.83	17.00
534 Stationery	22/11/2019		Co-operative 6521808		Labels	Amazon	S	6.61	1.32	7.93
535 Beechfield - Maintenance/Re	22/11/2019		Co-operative 6521808		Floor cable covering	Amazon	S	33.32	6.67	39.99
536 Tews Lane - Water & Sewag	22/11/2019		Co-operative 6521808		Tews Lane - Water & Sewerag	South West Water	X	65.11	0.00	65.11
537 Stationery	22/11/2019		Co-operative 6521808		Office Chair (Kate)	Just Office Limited	S	119.00	23.80	142.80
538 Photocopier	22/11/2019		Co-operative 6521808		Photocopy Charges	Baytek Office Solutions Ltd	S	110.12	22.02	132.14
539 General/Various	22/11/2019		Co-operative 6521808		Cable ties	Amazon	X	7.99	0.00	7.99
540 Cleaning	22/11/2019		Co-operative 6521808		Hoover	Currys	S	124.99	25.00	149.99
541 Beechfield Centre - Car Park	22/11/2019		Co-operative 6521808		Architectural Services, Tender	Woodward Smith Chartered Ai	S	400.00	80.00	480.00
542 Received from Devon County	22/11/2019		Co-operative 6521808		Trees for planting	Woodland Trust	S	432.21	86.44	518.65
543 Tews Lane - Gas	22/11/2019		Co-operative 6521808		Repair/Rehang Gas Meter Box	Jed Mason Plumbing & Heati	S	35.00	7.00	42.00
544 Public Toilets - Repairs	22/11/2019		Co-operative 6521808		Flush through and turn up terr	Jed Mason Plumbing & Heati	S	35.00	7.00	42.00
545 Sewage Plant - Desludge	22/11/2019		Co-operative 6521808		Desludge Sewage Treatment	ALRO Services Ltd	Z	418.00	0.00	418.00
546 Training	22/11/2019		Co-operative 6521808		DALC conference: K Graddock	D.A.L.C.	E	25.00	0.00	25.00
547 Postage	22/11/2019		Co-operative 6521808	Debit Card	Postage	Royal Mail	X	53.39	0.00	53.39
548 Other	22/11/2019		Co-operative 6521808		Storage	Daintons	S	64.89	12.98	77.87
549 Subscriptions	27/11/2019		Co-operative 6521808		SLCC Subscription - V Woodho	Society of Local Council Clerk	X	308.00	0.00	308.00
550 Beechfield Centre - Car Park	27/11/2019		Co-operative 6521808		Beechfield - Car Park Repairs	Arrowbuild SW Ltd	S	4,049.52	809.90	4,859.42
551 Beechfield Centre - Car Park	27/11/2019		Co-operative 6521808		Beechfield - Car Park Repairs	Arrowbuild SW Ltd	X	2,431.83	0.00	2,431.83
552 Business Rates	27/11/2019		Co-operative 6521808		Business Rates - Council Office	North Devon Council	X	75.34	0.00	75.34

Appendix 1

Fremington Parish Council IE FIX 2

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
553 I.T.	27/11/2019		Co-operative 6521808		IT: 365/Back up/Anti-Virus mo	Alchemy	S	76.95	15.39	92.34
554 Rubbish Collection	27/11/2019		Co-operative 6521808		Waste collection	North Devon Council	X	90.31	0.00	90.31
555 Election Reserve	27/11/2019		Co-operative 6521808		Recharge for Parish Elections	North Devon Council	X	3,382.17	0.00	3,382.17
556 Beechfield Centre	27/11/2019		Co-operative 6521808		Defect works to Beechfield Car	Arrowbuild SW Ltd	X	3,312.47	0.00	3,312.47
557 Allotments - Hedge Cutting	27/11/2019		Co-operative 6521808		Hedge Cutting - Muddlebridge	Dave Budd Gardening Service	X	280.00	0.00	280.00
558 Rubbish Collection	27/11/2019		Co-operative 6521808		Removal of mattresses at Play	Dave Budd Gardening Service	X	60.00	0.00	60.00
559 Rubbish Collection	27/11/2019		Co-operative 6521808		Litterpicking cover 1st Nov - 21	Dave Budd Gardening Service	X	240.00	0.00	240.00
560 DCC - Grass Cutting	27/11/2019		Co-operative 6521808		DCC Grass Cutting Charges	Dave Budd Gardening Service	X	1,137.50	0.00	1,137.50
561 Beechfield - Grass Cutting	27/11/2019		Co-operative 6521808		Grass Cutting - Beechfield	Dave Budd Gardening Service	X	155.00	0.00	155.00
562 Griggs Field - Grass Cutting	27/11/2019		Co-operative 6521808		Grass Cutting - Ellerslie	Dave Budd Gardening Service	X	90.00	0.00	90.00
563 Village Green - Grass Cutting	27/11/2019		Co-operative 6521808		Grass Cutting - Village Green	Dave Budd Gardening Service	X	62.00	0.00	62.00
564 Griggs Field - Grass Cutting	27/11/2019		Co-operative 6521808		Griggs Field - Grass Cutting	Dave Budd Gardening Service	X	45.00	0.00	45.00
565 Grass Cutting	27/11/2019		Co-operative 6521808		Grass Cutting - Fremington Qu	Dave Budd Gardening Service	X	140.00	0.00	140.00
566 Grass Cutting	27/11/2019		Co-operative 6521808		Grass Cutting - Fremington Qu	Dave Budd Gardening Service	X	30.00	0.00	30.00
567 Maintenance	27/11/2019		Co-operative 6521808		Grass Cutting - Cemetery	Dave Budd Gardening Service	X	290.00	0.00	290.00
568 Maintenance	27/11/2019		Co-operative 6521808		Grass Cutting Cemetery Exten:	Dave Budd Gardening Service	X	37.50	0.00	37.50
569 Maple Grove Grass Cutting	27/11/2019		Co-operative 6521808		Grass Cutting Maple Grove	Dave Budd Gardening Service	X	33.33	0.00	33.33
570 Cleaning	27/11/2019		Co-operative 6521808		Window Cleaning - Beechfield	Ocean Mist Window Cleaning	X	45.00	0.00	45.00
571 Beechfield Centre	27/11/2019		Co-operative 6521808		Beechfield Plumbing	Evans Plumbing	S	869.45	173.89	1,043.34
572 Beechfield Centre - Car Park	27/11/2019		Co-operative 6521808		Architectural Services, Tender	Woodward Smith Chartered Au	S	522.00	104.40	626.40
573 Stationery	27/11/2019		Co-operative 6521808		Stop Hate UK Poster download	Poster My Wall	X	2.38	0.00	2.38
574 Stationery	27/11/2019		Co-operative 6521808		Laptop bag: K Graddock	Amazon	X	23.99	0.00	23.99
575 Stationery	27/11/2019		Co-operative 6521808		Climate Change Logo downloa	Poster My Wall	X	2.39	0.00	2.39
576 Beechfield Centre	27/11/2019		Co-operative 6521808		Large Clock for BF Centre Mair	Amazon	S	17.25	3.45	20.70
577 Stationery	27/11/2019		Co-operative 6521808		Laptop bag: V Woodhouse	Amazon	S	19.99	4.00	23.99
578 Business Rates	27/11/2019		Co-operative 6521808		Business Rates - Cemetery	North Devon Council	X	82.00	0.00	82.00
579 Tews Lane - Business Rates	27/11/2019		Co-operative 6521808		Business Rates - Tews Lane	North Devon Council	X	177.00	0.00	177.00
580 Salaries	28/11/2019		Co-operative 6521808		Salaries	Fremington Parish Council	X	7,769.26	0.00	7,769.26
581 PAYE/NI	28/11/2019		Co-operative 6521808		PAYE/National Insurance	HMRC	X	2,035.20	0.00	2,035.20
582 Pension Payments	28/11/2019		Co-operative 6521808		Pension Contributions	Devon County Council	X	2,153.16	0.00	2,153.16
583 Environment Agency - Dischi	28/11/2019		Co-operative 6521808		Environment Agency Fees	Environment Agency	X	445.00	0.00	445.00
584 Rubbish Collection	28/11/2019		Co-operative 6521808		Trade Waste Collection	North Devon Council	X	33.97	0.00	33.97
585 Photocopier	28/11/2019		Co-operative 6521808		Photocopier rental	Corporate Finance	X	174.00	0.00	174.00
Total								38,432.37	2,481.00	40,913.37

Appendix 1

Fremington Parish Council IE FIX 2

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
199 Burials/Deeds of Grant	22/11/2019		Co-operative 6521808	BU1920-31	Cremated Remains	W. S. Gayton & Son	X	48.00	0.00	48.00
200 Burials/Deeds of Grant	22/11/2019		Co-operative 6521808	BU1920-35	Burial	W. S. Gayton & Son	X	0.00	0.00	0.00
201 Burials/Deeds of Grant	22/11/2019		Co-operative 6521808	BU1920-35	Deed of Grant	W. S. Gayton & Son	X	81.00	0.00	81.00
202 Burials/Deeds of Grant	22/11/2019		Co-operative 6521808	BU1920-35	Deed of Grant	W. S. Gayton & Son	X	81.00	0.00	81.00
203 Burials/Deeds of Grant	22/11/2019		Co-operative 6521808	BU1920-35	Deed of Grant	W. S. Gayton & Son	X	81.00	0.00	81.00
204 Burials/Deeds of Grant	22/11/2019		Co-operative 6521808	BU1920-34	Burial	W. S. Gayton & Son	X	199.00	0.00	199.00
205 Burials/Deeds of Grant	22/11/2019		Co-operative 6521808	BU1920-33	Cremated Remains	W. S. Gayton & Son	X	48.00	0.00	48.00
206 Sewage Plant - Servicing	22/11/2019		Co-operative 6521808		Frem Quay - service	Mr & Mrs Morris	S	27.46	5.49	32.95
207 Sewage Plant - Desludge	22/11/2019		Co-operative 6521808		Frem Quay - desludge	Mr & Mrs Morris	X	55.72	0.00	55.72
208 Sewage Plant - Inspections	22/11/2019		Co-operative 6521808		Frem Quay - Inspections	Mr & Mrs Morris	S	16.97	3.39	20.36
209 Sewage Plant - Electricity	22/11/2019		Co-operative 6521808		Frem Quay - Electricity	Mr & Mrs Morris	L	70.44	3.52	73.96
210 Sewage Plant - Sinking Fund	22/11/2019		Co-operative 6521808		Frem Quay - sinking fund	Mr & Mrs Morris	X	107.00	0.00	107.00
211 Sewage Plant - Servicing	22/11/2019		Co-operative 6521808		Frem Quay - service	Mr & Mrs Danks	S	27.46	5.49	32.95
212 Sewage Plant - Desludge	22/11/2019		Co-operative 6521808		Frem Quay - desludge	Mr & Mrs Danks	X	55.72	0.00	55.72
213 Sewage Plant - Inspections	22/11/2019		Co-operative 6521808		Frem Quay - Inspections	Mr & Mrs Danks	S	16.97	3.39	20.36
214 Sewage Plant - Electricity	22/11/2019		Co-operative 6521808		Frem Quay - Electricity	Mr & Mrs Danks	L	70.44	3.52	73.96
215 Sewage Plant - Sinking Fund	22/11/2019		Co-operative 6521808		Frem Quay - sinking fund	Mr & Mrs Danks	X	107.00	0.00	107.00
216 VAT Repayments	27/11/2019		Co-operative 6521808		HMRC Refund	HMRC	E	39,290.39	0.00	39,290.39
217 General/Various	27/11/2019		Co-operative 6521808		Byeways Bowling Club - Rent	Byeways Bowling Club	X	1.00	0.00	1.00
218 Burials/Deeds of Grant	27/11/2019		Co-operative 6521808	BU1920-32	Burial/Deed of Grants	W. S. Gayton & Son	X	1,139.00	0.00	1,139.00
219 Burials/Deeds of Grant	27/11/2019		Co-operative 6521808	BU1920-32	Burial & Deed of Grant	W. S. Gayton & Son	X	388.00	0.00	388.00
220 Received from Devon County	27/11/2019		Co-operative 6521808		DCC Grass Cutting Charges	Devon County Council	X	743.00	0.00	743.00
221 Photocopier	27/11/2019		Co-operative 6521808		Photocopy Charges	Berrynarbor Parish Council	X	7.37	0.00	7.37
222 Tews Lane- Hire Charges	27/11/2019		Co-operative 6521808		Tews Lane Hire	Barnstaple Youth Football Clt	X	2,181.00	0.00	2,181.00
223 Photocopier	27/11/2019		Co-operative 6521808		Photocopy Charges	Berrynarbor Parish Council	X	11.56	0.00	11.56
224 Rent	27/11/2019		Co-operative 6521808		Frem Quay - Cafe Rent	Mr P Duffy & Miss C Lock	X	4,562.50	0.00	4,562.50
225 Insurance	27/11/2019		Co-operative 6521808		Frem Quay - insurance	Mr. P. Duffy & Miss C. Lock	X	266.43	0.00	266.43
226 Sewage Plant - Inspections	27/11/2019		Co-operative 6521808		Frem Quay - Inspections	Mr P Duffy & Miss C Lock	S	79.12	19.78	98.90
227 Sewage Plant - Desludge	27/11/2019		Co-operative 6521808		Frem Quay - desludge	Mr P Duffy & Miss C Lock	Z	167.20	0.00	167.20
228 Sewage Plant - Inspections	27/11/2019		Co-operative 6521808		Frem Quay - Inspections	Mr P Duffy & Miss C Lock	S	50.89	10.18	61.07
229 Sewage Plant - Electricity	27/11/2019		Co-operative 6521808		Fremington Quay sewage elec	Mr. P. Duffy & Miss C. Lock	L	211.37	10.57	221.94
230 Beechfield - Hire of Centre	27/11/2019		Co-operative 6521808		Hire of Beechfield	Jacobsen	X	30.00	0.00	30.00
231 Received from Devon County	27/11/2019		Co-operative 6521808		Grant: Cllr Biederman for Tree	Devon County Council	X	500.00	0.00	500.00
Total								50,722.01	65.33	50,787.34

Appendix 1