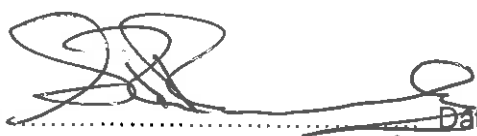


**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday 24th October 2019 at 11.20am
at The Beechfield Centre, Beechfield Road, Fremington.**

- Present:** Cllr A Rennles (Chairman)
Cllrs F Biederman, S Kingdom, I Capon and I Crawford
Mrs K Graddock, Acting Parish Clerk
- 1910/42 **Apologies**
All present.
- 1910/43 **Declarations of Interest**
No interests were declared.
- 1910/44 **Public Participation**
No members of the public were present.
- 1910/45 **Minutes**
RESOLVED that the minutes of the meeting held on Thursday, 26th September 2019 be approved and signed as a correct record.
(NC)
- 1910/46 **Staff Salaries**
RESOLVED to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of October 2019.
(NC)
- 1910/47 **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts received for the period from the 27th September 2019 until 24th October 2019.**
The Clerk circulated the payment and receipt lists which are attached as Appendix 1.
RESOLVED: to approve the payments totalling £46,506.11 and receipts totalling £107,207.95.
(NC)
- 1910/48 **Interim Budget**
Members were circulated copies of the interim budget to date.
RESOLVED: That the budget be received and noted.
(NC)
- 1910/49 **Budget 2020/21**
Members were asked for items for inclusion in the 2020/21 budget. It was noted that the Salary costs will be increased due to additional staffing.
RESOLVED: That following items be included in the 2020/21 budget
1. Investigate the provision of bus shelters at Yelland and Roundswell.
- (NC)
- Following this, members felt that a Bus Shelter Steering Group be formed to investigate the current condition of the Council's bus shelters and report back to a future meeting.



- 1910/50 **Bus Shelters**
Members felt that this item should be deferred pending further investigation, it was therefore
RESOLVED: That Cllrs F Biederman, I Capon and I Crawford form a Bus Shelter Steering Group to investigate the bus shelters in Fremington Parish.
(NC)
- 1910/51 **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)
- 1910/52 **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.
(NC)
- 1910/53 **Staff matters**
Employment of a Cleaner
The Clerk reported that a cleaner was required as she was struggling to continue to do this with her workload, and that it was purely a temporary measure to get through the last month. Members agreed.
RESOLVED: That the Clerk investigate the options for a cleaner and report to the next meeting for a decision.
(NC)
- 1910/54 **Close**
There being no further business, the meeting ended at 12.05pm.

Signed:  Dated: 28/11/2014

Fremington Parish Council IE FIX 2

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
440	Beechfield - Water & Sewage	26/09/2019	Co-operative 6521808		Beechfield - Water & Sewage	South West Water	L	86.63	4.33	90.96
441	Other	26/09/2019	Co-operative 6521808		Storage	Daintons	S	64.89	12.98	77.87
442	Beechfield Centre	03/09/2019	Co-operative 6521808	Debit Card	cutting ribbon/balloons	Amazon	X	12.98	0.00	12.98
443	Beechfield Centre	05/09/2019	Co-operative 6521808	Debit Card	Mirrors for Toilets at Beechfield	EbayEurope	X	11.98	0.00	11.98
444	General/Various	09/09/2019	Co-operative 6521808	Debit Card	Spanner	EbayEurope	X	13.50	0.00	13.50
445	Beechfield Centre	15/10/2019	Co-operative 6521808		Key cutting	Timpson	X	120.00	0.00	120.00
446	Petty Cash	15/10/2019	Petty Cash		Petty cash	Fremington Parish Council	X	79.60	0.00	79.60
447	Postage	08/10/2019	Co-operative 6521808	Debit Card	Postage	Post Office Ltd	X	56.10	0.00	56.10
448	Cleaning	09/10/2019	Co-operative 6521808	Debit Card	Industrial Mop & bucket	Amazon	X	44.15	0.00	44.15
449	Training	14/10/2019	Co-operative 6521808	Debit Card	Climate Changing Workshop	North Devon Council	X	60.00	0.00	60.00
450	Beechfield Centre	11/10/2019	Co-operative 6521808	Debit Card	Reception microphone	Amazon	X	40.37	0.00	40.37
451	Stationery	14/10/2019	Co-operative 6521808		Photos for Beechfield	Photobox	X	3.74	0.00	3.74
452	Stationery	14/10/2019	Co-operative 6521808		Photo frame	Amazon	X	11.26	0.00	11.26
453	Petty Cash	16/10/2019	Co-operative 6521808		Petty cash	Fremington Parish Council	X	0.00	0.00	0.00
454	Telephones	15/10/2019	Co-operative 6521808	Direct Debit	Telephone Charges - Office	Numberite	S	97.74	19.55	117.29
455	Village Green - Electricity	30/09/2019	Co-operative 6521808	Direct Debit	Village Green - Electricity	British Gas Business	L	24.34	1.22	25.56
456	Sewage Plant - Electricity	01/10/2019	Co-operative 6521808	Direct Debit	Fremington Quay sewage elec	British Gas Business	L	536.27	26.81	563.08
457	Beechfield - Electricity	18/10/2019	Co-operative 6521808	Direct Debit	Beechfield - Electricity Changir	British Gas Business	L	116.83	5.84	122.67
458	Beechfield - Electricity	18/10/2019	Co-operative 6521808	Direct Debit	Beechfield - Electricity	British Gas Business	L	148.41	7.42	155.83
459	Electricity	18/10/2019	Co-operative 6521808	Direct Debit	Council Offices - Electricity	British Gas Business	L	100.53	5.03	105.56
460	Stationery	18/10/2019	Co-operative 6521808		Stationery	Just Office Limited	S	31.97	6.40	38.37
461	New Equipment	18/10/2019	Co-operative 6521808		Installation of Bench at Griggs	Barnstaple Town Council	X	50.88	0.00	50.88
462	Grants To Other Groups/Org.	18/10/2019	Co-operative 6521808		Grant to South West Heritage	South West Heritage Trust	X	600.00	0.00	600.00
463	Photocopier	18/10/2019	Co-operative 6521808		Photocopy Charges	Baytek Office Solutions Ltd	S	107.97	21.60	129.57
464	Public Works Loans Board	18/10/2019	Co-operative 6521808		Loan Repayment	Public Works Loan Board	X	8,354.21	0.00	8,354.21
465	Stationery	18/10/2019	Co-operative 6521808		Stationery	Just Office Limited	S	74.20	14.84	89.04
466	Maintenance	18/10/2019	Co-operative 6521808		Pest Control	DKA Pest Control Services	X	200.00	0.00	200.00
467	DCC - Grass Cutting	18/10/2019	Co-operative 6521808		Grass Cutting - DCC	Dave Budd Gardening Service	X	1,137.50	0.00	1,137.50
468	New Dog Bins	18/10/2019	Co-operative 6521808		Dog Bin renewal	Dave Budd Gardening Service	X	35.00	0.00	35.00
469	Beechfield - Grass Cutting	18/10/2019	Co-operative 6521808		Grass Cutting - Beechfield	Dave Budd Gardening Service	X	155.00	0.00	155.00
470	Ellerslie - Grass Cutting	18/10/2019	Co-operative 6521808		Grass Cutting - Ellerslie	Dave Budd Gardening Service	X	90.00	0.00	90.00
471	Village Green - Grass Cutting	18/10/2019	Co-operative 6521808		Grass Cutting - Village Green	Dave Budd Gardening Service	X	62.00	0.00	62.00
472	Griggs Field - Grass Cutting	18/10/2019	Co-operative 6521808		Griggs Field - Grass Cutting	Dave Budd Gardening Service	X	45.00	0.00	45.00
473	Grass Cutting	18/10/2019	Co-operative 6521808		Grass Cutting - Fremington Qu	Dave Budd Gardening Service	X	140.00	0.00	140.00
474	Grass Cutting	18/10/2019	Co-operative 6521808		Grass Cutting - Fremington Qu	Dave Budd Gardening Service	X	30.00	0.00	30.00
475	Maintenance	18/10/2019	Co-operative 6521808		Grass Cutting - Cemetery	Dave Budd Gardening Service	X	290.00	0.00	290.00

Fremington Parish Council IE FIX 2

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
476 Maintenance	18/10/2019		Co-operative 6521808		Grass Cutting Cemetery Extension	Dave Budd Gardening Services	X	37.50	0.00	37.50
477 Maple Grove Grass Cutting	18/10/2019		Co-operative 6521808		Grass Cutting Maple Grove	Dave Budd Gardening Services	X	33.33	0.00	33.33
478 General/Various	18/10/2019		Co-operative 6521808		Litter picking cover 1st - 31st	Dave Budd Gardening Services	X	240.00	0.00	240.00
479 Water & Sewage	18/10/2019		Co-operative 6521808		Legionnaires Risk Assessment 8	Clearwater Ltd	S	260.00	52.00	312.00
480 Legal/Professional Services	18/10/2019		Co-operative 6521808		Legionnaires Risk Assessment 8	Clearwater Ltd	S	260.00	52.00	312.00
481 Tews Lane - Water & Sewage	18/10/2019		Co-operative 6521808		Legionnaires Risk Assessment 8	Clearwater Ltd	S	260.00	52.00	312.00
482 Hall Hire	18/10/2019		Co-operative 6521808		Hall Hire	Fremington Parish Hall Manager	X	22.50	0.00	22.50
483 General Office Maintenance	18/10/2019		Co-operative 6521808		Office Chair (Liz/Eileen)	Just Office Limited	S	198.00	39.60	237.60
484 Tews Lane - Pitch Maintenance	18/10/2019		Co-operative 6521808		Tews Lane - Maintenance	Plandscape	S	517.99	103.60	621.59
485 Beechfield Centre	18/10/2019		Co-operative 6521808		Additional time for Beechfield	Woodward Smith Chartered Accountants	S	500.00	100.00	600.00
486 Parish Council Insurance	18/10/2019		Co-operative 6521808		Insurance	Came & Company	X	6,133.07	0.00	6,133.07
487 Tews Lane - General Maintainer	18/10/2019		Co-operative 6521808		New Flue on roof	Jed Mason Plumbing & Heating	S	380.00	76.00	456.00
488 Tews Lane - General Maintainer	18/10/2019		Co-operative 6521808		New Controller and Boiler pump	Jed Mason Plumbing & Heating	S	995.34	199.07	1,194.41
489 Stationery	18/10/2019		Co-operative 6521808		Stationery	Just Office Limited	S	38.50	7.70	46.20
490 Repairs	18/10/2019		Co-operative 6521808		Relocation of dogbin/postcrete	A Graddock	X	45.00	0.00	45.00
491 General/Various	18/10/2019		Co-operative 6521808		Tree works contribution	Woodenrope Tree Care	X	1,350.00	0.00	1,350.00
492 Water & Sewage	18/10/2019		Co-operative 6521808		Council Offices - Water	South West Water	Z	43.80	0.00	43.80
493 Water	18/10/2019		Co-operative 6521808		Cemetery - Water	South West Water	Z	18.44	0.00	18.44
494 Tews Lane - Gas	18/10/2019		Co-operative 6521808		Tews Lane - Gas	Total Gas and Power	L	140.26	7.01	147.27
495 Tews Lane - General Maintainer	18/10/2019		Co-operative 6521808		Supply & Fix new gate/posts	Bulmer Fencing	X	473.00	0.00	473.00
496 Maintenance	18/10/2019		Co-operative 6521808		Turf for Cemetery	W. S. Gayton & Son	X	90.00	0.00	90.00
497 Beechfield Centre	18/10/2019		Co-operative 6521808		Fire Assessment & Equipment	AFS Fire & Security Ltd	S	447.25	89.45	536.70
498 Beechfield Centre	18/10/2019		Co-operative 6521808		Digi-Air System	Challenge Alarm Services Ltd	S	150.00	30.00	180.00
499 Beechfield Centre	18/10/2019		Co-operative 6521808		Re-programme fobs	Challenge Alarm Services Ltd	S	62.00	12.40	74.40
500 Legal/Professional Services	18/10/2019		Co-operative 6521808		Former Army Camp survey/rep	Woodward Smith Chartered Accountants	S	500.00	100.00	600.00
501 Stationery	18/10/2019		Co-operative 6521808		Stationery	Just Office Limited	S	15.99	3.20	19.19
502 Stationery	18/10/2019		Co-operative 6521808		Credit Note - Stationery	Just Office Limited	S	-11.90	-2.38	-14.28
503 Stationery	18/10/2019		Co-operative 6521808		Credit Note - Stationery	Just Office Limited	S	-49.98	-10.00	-59.98
504 Stationery	18/10/2019		Co-operative 6521808		Credit Note - Stationery	Just Office Limited	S	-122.73	-24.55	-147.28
505 Gas	18/10/2019		Co-operative 6521808		Credit - Gas	Total Gas and Power	X	-59.95	0.00	-59.95
506 Rubbish Collection	21/10/2019		Co-operative 6521808	Direct Debit	Trade Waste Collection	North Devon Council	X	33.97	0.00	33.97
507 Telephones	21/10/2019		Co-operative 6521808	Direct Debit	Telephone & Internet Charges	TalkTalk Business	X	1.20	0.00	1.20
508 Beechfield Centre	21/10/2019		Co-operative 6521808		Beechfield - Interim Payment	CDL Southwest	S	5,512.46	1,102.49	6,614.95
509 Website	21/10/2019		Co-operative 6521808		Additional page on website	WesternWeb Ltd	S	30.00	6.00	36.00
510 Beechfield - Maintenance/Rep	21/10/2019		Co-operative 6521808	Debit Card	First Aid Kit - Beechfield Centre	Safelincs Fire & Safety	S	20.58	4.12	24.70
511 Salaries	25/10/2019		Co-operative 6521808		Salaries	Fremington Parish Council	X	8,705.46	0.00	8,705.46
512 PAYE/NI	25/10/2019		Co-operative 6521808		PAYE/NI	HMRC	X	1,698.02	0.00	1,698.02
513 Pension Payments	25/10/2019		Co-operative 6521808		Pension Contributions	Devon County Council Pension	X	2,118.27	0.00	2,118.27
514 Staff & Cllr Expenses	25/10/2019		Co-operative 6521808		Expenses	Fremington Parish Council	X	142.09	0.00	142.09

Fremington Parish Council IE FIX 2

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
515 Other	22/10/2019		Co-operative 6521808		Storage	Daintons	S	64.89	12.98	77.87
516 Subscriptions	22/10/2019		Co-operative 6521808	Direct Debit	Data Protection Renewal	ICO	Z	40.00	0.00	40.00
Total								44,367.40	2,138.71	46,506.11

Fremington Parish Council IE FIX 2

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
171 Parish Precept	27/09/2019		Co-operative 6521808		Precept	North Devon Council	X	95,605.62	0.00	95,605.62
172 Parish Precept Grant Assistar	27/09/2019		Co-operative 6521808		Precept Grant Assistance	North Devon Council	X	8,662.69	0.00	8,662.69
173 Interest on Accounts	09/08/2019		Co-operative 6521808		Bank Interest	Lloyds Bank	X	7.85	0.00	7.85
174 Interest on Accounts	09/09/2019		Co-operative 6521808		Bank Interest	Lloyds Bank	X	0.15	0.00	0.15
175 Interest on Accounts	09/10/2019		Co-operative 6521808		Bank Interest	Lloyds Bank	X	0.15	0.00	0.15
176 Burials/Deeds of Grant	08/10/2019		Co-operative 6521808	bu1920-30	Burial	W. S. Gayton & Son	X	451.00	0.00	451.00
177 Beechfield Centre	09/10/2019		Co-operative 6521808		Sale of Office items	NA	X	85.00	0.00	85.00
178 Training	11/10/2019		Co-operative 6521808		Reimbursement of Climate Ch	Clir J Bell	X	10.00	0.00	10.00
179 Beechfield - Hire of Centre	11/10/2019		Co-operative 6521808		Hire of Beechfield Centre	Herd	X	90.00	0.00	90.00
180 Allotments - Rents	14/10/2019		Co-operative 6521808		Allotment rent	BAB19	X	9.38	0.00	9.38
181 Beechfield - Hire of Centre	14/10/2019		Co-operative 6521808		Hire of Beechfield Centre	Jacobsen	X	50.00	0.00	50.00
182 Beechfield - Hire of Centre	14/10/2019		Co-operative 6521808		Hire of Beechfield Centre	Dance Fit	X	90.00	0.00	90.00
183 Sewage Plant - Desludge	14/10/2019		Co-operative 6521808		Fremington Quay recharges	Mr & Mrs Jury	X	55.72	0.00	55.72
184 Sewage Plant - Inspections	14/10/2019		Co-operative 6521808		Fremington Quay recharges	Mr & Mrs Jury	S	44.42	8.89	53.31
185 Sewage Plant - Electricity	15/10/2019		Co-operative 6521808		Fremington Quay recharges	Mr & Mrs Jury	L	70.44	3.52	73.96
186 Sewage Plant - Sinking Fund	14/10/2019		Co-operative 6521808		Fremington Quay recharges	Mr & Mrs Jury	X	107.00	0.00	107.00
187 Play Equipment Renewal/Ref	15/10/2019		Co-operative 6521808		Refund for overpayment	Online Playgrounds	S	113.00	22.60	135.60
188 Tews Lane- Hire Charges	18/10/2019		Co-operative 6521808		Tews Lane - Hire Charges	Barnstaple Football Club	X	818.20	0.00	818.20
189 Burials/Deeds of Grant	18/10/2019		Co-operative 6521808		Memorial	Glaze	X	63.00	0.00	63.00
190 Received from Devon County	18/10/2019		Co-operative 6521808		Clarity - Locality Grant, Clir Ble	Devon County Council	X	700.00	0.00	700.00
191 I.T.	18/10/2019		Co-operative 6521808		Sale of Computer Monitor	NA	X	5.00	0.00	5.00
192 I.T.	18/10/2019		Co-operative 6521808		Sale of Computer Monitor	NA	X	5.00	0.00	5.00
193 Play Equipment Renewal/Ref	18/10/2019		Co-operative 6521808		Refund for overpayment	Online Playgrounds	X	61.32	0.00	61.32
194 Petty Cash	18/10/2019		Petty Cash		Petty cash	Fremington Parish Council	X	0.00	0.00	0.00
195 Beechfield - Hire of Centre	21/10/2019		Co-operative 6521808		Beechfield - Key Deposit	Fremington Scout Group	X	10.00	0.00	10.00
196 Photocopier	21/10/2019		Co-operative 6521808		Photocopy Charges	NA	X	25.00	0.00	25.00
197 Dog Bag Donations	21/10/2019		Co-operative 6521808		Dog bag donations	NA	X	23.00	0.00	23.00
198 Beechfield - Hire of Centre	21/10/2019		Co-operative 6521808		Beechfield - Key Deposit	1st Fremington Guides	X	10.00	0.00	10.00
Total								107,172.94	35.01	107,207.95