

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting  
Held on Wednesday, 4<sup>th</sup> December at 9.00am  
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

1912/20                    **Apologies**  
All members were present.

1912/21                    **Declarations of Interest**  
Cllr S Kingdom declared an interest in the Grant Application for the Fremington Parish Hall and Barnstaple Gig Club.  
Cllr Rennles declared an interest in the Grant Application for Age Concern.

1912/22                    **Public Participation**  
No public were present.

1912/23                    **Grant Applications**  
Members were circulated grant applications from 17 organisations. Members were mindful of budget constraints in the coming year and the delivery of a new centre. The Council had also had notification that the Parish Grant Assistance was not being passed to Town and Parish Councils in 20/21, which will have a dramatic affect on the Council's budget and also the grants awarded to the Tomlin Hall and Parish Hall Committee, however, members agreed that a budget of £2000 in total should be allocated in case any organisations need financial support in the year ahead. It was **RESOLVED:** To recommend to Full Council that the following grants for 2020/21 be approved.

(NC)

Age Concern Barnstaple & District	£200.00
Barnstaple Disabled Fellowship Club	£100.00
Barnstaple Library Friends Group	£75.00
Barnstaple Pilot Gig Club CIO	£100.00
Bickington Brownies	£100.00
Citizens Advice Torridge, North, Mid and West Devon	£200.00
1 <sup>st</sup> Fremington Air Scouts – Beaver Colony	£100.00
1 <sup>st</sup> Fremington Guides	£100.00
50 <sup>th</sup> North Devon Scout Group	£100.00
Fremington Garden Club	£50.00
Fremington Parish Hall Management Committee	£0.00
GO North Devon	£100.00
Instow & District Social and Friendship Club	£50.00
Instow Westleigh and West Yelland Parish News	£60.00
Lady Linscott Club	£100.00
Slightly Different Singing Group	0.00
Tomlin Hall Management Committee	0.00
<b>TOTAL</b>	<b>£1435.00</b>
Additional budget for year	£565.00



1912/24 **Minutes**  
**RESOLVED:** That the Minutes of the Meeting held on Thursday, 28<sup>th</sup> November 2019 be approved and signed a correct record by the Chairman.  
 (NC)

1912/25 **Budgets 2020/21**  
 Members were circulated draft budgets for 2020/21. There were 3 options, which members considered in depth, however, members felt that only option one enabled the Parish Council to fully undertake its functions during the next financial year and provide the finance required to meet the Council's commitments. It was noted that this year's budget had taken quite a hit due to the increased and unbudgeted architectural fees for The Beechfield Centre, the unexpected retirement and provision of recruitment of staff following the staff review, telephone and IT systems for The Beechfield Centre and increased utilities and services for The Beechfield Centre. The 2020/21 budget includes the provision of a full time Outdoor Maintenance Operative for the Parish, additional pressures of increased utilities and service bills, the potential for the delivery of the Riverside Park assets, increase in dog waste collection services, the withdrawal of the Parish Grant and Parish Grant Assistance from North Devon Council and defibrillator repair costs. Members wished for the GDPR compliance budget to be removed as they felt with two qualified officers, this could be dealt with inhouse. It was therefore,  
**RESOLVED:** To recommend to Full Council that these budget proposals be accepted and the precept increased to £243,139.28, which is based on last year's tax base. This would be an annual increase of £12.49, 0.24p per week, based on a Band D property. It was again noted that the Parish Council's tax base was likely to have increased significantly due to further development and therefore reducing the actual impact on Council Tax payers.  
 (NC)

1912/26 **Recruitment and Retention Policy**  
**RESOLVED:** That the Recruitment and Retention Policy, as attached as Appendix 1 be approved and adopted and supersede the Recruitment and Selection Policy  
 (NC)

1912/27 **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)

\*\*\* Cllr Biederman left the meeting at 11.01am.

1912/28 **Recruitment**  
 a) **Cleaner**  
**RESOLVED:** That the Clerk is authorised to tender for a Cleaner for 3-5 hours per week and that it is made clear that there will be no pension/holiday or additional benefits associated with the post due to the post being offered as a service contract.  
 (NC)



**b) Outdoor Amenities Operative**

Following the potential acceptance of the 2020/21 budget by Full Council, it was

**RESOLVED:** To recruit a full time Outdoor Amenities Operative from April 2020 if the budget is approved and accepted by Full Council.

(NC)

1912/29

**Staffing matters**

The Chairman made the committee aware of a malicious communication she had received, and she had taken advice from DALC who also sought advice from the NALC Solicitor. She reported that she and Cllr Rennles will be addressing this matter with the Clerk.

Members asked for an update on the overpayment matter, the Clerk replied that she had not received contact as yet.

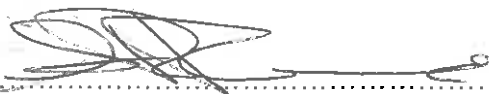
**RESOLVED:** To send a follow up communication on Monday if no response has been received.

(NC)

Some members were aware of flexible working arrangements and asked the Chairman whether any procedures had been put in place in relation to this, prior to this being accepted. Cllr Capon requested that this is investigated by the Chairman of Finance and Personnel. He also requested that Lone Working, Harassment and Bullying and Flexible Working Policies be updated or adopted, subject to further investigation into these policies by the Clerk.

Meeting ended at 11.32am.

Signed



Dated

22 / 1 / 20