

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Wednesday, 22nd January 2020 at 10.00am
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
- 2001/19 **Apologies**
All members were present.
- 2001/20 **Declarations of Interest**
None received.
- 2001/21 **Public Participation**
None.
- 2001/22 **Minutes**
RESOLVED: That the Minutes of the meeting held on Wednesday, 4th December 2019 be received and approved as correct record and signed by the Chairman. (NC)
- 2001/23 **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)
- 2001/24 **Personnel**
Overpayment
Members received a report from the Chairman of Finance and Personnel and Cllr Capon on an overpayment following a meeting in December. Correspondence from Staff Member 105 was circulated to all members and considered by the Committee in the following discussion as requested by the employee. They reminded members that the employee should not be contacted outside of the organisation.
- Members asked whether the Council's advice organisations such as DALC could be contacted regarding the matter. The Acting Clerk informed members that the best course of action would be an independent company with specialist expertise.
- RESOLVED:**
1. That all correspondence is communicated through written form.
 2. That the Council sought quotes and employ the services of an independent payroll company to establish the total overpayment.
 3. That a letter is written to Staff Member 105 explaining the above and that a repayment is made by Staff Member 105 for any overpayment, once calculated by an independent company. (NC)



Procedures

Following from the previous meeting and concerns raised by some members, Cllr Capon submitted questions as to the procedures that are in place for flexible working and whether any consideration has been given on how it would work in reality. Cllr Kingdom gave a verbal report on the situation prior to this Council's Finance and Personnel Committee being elected however, agreed that the practical aspects needed further consideration.

*** Cllr S Kingdom left the meeting at 11.30am. ***


Cllr Rennles said that he felt that timesheets and holidays to be signed off by line managers including the Clerks' should be implemented. Members agreed that procedures needed to be investigated and it was

RESOLVED: That Cllr Capon is authorised, in conjunction with the Acting Clerk to look at procedures regarding flexible working and potential policies and report back to the Committee.

(NC)

Cllr Biederman stated and wished for it to be minuted, that he wanted to remind all members that staff should be treated with respect. He was concerned regarding some comments made by members earlier in the meeting and felt that if any member had any issues, they use the correct procedures in place to deal with these. All members agreed.

The meeting ended at 11.50am.

Signed:  Dated: 30/1/2020