

**Minutes of the Finance and Personnel Committee held on
Thursday, 30th January 2020 at 11.00am in
The Beechfield Centre, Beechfield Road, Fremington.**

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

200142 **Apologies**
All members were present.

200143 **Declarations of Interest**
None.

200144 **Public Participation**
None.

200145 **Minutes**
RESOLVED: That the Minutes of the meeting held on 22nd January 2020 be approved and signed as a correct record. (NC)

200146 **Staff Salaries**
RESOLVED: That the staff salaries for January 2020 be approved. (NC)

200147 **Accounts due for Payment/Receipt**
Members asked for The Beechfield Centre to be split out in the accounts. The Clerk responded that this has been completed for 2020/21 however, it was unable to be done this financial year.

Cllr Kingdom explained that she was having difficulty opening attachments on email and that consideration should be given to purchasing ipads/computers for Cllrs. The Clerk responded that she had concerns over the level of paper and postage that the Council uses to send Agendas.

*** Cllr F Biederman declared interest as an employee of The Royal Mail***

RESOLVED: That the Clerk investigate options for iPad/computers, but hard copies of the Full Council Agenda are still sent to Cllrs for the time being. (NC)

RESOLVED: That the payments totalling £63,872.25 and receipts totalling £45,046.72 and the Bank Reconciliation be approved and actioned by the Clerk. (NC)

200148 **Bus Shelters**
Members were given a verbal report from the Bus Shelter Steering Group on the progress to date. It was
RESOLVED:

1. For the Clerk to contact the advertising company about the new bus shelter at Taw View and the one located in Bickington by the car park and ask them to be turned around.
2. For the Clerk to contact the Bus Company to let them know there isn't a bus stop or post located at West Yelland.
3. That the Clerk look at organising some Cllr/staff clean up days for bus shelters.

(NC)

Cllr Capon informed members that Northam has painted the Perspex in their bus shelters but left viewing panels and this could be something that Fremington Parish Council could also look at completing.

200149 **The Beechfield Centre - Cleaning**

Members received the following recommendation from the Parks and Playing Fields Committee:

“That H2O are appointed for a period of 12 months for cleaning services at The Beechfield Centre at a total of £262.50 per month.”

RESOLVED: That the recommendation to appoint H2O Cleaning Services for a period of 12 months for cleaning services at The Beechfield Centre at a total of £262.50 per month be ratified.

(NC)

200150 **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)

200151 **Staffing matters**

RESOLVED: That Staff Member 104 is authorised to attend a Cemetery Management Course for £110.00.

Cllr Capon raised some queries and concerns regarding Job Descriptions and the current situation with regards to flexible working and responsibilities. Queries were also raised with regards to the safeguarding and insurance policies in place going forward.

The Acting Parish Clerk informed members that she had some TOIL and holiday booked, which resulted in one person being left in the office on a number of occasions. Members raised concerns regarding this, and it was

RESOLVED:

1. That the Chairman of the Finance and Personnel Committee ask the Parish Clerk to ensure that the Office is open or alternative arrangements are made.
2. That Cllr Capon continue to investigate the safeguarding and insurance aspects with the Acting Parish Clerk.

(NC)

200152 **Sale of Council Offices**

Members received a verbal report on the progress to date on the Sale of the Council Offices.

RESOLVED: That the Clerk look into options if the auction is not successful.

(NC)

Meeting ended at 12.15pm.

Signed: Dated: