

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting  
Held on Thursday 27<sup>th</sup> February 2020 at 10.00am at the Beechfield Centre, Beechfield  
Road, Fremington**

**Present:** Cllrs A Rennles (Chairman), I Capon, I Crawford and F Biederman  
Mrs V Woodhouse, Executive Officer

2002/36 **Apologies for Absence**  
Cllr S Kingdom.

2002/37 **Declarations of Interest**  
None.

2002/38 **Public Participation**  
None.

2002/39 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 30<sup>th</sup> January 2020 as a correct record**  
Copies had already been circulated to all Members. It was **resolved**, with no votes to the contrary, to approve the Minutes of the meeting held on 30<sup>th</sup> January 2020 as a correct record. Cllr Rennles duly signed the minutes.

2002/40 **Staff Salaries - To approve staff salaries for the month of February 2020**  
It was **resolved** to approve the staff salaries, expenses, PAYE/Ni and pension payments for the month of February 2020.

2002/41 **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from the 31<sup>st</sup> January 2020 to the 27<sup>th</sup> February 2020**  
The Parish Clerk circulated the payment and receipt lists along with the Bank Reconciliation. Members queried payment 681 of £277+ VAT for the alarm system at the Beechfield Centre which was listed as a defect and it was agreed for the Executive Officer to investigate and report back on the costings for the alarm system at the next meeting. It was **resolved**, with no votes to the contrary, and subject to the clarification of payment 681 to approve the payments totalling £20,051.09 and receipts totalling £2,918.34, copies of which are attached to these minutes as Appendix One.

2002/42 **Draft Harassment and Bullying Policy**  
The draft policy was circulated to members prior to the meeting. It was **resolved**, with no votes to the contrary, to adopt the draft Anti-Harassment and Bullying Policy subject to the wording in the "reporting concerns" paragraph 2 being amended from "they" to "the Clerk" and with thanks to the Executive Officer.

2002/43 It was **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.

**PART B**

2002/44 **Sale of Council Offices**  
Members considered the information relating to the sale of the premises, options and a reserve price for the auction. It was **resolved**, with no votes to the contrary, to proceed to auction, a reserve price was set with extra instructions for the Auctioneer. Further details are contained within the attached as appendix two which will be available following the auction and/or sale of the offices.

\*\*\* The Executive Officer left the meeting and did not return. \*\*\*

\*\*\* The Deputy Executive Officer entered the meeting at 10.57am. \*\*\*

2002/45

### **Staffing Matters**

#### Overpayment:

Members were given a verbal report from the Deputy Executive Officer on the overpayment matter and the documentation received from the independent payroll provider. The Chairman confirmed that he had received no correspondence up to today, which was required by 12 noon on Wednesday, 26<sup>th</sup> February 2020.

#### **RESOLVED:**

1. As detailed in the letter sent to staff number 105, a repayment period and amount was ratified and approved by members.
2. That the Deputy Executive Officer is authorised to make a payment for the amount detailed by the independent payroll provider information to staff number 105s pension.
3. That the Deputy Executive Officer is authorised to work with Thomas Westcott Ltd to ensure HMRC is correct.
4. That if a change to pay, such as maternity, paternity, sickness etc is needed then it is submitted to the Finance and Personnel Committee to approve/sign off prior to implementation.
5. That thanks are given to the Deputy Executive Officer and the Councillors for dealing with this matter.

(NC)

#### Lone Working Procedures:

Members were given a report by the Executive Officer, detailing procedures for Lone Working, information from HSE and a Risk Assessment for staff number 105s home working.

**RESOLVED:** That the procedures are accepted, and the Executive Officer ensures all staff are aware of the procedures.

(NC)

Members were presented a report by the Deputy Executive Officer, prior to the meeting on various matters following the recent overpayment matter. It was

#### **RESOLVED:**

1. That the Deputy Executive Officer is authorised to purchase the Moneysoft Payroll Manager for £72.00 + vat to be implemented for the new financial year 2020/21.
2. That if there are any payroll discrepancies in the future, they are reported to the Chairman of Finance and Personnel immediately, and external expertise is sought from an independent payroll company.
3. That the Deputy Executive Officer is authorised to organise a bespoke full day training course, 'Being a Good Employer' to be held at The Beechfield Centre through DALC at a cost of approximately £450.00.
4. That the Executive Officer investigate options for alternative Employment Law and Human Resources Advisors for possible implementation in the financial year 2021/22.

(NC)

There being no further business the meeting closed at 11.10am.

Signed.....

Dated .....