

**Minutes of Fremington Parish Council Finance and Personnel Committee
Virtual Meeting Held on Thursday 28th May 2020 at 11am via Zoom.**

- Present:** Cllrs A Rennles (Chairman), F Biederman, I Capon (from Minute No.2005/39), I Crawford and S Kingdom
Mrs V Woodhouse, Executive Officer
- 2005/35 **Apologies for Absence**
None.
- 2005/36 **Declarations of Interest**
None.
- 2005/37 **Public Participation**
None.
- 2005/38 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 12th March 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 12th March 2020 as a correct record.

Cllr Capon entered the meeting.
- 2005/39 **Staff Salaries - To approve staff salaries for the month of May 2020**
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of May 2020.
- 2005/40 **Accounts Due for Payment and Receipts for the period from the 1st April 2020 until the 28th May 2020**
The Executive Officer provided clarification on payment 681 from the 2019-2020 accounts which was queried at the last meeting. Members were informed that this was a defect to the alarm system which had been rectified.

The payment and receipt lists along with the Bank Reconciliation were circulated prior to the meeting. Members felt that the information that had been sent was confusing and they were unable to follow the email trail of the information that had been sent and it was, **resolved**, with no votes to the contrary, to consider the rest of the business on the Agenda and then adjourn the meeting to enable the Executive Officer to circulate the information on one email and reconvene to consider the information. It was agreed to reconvene the meeting at 10am on Tuesday 2nd June 2020.
- 2005/41 **To Receive an Update on the Parish Council's budgets and potential losses arising from COVID-19 and consider any associated actions**
Some members had been unable to locate the information that had been circulated prior to the meeting and it was **resolved**, with no votes to the contrary, to add the information on this item to the email with the

payments and receipts and deal with this item once the meeting reconvenes.

2005/42 **To Consider Renewal of Membership for Devon Communities Together**
It was **resolved**, with no votes to the contrary, to renew the Parish Council's membership.

2005/43 **To Receive Information on and Consider Working from Home Allowance**
Members were informed that employers can choose to pay a tax-free allowance to those that have to work from home on a regular basis, members were provided with the current rates and were asked to consider if this should be offered to staff who are working from home following closure of the office and in line with Government guidance. It was **resolved**, with no votes to the contrary, to offer the Working from Home Allowance to all staff in recognition of the extra costs incurred and appreciation of the way in which they have all adapted to the fast-changing situation and working arrangements.

It was further agreed for the Chairman of the Finance and Personnel Committee to write a letter of thanks to all staff.

2005/44 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

2005/45 **To Receive Update Report from the DEO on Overpayment**
Members were informed that all actions had now been completed and it was **resolved**, with no votes to the contrary, to note the information.

The meeting was adjourned at 11.50am.

The meeting was reconvened at 10am on Tuesday 2nd June 2020.

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

2005/46 **Accounts Due for Payment and Receipts for the period from the 1st April 2020 until the 28th May 2020**
The payment and receipt lists along with the Bank Reconciliation were circulated prior to the meeting. The staff were congratulated on securing the compensation from Wales and West Utilities. Concerns were raised about the cost of the IT support package, although, it was acknowledged that the Council has a secure, reliable and compliant system that has enabled staff to work from home, it was noted that this does come at a cost and it is likely to provide value for money, however, it was **resolved**,

with no votes to the contrary, for the Executive Officer to review the contract and costs involved. It was further **resolved**, with no votes to the contrary, to approve the payments totalling £46,980.15 and receipts totalling £145,336.69, copies of which are attached to these minutes as Appendix One.

2005/47

To Receive an Update on the Parish Council's budgets and potential losses arising from COVID-19 and consider any associated actions

Members were informed that COVID-19 has had and will continue to have a financial impact on the Parish Council and the agreed budgets. The loss of income to the end of June 2020, the potential future financial losses and the additional costs were highlighted to the Committee. It was acknowledged that consideration will need to be given to amending some of the budgets and identifying further savings, however, it was also agreed that not all the figures were confirmed, and further information would be required. It was **resolved**, with no votes to the contrary, to note the current position and keep the situation under review.

There being no further business the meeting closed at 10.42am.

Signed.....

Dated

