

Minutes of the Fremington Parish Council Finance and Personnel Committee meeting held on Thursday, 30th July 2020 at 11.00am via Zoom.

Present: Cllr I Crawford (Vice Chairman)
Cllr F Biederman, S Kingdom and I Capon.
Also present: Mrs K Graddock, Deputy Executive Officer (DEO).

Members were informed that Cllr Rennles had resigned from the Committee.

2007/34 **Apologies**
All members were present.

2007/35 **Declarations of Interest**
None received.

2007/36 **Public Participation**
No members of the public were present.

2007/37 **Minutes**
It was unanimously **resolved** that the Minutes of the meeting held on Thursday, 25th June 2020 be approved and confirmed as a correct record. The minutes would be signed at a later date due to Covid-19.

2007/38 **Staff Salaries**
Members were reported that there was £614.88 in the HMRC PAYE account therefore, the DEO had deducted this from the total owing HRMC. Therefore, it was unanimously **resolved** that the Staff salaries, PAYE/NI and Pension contributions for July 2020 be approved.

2007/39 **Payments and Receipts**
Members were circulated the payments, Receipts, Uncashed payments and Bank Reconciliation from 23rd June until 28th July 2020, which are appended to these minutes as Appendix 1, prior to the meeting.

Cllr Capon raised a query in relation to the utility costs with 12 Higher Road. The DEO explained that the invoices were only just returning to normal after the Covid-19 lockdown and that it was due to the dates that they were sent. Members asked the DEO the costs to date for 12 Higher Road, which was confirmed at £1803.00 from April 2020.

Cllr Kingdom raised a query regarding VN140 – the DEO explained that the Co-operative Bank had changed their systems and that was one of the reasons for member to consider at a future Agenda item. It was unanimously **resolved** that the payments totalling £23,765.26, Receipts totalling £4,147.02 and the Bank Reconciliation for July 2020 be approved.

- 2007/40 **Risk Assessments**
Members were circulated a copy of the Council's Risk Assessments prior to the meeting and was informed they had been reviewed with the Covid-19 assessments included. Cllr Biederman and Crawford expressed that they would have liked the opportunity to raise any queries with the officer who completed the Assessments and Cllr Biederman proposed that the item is deferred until the next meeting. The DEO explained that the Executive Officer uses software to work out the risks and that she would have identified and flagged up any major changes/concerns for members. Cllr Biederman accepted this and it was unanimously **resolved** that the Risks Assessments for 2020/21 be approved and accepted.
- 2007/41 **Banking Arrangements**
The DEO explained that The Co-operative Bank has recently changed their online banking tools and it was becoming increasingly difficult to navigate and that she was concerned regarding the new online platform. Members supported this and it was unanimously **resolved** that all Fremington Parish Council accounts held with The Co-operative are moved to Lloyds Bank.
- 2007/42 **IT Support**
The DEO reported that just under 12 months ago that she presented the IT packages and systems to members and a lengthy discussion was held with the committee to consider the provision of IT and its support for the new council offices to ensure that the system would be comprehensive and be able to support staff carry out their roles effectively and efficiently. She explained that the current IT support provider works well for the Council and staff and during the current Covid-19 crisis, the parish council has still managed to fulfil the majority of its services due to having a robust, up-to-date and maintained IT and telephone system. Members agreed and felt this item was only previously raised due to financial concerns. The DEO reported that a quotation had been received for another support package, but members were content with the DEO's explanation and supported this, therefore, it was **resolved** that the current IT Support is maintained and it be continually reviewed as necessary.
- 2007/43 **Councillor Training**
Members were reported that DALC were offered webinars in four specific areas, these are:
- Roles and Responsibilities
 - Powers, Duties and Precepts
 - Local Council meetings
 - The Council and the Community
- The DEO advised members to consider whether the Finance and Personnel Committee needed to attend and/or whether the Full Council should be offered this also. Members felt that all councillors should be

offered the opportunity but also felt that training should be mandatory to ensure councillors feel supported and understand how councils work, therefore it was **resolved** that the DEO enquire whether DALC could run the webinars for Fremington Parish Councillors of an evening and that consideration is given to changing Standing Orders to ensure training for councillors becomes mandatory to enable councillors to understand the council structure, how it works and they feel supported. In addition, it was noted that members wished to consider the provision of an evening meeting in Standing Orders to ensure inclusion of members.

2007/44

Part B: Exclusion of Press and Public

It was unanimously **resolved** that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the following items as it involves the likely disclosure of confidential information.

2007/45

Staff Training

Members were reported that staff member 108 had successfully completed the Level 2 Certificate in Principles of Team Leading. It was **resolved** to send a letter of congratulations to Staff member 108 and wish her well in her line management responsibilities. Furthermore, members wished for staff achievements to also be communicated to the full council via Chairman announcements in future.

Members were further reported that the Executive Officer had offered staff member 111 a 19-month contract from 1st December 2020 to complete the Level 3 Apprenticeship in Business and Administration. It was **resolved** to note the reports.

Members wished to congratulate and thank staff number 109 for her hard work for the Council and wished her well with continuing her current post but starting a new job role.

Meeting ended at 11.57am

Signed: Dated:.....

Fremington Parish Council IE FIX 2

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 28/07/2020		
	Cash in Hand 01/04/2020		164,990.09
	ADD Receipts 01/04/2020 - 28/07/2020		150,753.21
			315,743.30
	SUBTRACT Payments 01/04/2020 - 28/07/2020		91,180.61
A	Cash in Hand 28/07/2020 (per Cash Book)		224,562.69
	Cash in hand per Bank Statements		
	Cash 28/07/2020	0.00	
	Lloyds 6 Month Fixed Deposit 28/07/2020	0.00	
	Lloyds Instant Access 27636568 28/07/2020	123,630.74	
	Lloyds 3 Month Fixed Deposit 28/07/2020	0.00	
	Lloyds 27635760 28/07/2020	12,615.12	
	Co-operative Bank 6521808650 28/07/2020	0.00	
	Co-operative Bank 6521818653 28/07/2020	0.00	
	Petty Cash 28/07/2020	59.01	
	Co-operative Salaries 6536851200 28/07/2020	0.23	
	Co-operative 6521808600 28/07/2020	98,308.08	
			234,613.18
	Less unrepresented payments		10,050.49
			224,562.69
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		224,562.69
	A = B Checks out OK		

Fremington Parish Council IE FIX 2

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
140 DCC - Grass Cutting	06/07/2020		Co-operative 6521808		Budd Paid in Error	Dave Budd Gardening Service	X	1,310.40	0.00	1,310.40
141 Parish Paths	27/07/2020		Co-operative 6521808		Clearance PP14	Dave Budd Gardening Service	X	55.00	0.00	55.00
142 DCC - Grass Cutting	27/07/2020		Co-operative 6521808		DCC Grass Cutting Charges	Dave Budd Gardening Service	X	1,137.50	0.00	1,137.50
143 Tews Lane - Pitch Maintenance	27/07/2020		Co-operative 6521808		Tews Lane - Grass cutting	Dave Budd Gardening Service	X	716.66	0.00	716.66
144 Salaries	27/07/2020		Co-operative 6521808		Handperson liter picking 1-3	Dave Budd Gardening Service	X	240.00	0.00	240.00
145 Grass Cutting	27/07/2020		Co-operative 6521808		Grass Cutting - Beechfield	Dave Budd Gardening Service	X	158.33	0.00	158.33
146 Ellerslie - Grass Cutting	27/07/2020		Co-operative 6521808		Grass Cutting - Ellerslie	Dave Budd Gardening Service	X	158.33	0.00	158.33
147 Village Green - Grass Cutting	27/07/2020		Co-operative 6521808		Grass Cutting - Village Green	Dave Budd Gardening Service	X	66.33	0.00	66.33
148 Griggs Field - Grass Cutting	27/07/2020		Co-operative 6521808		Griggs Field - Grass Cutting	Dave Budd Gardening Service	X	70.00	0.00	70.00
149 Grass Cutting	27/07/2020		Co-operative 6521808		Grass Cutting - Fremington Qu	Dave Budd Gardening Service	X	221.66	0.00	221.66
150 Maintenance	27/07/2020		Co-operative 6521808		Grass Cutting - Cemetery	Dave Budd Gardening Service	X	221.66	0.00	221.66
151 Maple Grove Grass Cutting	27/07/2020		Co-operative 6521808		Grass Cutting - Maple Grove	Dave Budd Gardening Service	X	20.33	0.00	20.33
152 Play Equipment Renewal/Ref	27/07/2020		Co-operative 6521808		Shackles	Online Playgrounds	S	31.20	6.24	37.44
153 Covid-19	27/07/2020		Co-operative 6521808		Covid signs: play areas	Design Shop	S	205.00	41.00	246.00
154 Play Equipment Renewal/Ref	27/07/2020		Co-operative 6521808		Cable ties	RGB Building Supplies	S	9.96	1.99	11.95
155 I.T.	27/07/2020		Co-operative 6521808		IT: 365/Back up/Anti-Virus mo	Alchemy	S	86.35	17.27	103.62
156 Rent	25/07/2020		Co-operative 6521808		Refund allotment	Fremington Parish Council	X	12.50	0.00	12.50
157 Gas	27/07/2020		Co-operative 6521808		Beechfield - Gas	Eon	L	95.97	4.80	100.77
158 Website	27/07/2020		Co-operative 6521808		Cemetery page/pdf upgrade	WesternWeb Ltd	S	15.00	3.00	18.00
159 Repairs	27/07/2020		Co-operative 6521808		Pest Control	DKA Pest Control Services	X	300.00	0.00	300.00
160 12 Higher Road	27/07/2020		Co-operative 6521808		Council Offices - Electricity	British Gas Business	L	34.71	1.74	36.45
161 Stationery	20/07/2020		Co-operative 6521808		Batteries	Fremington Stores	X	5.49	0.00	5.49
162 General/Various	27/07/2020		Co-operative 6521808		Tree survey - Griggs Field	Coastal Tree Consultancy	X	225.00	0.00	225.00
163 Repairs	27/07/2020		Co-operative 6521808		Tree survey - Muddlebridge	Coastal Tree Consultancy	X	180.00	0.00	180.00
164 General/Various	27/07/2020		Co-operative 6521808		Tree Survey - Village Green	Coastal Tree Consultancy	X	180.00	0.00	180.00
165 General/Various	27/07/2020		Co-operative 6521808		Tree Survey - Maple Grove	Coastal Tree Consultancy	X	135.00	0.00	135.00
166 Sewage Plant - Servicing	27/07/2020		Co-operative 6521808		Frem Quarry - service	ALRO Services Ltd	S	228.43	45.69	274.12
167 Sewage Plant - Desludge	27/07/2020		Co-operative 6521808		Frem Quarry - desludge	ALRO Services Ltd	Z	418.00	0.00	418.00
168 Water and Sewage	27/07/2020		Co-operative 6521808		Legionnaires Sampling	Clearwater Ltd	S	695.00	139.00	834.00
169 12 Higher Road	27/07/2020		Co-operative 6521808		Council Offices - Gas	Total Gas and Power	L	83.59	4.18	87.77
170 Cleaning	27/07/2020		Co-operative 6521808		Window Cleaning	Ocean Mist Window Cleaning	X	22.50	0.00	22.50
171 Village Green - Electricity	27/07/2020		Co-operative 6521808		Village Green - Electricity	British Gas Business	L	26.30	1.32	27.62
172 12 Higher Road	27/07/2020		Co-operative 6521808		Council Offices - Electricity	British Gas Business	L	135.89	6.79	142.68
173 Audit Fees	27/07/2020		Co-operative 6521808		Internal Audit	Julie Snooks	X	750.00	0.00	750.00
174 Sewage Plant - Electricity	27/07/2020		Co-operative 6521808		Fremington Quay sewage elec	British Gas Business	L	558.12	27.91	586.03
175 Tews Lane - Gas	27/07/2020		Co-operative 6521808		Tews Lane - Electricity	British Gas Business	L	71.24	3.56	74.80

Fremington Parish Council IE FIX 2

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
176 Telephones	27/07/2020		Co-operative 6521808	Direct Debit	Telephone & Internet Charges	Numberite	S	74.48	14.90	89.38
177 Covid-19	27/07/2020		Co-operative 6521808		Face masks/Gloves/Highlighters	Mrs V Woodhouse	X	34.63	0.00	34.63
178 Stationery	27/07/2020		Co-operative 6521808		Laminating pouches	Just Office Limited	S	8.99	1.80	10.79
179 Tews Lane - Electricity	27/07/2020		Co-operative 6521808	Direct Debit	Tews Lane - Gas	Total Gas and Power	L	166.25	8.31	174.56
180 Legal/Professional Services	27/07/2020		Co-operative 6521808		HR Services (Mat Pay)	Thomas Westcott Ltd	S	1,125.00	225.00	1,350.00
181 Maintenance	27/07/2020		Co-operative 6521808		Unblock Drains @BF	Jed Mason Plumbing & Heating	S	35.00	7.00	42.00
182 Covid-19	27/07/2020		Co-operative 6521808	Debit Card	Labels/Stickers/Signs	Amazon	S	16.46	3.29	19.75
183 Beachfield Defects (CDL Inso)	27/07/2020		Co-operative 6521808		Beachfield Centre Defects Prof	Woodward Smith Chartered Ar	S	215.00	43.00	258.00
184 Stationery	27/07/2020		Co-operative 6521808		Letter trays	Just Office Limited	S	31.15	6.23	37.38
185 Tews Lane - Business Rates	27/07/2020		Co-operative 6521808		Business Rates - Tews Lane	North Devon Council	X	180.00	0.00	180.00
186 Business Rates	27/07/2020		Co-operative 6521808		Business Rates - Cemetery	North Devon Council	X	96.00	0.00	96.00
187 12 Higher Road	27/07/2020		Co-operative 6521808	Direct Debit	Business Rates - Council Office	North Devon Council	X	271.00	0.00	271.00
188 Business Rates	27/07/2020		Co-operative 6521808		Business Rates - Beachfield	North Devon Council	X	207.00	0.00	207.00
189 Subscriptions	27/07/2020		Co-operative 6521808	Direct Debit	SILCC Membership - K Gaddoc	Society of Local Council Clerk	X	312.00	0.00	312.00
190 Play Equipment Renewal/Ref	27/07/2020		Co-operative 6521808		Removal of Benches/hand san	Arrowbuild SW Ltd	S	180.00	36.00	216.00
191 I.T.	27/07/2020		Co-operative 6521808		Zoom 12 months	Zoom	X	119.90	0.00	119.90
192 Covid-19	16/07/2020		Co-operative 6521808	Debit Card	Sanitiser dispensers x 6	Amazon	S	114.95	22.99	137.94
193 Covid-19	16/07/2020		Co-operative 6521808	Debit Card	Batteries for dispensers	Amazon	S	25.74	5.15	30.89
194 Stationery	09/07/2020		Co-operative 6521808	Debit Card	A3 paper trimmer	Amazon	S	28.59	5.72	34.31
195 Stationery	14/07/2020		Co-operative 6521808	Debit Card	Scissors/Door Stop/Calculator	Amazon	S	14.94	2.99	17.93
196 Tews Lane - General Maintnr	14/07/2020		Co-operative 6521808	Debit Card	Sanitiser for Tews Lane	Amazon	S	18.24	3.65	21.89
197 Covid-19	16/07/2020		Co-operative 6521808	Debit Card	Masks/Bags/1 sanitiser	Amazon	X	38.03	0.00	38.03
198 Stationery	01/07/2020		Co-operative 6521808	Debit Card	Office fans	Amazon	S	56.23	11.25	67.48
199 Covid-19	24/07/2020		Co-operative 6521808	Debit Card	Safety tape/blue/black	Amazon	X	14.98	0.00	14.98
200 Covid-19	22/07/2020		Co-operative 6521808	Debit Card	Re-opening poster	Poster My Wall	X	6.49	0.00	6.49
201 Covid-19	24/07/2020		Co-operative 6521808	Debit Card	FB re-open sign	Poster My Wall	X	2.42	0.00	2.42
202 Salaries	25/07/2020		Co-operative Salaries		Salaries	Fremington Parish Council	X	6,300.04	0.00	6,300.04
203 Pension Payments	25/07/2020		Co-operative Salaries		Pension Contributions	Devon County Council Pension	X	2,486.19	0.00	2,486.19
204 PAYE/NI	25/07/2020		Co-operative Salaries		PAYE/National Insurance	HMRC	X	2,002.34	0.00	2,002.34
Total								23,063.49	701.77	23,765.26

Fremington Parish Council IE FIX 2 RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
79	23/06/2020		Co-operative 6521808	BU2021-08	Memorial - additional inscrip	F J Stevens & Son	X	48.00	0.00	48.00
80	23/06/2020		Co-operative 6521808	BU2021-05	entered in error	Fremington Parish Council	X	0.00	0.00	0.00
81	29/06/2020		Co-operative 6521808		Beechfield Car Park Rententior	North Devon Council	X	843.40	0.00	843.40
82	29/06/2020		Co-operative 6521808	BU2021-09	Burial	W. S. Gayton & Son	X	495.00	0.00	495.00
83	06/07/2020		Co-operative 6521808		Overpayment return	Dave Budd Gardening Service	X	1,310.40	0.00	1,310.40
84	07/07/2020		Co-operative 6521808		Beechfield - Hire of Pitch	Romar Sports	X	25.00	0.00	25.00
85	14/07/2020		Co-operative 6521808		Refund of Storage Deposit/ren	Daintons	X	61.42	0.00	61.42
86	20/07/2020		Co-operative 6521808		Swallowfield - Basket Swing in	Carne & Company	X	275.00	0.00	275.00
87	21/07/2020		Co-operative 6521808		Beechfield - Hire of Pitch	Romar Sports	X	50.00	0.00	50.00
88	22/07/2020		Co-operative 6521808	BU2021-10	Burial	RPB Funerals Ltd	X	210.00	0.00	210.00
89	27/07/2020		Co-operative 6521808	Peston	Memorial - additional inscrip	F J Stevens & Son	X	48.00	0.00	48.00
90	27/07/2020		Co-operative 6521808	BU2021-11	Memorial - additional inscrip	RPB Funerals Ltd	X	48.00	0.00	48.00
91	25/06/2020		Co-operative 6521808		Allowment rent	BABI	X	16.00	0.00	16.00
92	23/07/2020		Co-operative 6521808		Frem Quay - inspection	Mr Morris	S	18.52	3.70	22.22
93	23/07/2020		Co-operative 6521808		Frem Quay - inspection	Mr Morris	S	30.38	6.08	36.46
94	23/07/2020		Co-operative 6521808		Fremington Quay sewage elec	Mr Morris	L	74.23	3.71	77.94
95	23/07/2020		Co-operative 6521808		Frem Quay - desludge	Mr Morris	Z	55.59	0.00	55.59
96	23/07/2020		Co-operative 6521808		Environment Agency/ Fees	Mr Morris	Z	59.19	0.00	59.19
97	23/07/2020		Co-operative 6521808		Sinking Fund Payment	Mr Morris	X	107.00	0.00	107.00
98	27/07/2020		Co-operative 6521808		Frem Quay - inspection	Mr & Mrs Jury	S	18.52	3.70	22.22
99	27/07/2020		Co-operative 6521808		Fremington Quay sewage elec	Mr & Mrs Jury	S	30.38	6.08	36.46
100	27/07/2020		Co-operative 6521808		Frem Quay - desludge	Mr & Mrs Jury	L	74.23	3.71	77.94
101	27/07/2020		Co-operative 6521808		Frem Quay - Environment age	Mr & Mrs Jury	Z	55.59	0.00	55.59
102	27/07/2020		Co-operative 6521808		Sinking Fund Payment	Mr & Mrs Jury	Z	59.19	0.00	59.19
103	27/07/2020		Co-operative 6521808				X	107.00	0.00	107.00
Total								4,120.04	26.98	4,147.02

Fremington Parish Council IE FIX 2
Uncashed payments/transfers out (All banks)
(Upto 28/07/2020)

Voucher	Date	Cheque No.	Description	Total	Bank
87	17/06/2020		Fremington Q Voucher for Competitic	25.00	Co-operative 652180860
95	22/06/2020		Storage		Co-operative 652180860
111	22/06/2020		Grant Funding	100.00	Co-operative 652180860
115	22/06/2020		Grant Funding	100.00	Co-operative 652180860
119	22/06/2020		Grant Funding	60.00	Co-operative 652180860
121	22/06/2020		Grant Funding	600.00	Co-operative 652180860
141	27/07/2020		Clearance FP14	55.00	Co-operative 652180860
142	27/07/2020		DCC Grass Cutting Charges	1,137.50	Co-operative 652180860
143	27/07/2020		Tews Lane - Grass cutting	716.66	Co-operative 652180860
144	27/07/2020		Handyperson litter picking 1-31 July :	240.00	Co-operative 652180860
145	27/07/2020		Grass Cutting - Beechfield	158.33	Co-operative 652180860
146	27/07/2020		Grass Cutting - Ellerslie	158.33	Co-operative 652180860
147	27/07/2020		Grass Cutting - Village Green	66.33	Co-operative 652180860
148	27/07/2020		Griggs Field - Grass Cutting	70.00	Co-operative 652180860
149	27/07/2020		Grass Cutting - Fremington Quay	221.66	Co-operative 652180860
150	27/07/2020		Grass Cutting - Cemetery	221.66	Co-operative 652180860
151	27/07/2020		Grass Cutting Maple Grove	20.33	Co-operative 652180860
152	27/07/2020		Shackles	37.44	Co-operative 652180860
153	27/07/2020		Covid signs: play areas	246.00	Co-operative 652180860
154	27/07/2020		Cable ties	11.95	Co-operative 652180860
155	27/07/2020	Direct Debit	IT: 365/Back up/Anti-Virus monthly	103.62	Co-operative 652180860
156	25/07/2020		Refund allotment	12.50	Co-operative 652180860
158	27/07/2020		Cemetery page/pdf upgrade	18.00	Co-operative 652180860
159	27/07/2020		Pest Control	300.00	Co-operative 652180860
161	20/07/2020		Batteries	5.49	Co-operative 652180860
162	27/07/2020		Tree survey - Griggs Field	225.00	Co-operative 652180860
163	27/07/2020		Tree survey - Muddlebridge	180.00	Co-operative 652180860
164	27/07/2020		Tree Survey - Village Green	180.00	Co-operative 652180860
165	27/07/2020		Tree Survey - Maple Grove	135.00	Co-operative 652180860
166	27/07/2020		Frem Quay - service	274.12	Co-operative 652180860
167	27/07/2020		Frem Quay - desludge	418.00	Co-operative 652180860
168	27/07/2020		Legionnaires Sampling	834.00	Co-operative 652180860
170	27/07/2020		Window Cleaning	22.50	Co-operative 652180860
173	27/07/2020		Internal Audit	750.00	Co-operative 652180860
178	27/07/2020		Laminating pouches	10.79	Co-operative 652180860
180	27/07/2020		HR Services (Mat Pay)	1,350.00	Co-operative 652180860
181	27/07/2020		Unblock Drains @BF	42.00	Co-operative 652180860
183	27/07/2020		Beechfield Centre Defects Professor	258.00	Co-operative 652180860
184	27/07/2020		Letter trays	37.38	Co-operative 652180860
189	27/07/2020		SLCC Memerbship - K Graddock	312.00	Co-operative 652180860
190	27/07/2020		Removal of benches/hand sanitiser	216.00	Co-operative 652180860
191	27/07/2020		Zoom 12 months	119.90	Co-operative 652180860
Total-----				10,050.49	