

**Minutes of Fremington Parish Council Finance and Personnel Committee
Virtual Meeting Held on Thursday 25th June 2020 at 11am via Zoom.**

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

2006/23 **Apologies for Absence**
None.

2006/24 **Declarations of Interest**
None.

2006/25 **Public Participation**
None.

2006/26 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 28th May 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 28th May 2020 as a correct record.

2006/27 **Staff Salaries - To approve staff salaries for the month of June 2020**
Members were informed that there was a credit on the Council's HMRC account and therefore no PAYE/Ni payment had been made to HMRC this month to balance the account. It was **resolved** to approve the staff salaries, expenses, PAYE/Ni and pension payments for the month of June 2020.

2006/28 **Accounts Due for Payment and Receipts for the period from the 29th May 2020 until the 23rd June 2020**
It was **resolved**, with no votes to the contrary, to approve the payments totalling £23,222.59 and receipts totalling £1,269.50, copies of which are attached to these minutes as Appendix One.

2006/29 **Review of Parish Council Policies**
The following policies were reviewed:

- a) Data Protection
- b) Investment Strategy
- c) Grant Aid Policy
- d) Equal Opportunities Policy
- e) Health and Safety Policy
- f) Protocol on recording/filming at Council meetings
- g) Safeguarding children and vulnerable adults Policy
- h) Flag flying policy
- i) Co-option policy
- j) Complaints procedure
- k) Statement of Internal Control
- l) Disciplinary Procedure
- m) Whistleblowing Policy



It was noted that the request was detailed and had been discussed at length with the Executive Officer who was fully supportive of the request. All members were in full support of the request which they felt would also provide network opportunities for the Parish Council.

There being no further business the meeting closed at 11.35am.

Signed.....

Dated 10/8/20

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 23/06/2020			
	Cash in Hand 01/04/2020		164,990.09
	ADD		
	Receipts 01/04/2020 - 23/06/2020		146,606.19
			311,596.28
	SUBTRACT		
	Payments 01/04/2020 - 23/06/2020		69,964.75
A	Cash in Hand 23/06/2020 (per Cash Book)		241,631.53
	Cash in hand per Bank Statements		
	Cash 23/06/2020	0.00	
	Lloyds 6 Month Fixed Deposit 23/06/2020	0.00	
	Lloyds Instant Access 27636568 23/06/2020	123,630.74	
	Lloyds 3 Month Fixed Deposit 23/06/2020	0.00	
	Lloyds 27635760 23/06/2020	12,615.12	
	Co-operative Bank 6521808650 23/06/2020	0.00	
	Co-operative Bank 6521818653 23/06/2020	0.00	
	Petty Cash 23/06/2020	59.01	
	Co-operative Salaries 6536851200 23/06/2020	0.23	
	Co-operative 6521808600 23/06/2020	126,314.30	
			262,619.40
	Less unrepresented payments		30,685.75
			231,933.65
	Plus unrepresented receipts		9,697.88
B	Adjusted Bank Balance		241,631.53
	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
78 Play Equipment Renewal/Ref	17/06/2020		Co-operative 6521808		Padlocks and Chains	B & Q	S	65.33	13.07	78.40
79 Dog Bin Emptying	17/06/2020		Co-operative 6521808		Dog bin emptying April - June	North Devon Council	S	1,482.00	296.40	1,778.40
80 Play Equipment Renewal/Ref	17/06/2020		Co-operative 6521808		Swing Top Bar Swallowfield	Playground Solutions	S	220.00	44.00	264.00
81 Play Equipment Renewal/Ref	17/06/2020		Co-operative 6521808		Fit new Top Bar Swallowfield	Playground Solutions	S	305.00	61.00	366.00
82 Maintenance	17/06/2020		Co-operative 6521808		Annual Service & Inspection -	AFS Fire & Security Ltd	S	62.00	12.40	74.40
83 Tews Lane - General Maintainer	17/06/2020		Co-operative 6521808		Annual Service & Inspection -	AFS Fire & Security Ltd	S	30.00	6.00	36.00
84 Grants Received from other	17/06/2020		Co-operative 6521808		Bakebox for Competition	Bakebox	X	10.00	0.00	10.00
85 Repairs	17/06/2020		Co-operative 6521808		Employees Liability Insurance	Muddlebridge Allotment Asso	X	23.50	0.00	23.50
86 Grants Received from other	17/06/2020		Co-operative 6521808		Graylings Voucher for Competi	Graylings Fremington	X	25.00	0.00	25.00
87 Grants Received from other	17/06/2020		Co-operative 6521808		Fremington Q Voucher for Con	Fremington Quay Cafe - Lock	X	25.00	0.00	25.00
88 Stationery	17/06/2020		Co-operative 6521808		Foot floor stickers - Covid 19	Amazon	S	3.71	0.74	4.45
89 Stationery	17/06/2020		Co-operative 6521808		Floor feet signs x 10 - Covid 19	Amazon	S	14.90	2.98	17.88
90 Stationery	17/06/2020		Co-operative 6521808		Safety Tape - Covid 19	Amazon	S	9.16	1.83	10.99
91 Gas	18/06/2020		Co-operative 6521808		Beechfield - Gas	E-on	L	98.65	4.93	103.58
92 12 Higher Road	19/06/2020		Co-operative 6521808		EPC Certificate	Nationwide Green Services	X	230.00	0.00	230.00
93 Telephones	19/06/2020		Co-operative 6521808	Direct Debit	Telephone & Internet Charges	Numbertel	S	81.59	16.32	97.91
94 Subscriptions	19/06/2020		Co-operative 6521808	Debit Card	Devon Communities Together	Devon Communities together	X	50.00	0.00	50.00
95 Storage	22/06/2020		Co-operative 6521808		Storage	Daintons	S	64.89	12.98	77.87
96 Beechfield Defects (CDL inso	22/06/2020		Co-operative 6521808		Window Defects	AW, Windows	S	1,092.00	218.40	1,310.40
97 Grass Cutting	22/06/2020		Co-operative 6521808		Grass Cutting - Beechfield	Dave Budd Gardening Servi	X	158.33	0.00	158.33
98 Ellerslie - Grass Cutting	22/06/2020		Co-operative 6521808		Grass Cutting - Ellerslie	Dave Budd Gardening Servi	X	158.33	0.00	158.33
99 Village Green - Grass Cutting	22/06/2020		Co-operative 6521808		Grass Cutting - Village Green	Dave Budd Gardening Servi	X	66.33	0.00	66.33
100 Griggs Field - Grass Cutting	22/06/2020		Co-operative 6521808		Griggs Field - Grass Cutting	Dave Budd Gardening Servi	X	70.00	0.00	70.00
101 Grass Cutting	22/06/2020		Co-operative 6521808		Grass Cutting - Fremington Qu	Dave Budd Gardening Servi	X	221.66	0.00	221.66
102 Maintenance	22/06/2020		Co-operative 6521808		Cemetery - Maintenance	Dave Budd Gardening Servi	X	221.66	0.00	221.66
103 Maple Grove Grass Cutting	22/06/2020		Co-operative 6521808		Grass Cutting Maple Grove	Dave Budd Gardening Servi	X	20.33	0.00	20.33
104 Salaries	22/06/2020		Co-operative 6521808		Litterpicking cover 1st - 30th J	Dave Budd Gardening Servi	X	240.00	0.00	240.00
105 Tews Lane - Pitch Maintenance	22/06/2020		Co-operative 6521808		Tews Lane - Grass cutting	Dave Budd Gardening Servi	X	716.66	0.00	716.66
106 DCC - Grass Cutting	22/06/2020		Co-operative 6521808		DCC Grass Cutting Charges	Dave Budd Gardening Servi	X	1,137.50	0.00	1,137.50
107 Grants To Other Groups/Org.	22/06/2020		Co-operative 6521808		Grant Funding	Age Concern	X	200.00	0.00	200.00
108 Grants To Other Groups/Org.	22/06/2020		Co-operative 6521808		Grant Funding	Barnstaple Disabled Fellowsh	X	100.00	0.00	100.00
109 Grants To Other Groups/Org.	22/06/2020		Co-operative 6521808		Grant Funding	Barnstaple Library Friends Gr	X	75.00	0.00	75.00
110 Grants To Other Groups/Org.	22/06/2020		Co-operative 6521808		Grant Funding	Barnstaple Pilot Gig Club CIC	X	100.00	0.00	100.00
111 Grants To Other Groups/Org.	22/06/2020		Co-operative 6521808		Grant Funding	Bickington Brownies	X	100.00	0.00	100.00
112 Grants To Other Groups/Org.	22/06/2020		Co-operative 6521808		Grant Funding	Citizens Advice	X	200.00	0.00	200.00
113 Grants To Other Groups/Org.	22/06/2020		Co-operative 6521808		Grant Funding	1st Fremington Air Scouts Be	X	100.00	0.00	100.00

Fremington Parish Council IE FIX 2

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
114 Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	1st Fremington Guides	X	100.00	0.00	100.00
115 Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	50th North Devon Scout Groi	X	100.00	0.00	100.00
116 Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	Fremington Gardening Club	X	50.00	0.00	50.00
117 Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	GO North Devon Ltd	X	100.00	0.00	100.00
118 Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	Instow & District Social & Fri	X	50.00	0.00	50.00
119 Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	Instow, Westleight & West Y	X	60.00	0.00	60.00
120 Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	Lady Linscott Club	X	100.00	0.00	100.00
121 Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	North Devon Records Office	X	600.00	0.00	600.00
122 Received from North Devon	22/06/2020		Co-operative 6521808		2nd retention payment: BF Cai	Arrowbuild SW Ltd	S	843.40	168.68	1,012.08
123 I.T.	22/06/2020		Co-operative 6521808		IT: 365/Back up/Anti-Virus mo	Alchemy	S	86.35	17.27	103.62
124 Salaries	23/06/2020		Co-operative Salaries		Salaries	Fremington Parish Council	X	8,961.03	0.00	8,961.03
125 PAYE/NI	23/06/2020		Co-operative Salaries		PAYE/National Insurance	HMRC	X	0.00	0.00	0.00
126 Pension Payments	23/06/2020		Co-operative Salaries		Pension Contributions	Devon County Council Pensic	X	2,486.19	0.00	2,486.19
127 Stationery	23/06/2020		Co-operative 6521808		Gloves/Masks	Anazon	X	30.18	0.00	30.18
128 12 Higher Road	01/06/2020		Co-operative 6521808		Business Rate - 12 Higher Roa	North Devon Council	X	271.00	0.00	271.00
129 Business Rates	01/06/2020		Co-operative 6521808		Business Rates - Beechfield	North Devon Council	X	207.00	0.00	207.00
130 Tews Lane - Business Rates	01/06/2020		Co-operative 6521808		Business Rates - Tews Lane	North Devon Council	X	180.00	0.00	180.00
131 Business Rates	01/06/2020		Co-operative 6521808		Business Rates - Cemetery	North Devon Council	X	96.00	0.00	96.00
132 Stationery	18/06/2020		Co-operative 6521808	Debit Card	Barrier Tape	Amazon	S	9.57	1.92	11.49
133 Play Equipment Renewal/Ref	18/06/2020		Co-operative 6521808	Debit Card	Barrier Fencing	Amazon	S	15.82	3.17	18.99
134 I.T.	23/06/2020		Co-operative 6521808		Credit for Alchemy Invoice	Alchemy	X	-22.56	0.00	-22.56
135 Water	17/06/2020		Co-operative 6521808		water charge	South West Water	L	20.31	1.02	21.33
136 12 Higher Road	17/06/2020		Co-operative 6521808		Water	South West Water	E	35.38	0.00	35.38
138 Rent	17/06/2020		Co-operative 6521808		Rent of Land at rear of Babbat	North Devon Council	X	10.00	0.00	10.00
139 Water and Sewage	12/06/2020		Co-operative 6521808		Water and Sewage Charge	South West Water	E	171.28	0.00	171.28
Total								22,339.48	883.11	23,222.59

Fremington Parish Council IE FIX 2

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
66 Rent	17/06/2020		Co-operative 6521808		Allotment rent	MUD30	X	16.08	0.00	16.08
67 Rent	19/06/2020		Co-operative 6521808		Allotment rent	MUD32	X	45.90	0.00	45.90
68 Burials/Deeds of Grant	19/06/2020		Co-operative 6521808	BU2021-05	Deed of Grant	Hayes	X	790.00	0.00	790.00
69 Grants Received from other	19/06/2020		Co-operative 6521808		NHS/Key worker Flags	Fremington & District Commi	X	80.00	0.00	80.00
70 Burials/Deeds of Grant	22/06/2020		Co-operative 6521808	BU2021-06	Memorial	Carss	X	70.00	0.00	70.00
71 Rent	03/06/2020		Co-operative 6521808		Allotment rent	BAB14	X	16.08	0.00	16.08
72 Rent	23/06/2020		Co-operative 6521808		Allotment rent	MUD5	X	43.65	0.00	43.65
73 Rent	03/06/2020		Co-operative 6521808		Allotment rent	BAB27	X	16.08	0.00	16.08
74 Burials/Deeds of Grant	19/06/2020		Co-operative 6521808	BU2021-07	Burial	Davis	X	140.00	0.00	140.00
75 Rent	22/06/2020		Co-operative 6521808		Allotment rent	BAB4	X	14.74	0.00	14.74
76 Cleaning	23/06/2020		Co-operative 6521808		Hand Sanitiser	AW. Windows	S	16.30	3.26	19.56
77 Rent	23/06/2020		Co-operative 6521808		Allotment rent	Chatterton	X	12.50	0.00	12.50
78 Interest on Accounts	23/06/2020		Lloyds Instant Access		Bank Interest	Lloyds Bank	X	4.91	0.00	4.91
Total								1,266.24	3.26	1,269.50

Fremington Parish Council IE FIX 2
Uncashed payments/transfers out (All banks)
(Upto 23/06/2020)

Voucher	Date	Cheque No.	Description	Total	Bank
78	17/06/2020		Padlocks and Chains	78.40	Co-operative 6521808601
79	17/06/2020		Dog bin emptying April - June 2020	1,778.40	Co-operative 6521808601
80	17/06/2020		Swing Top Bar Swallowfield	264.00	Co-operative 6521808601
81	17/06/2020		Fit new Top Bar Swallowfield	366.00	Co-operative 6521808601
82	17/06/2020		Annual Service & Inspection - The Be	74.40	Co-operative 6521808601
83	17/06/2020		Annual Service & Inspection - Tews I	36.00	Co-operative 6521808601
85	17/06/2020		Employees Liability Insurance	23.50	Co-operative 6521808601
86	17/06/2020		Graylings Voucher for Competition	25.00	Co-operative 6521808601
87	17/06/2020		Fremington Q Voucher for Competitic	25.00	Co-operative 6521808601
92	19/06/2020		EPC Certificate	230.00	Co-operative 6521808601
95	22/06/2020		Storage	77.87	Co-operative 6521808601
96	22/06/2020		Window Defects	1,310.40	Co-operative 6521808601
97	22/06/2020		Grass Cutting - Beechfield	158.33	Co-operative 6521808601
98	22/06/2020		Grass Cutting - Ellerslie	158.33	Co-operative 6521808601
99	22/06/2020		Grass Cutting - Village Green	66.33	Co-operative 6521808601
100	22/06/2020		Griggs Field - Grass Cutting	70.00	Co-operative 6521808601
101	22/06/2020		Grass Cutting - Fremington Quay	221.66	Co-operative 6521808601
102	22/06/2020		Cemetery - Maintenance	221.66	Co-operative 6521808601
103	22/06/2020		Grass Cutting Maple Grove	20.33	Co-operative 6521808601
104	22/06/2020		Litterpicking cover 1st - 30th June 20	240.00	Co-operative 6521808601
105	22/06/2020		Tews Lane - Grass cutting	716.66	Co-operative 6521808601
106	22/06/2020		DCC Grass Cutting Charges	1,137.50	Co-operative 6521808601
107	22/06/2020		Grant Funding	200.00	Co-operative 6521808601
108	22/06/2020		Grant Funding	100.00	Co-operative 6521808601
109	22/06/2020		Grant Funding	75.00	Co-operative 6521808601
110	22/06/2020		Grant Funding	100.00	Co-operative 6521808601
111	22/06/2020		Grant Funding	100.00	Co-operative 6521808601
112	22/06/2020		Grant Funding	200.00	Co-operative 6521808601
113	22/06/2020		Grant Funding	100.00	Co-operative 6521808601
114	22/06/2020		Grant Funding	100.00	Co-operative 6521808601
115	22/06/2020		Grant Funding	100.00	Co-operative 6521808601
116	22/06/2020		Grant Funding	50.00	Co-operative 6521808601
117	22/06/2020		Grant Funding	100.00	Co-operative 6521808601
118	22/06/2020		Grant Funding	50.00	Co-operative 6521808601
119	22/06/2020		Grant Funding	60.00	Co-operative 6521808601
120	22/06/2020		Grant Funding	100.00	Co-operative 6521808601
121	22/06/2020		Grant Funding	600.00	Co-operative 6521808601
122	22/06/2020		2nd retention payment: BF Car Park	1,012.08	Co-operative 6521808601
123	22/06/2020		IT: 365/Back up/Anti-Virus monthly	103.62	Co-operative 6521808601
124	23/06/2020		Salaries	8,961.03	Co-operative Salaries 65:
125	23/06/2020		PAYE/National Insurance		Co-operative Salaries 65:
126	23/06/2020		Pension Contributions	2,486.19	Co-operative Salaries 65:
127	23/06/2020		Gloves/Masks	30.18	Co-operative 6521808601
135	17/06/2020		water charge	21.33	Co-operative 6521808601
136	17/06/2020		Water	35.38	Co-operative 6521808601
138	17/06/2020		Rent of Land at rear of Babbages for	10.00	Co-operative 6521808601
139	12/06/2020		Water and Sewage Charge	171.28	Co-operative 6521808601
40712	23/06/2020		Transfer to Co-operative Salaries 65:	8,757.88	Co-operative 6521808601
Total-----				30,923.74	



Fremington Parish Council IE FIX 2
Uncashed receipts/transfers in (All banks)
(Upto 23/06/2020)

Voucher	Date	Cheque No.	Description	Total	Bank
68	19/06/2020	BU2021-05	Deed of Grant	790.00	Co-operative 6521808601
69	19/06/2020		NHS/Key worker Flags	80.00	Co-operative 6521808601
70	22/06/2020	BU2021-06	Memorial	70.00	Co-operative 6521808601
40712	23/06/2020		Transfer from Co-operative 6521808601	8,757.88	Co-operative Salaries 6521808601
Total-----				9,697.88	

