

Minutes of the Fremington Parish Council Extra Ordinary Finance and Personnel Committee meeting held on Thursday, 5th November 2020 at 9.30am via Zoom.

Present: Cllrs, F Biederman (Chairman), I Crawford (Vice Chairman), S Kingdom and I Capon.
Mrs V Woodhouse, Executive Officer (EO) and Mrs Kate Graddock, Deputy Executive Officer (DEO).

2011/19 **Apologies**
Apologies received from Cllr L Goodger.

2011/20 **Declarations of Interest**
Cllr Kingdom – Parish Hall Management Committee and Barnstaple Pilot Gig Club grant application, personal.
Cllr Crawford – Roundswell Residents Association grant application, personal.
Cllr Capon – Roundswell Residents Association grant application, personal.

2011/21 **Public Participation**
No members of the public were present.

2011/22 **Minutes**
It was unanimously **resolved** that the Minutes are deferred until the next meeting as the Deputy Executive Officer has been on annual leave.

2011/23 **Purchase of Vehicle for Maintenance and Amenities Operative**
Members were read out the resolution from the previous meeting. The DEO explained that she was unable to investigate options without any steer on what the Committee were requesting including the size of the vehicle and budget.

Cllr Kingdom suggested a budget of £8,000. Cllr Crawford recommended a lease option and would like to see an electric or hybrid vehicle which recharges itself. Some members were concerned about tying up vast amounts of money on leasing.

There was no desire to purchase a diesel vehicle.

Cllr Crawford proposed leasing a vehicle for 12 or 24 months. The DEO stated that she felt it was inappropriate to agree to a lease arrangement when there are no firm costings presented to the committee.

After further discussion, it was **resolved** that the DEO and EO investigate leasing a transit sized petrol, EV and hybrid options for periods of 12, 24 and 36 months and an extra ordinary meeting is convened to discuss further.

2011/24 **Budgets**

The EO asked members for items to be included within the 2021/22 draft budgets. The following items were identified to be included:

- Bench at Ellerslie Road bus stop
- Budget for Climate Emergency Working Party
- Bus Shelters – The EO explained that there is £5000 in EMR. It was noted that the Bus Shelters Working Party still needed to provide their audit report
- Tews Lane project including increase in maintenance cost
- Insurance will increase with increased assets.
- Play equipment repairs
- Clarity for continuation of services for 2021/22.
- Street Furniture budget
- Defibrillators need heated cabinets.

2011/25 **Grant Applications**

Members were circulated Grant Applications for consideration and reported that there was £2,000 available and £600 already approved for the North Devon Records Office. It was **resolved** unanimously that the grants for 2021/22 is agreed as below.

Bickington Brownies	£100.00
1st Fremington Scouts	£100.00
Barnstaple Library Friends	£0.00
Citizens Advice	£100.00
Barnstaple Pilot Gig Club	£100.00
1st Fremington Scouts Beavers	£100.00
2nd Fremington Rainbows	£100.00 to be ringfenced for equipment.
1st Fremington Guides	£100.00
Age Concern	£100.00
Parish Hall	£100.00
Fremington Friendship Group	£100.00
Instow and Westleigh	£100.00
Tomlin Hall	£100.00
Roundswell Resident Ass	£150.00
Lady Linscott Boat Project	£100.00
North Devon Records Office	£600.00
	£2,050.00

It was further **resolved** to ask the Barnstaple Library Friends to apply for a grant once they have identified a suitable project for possible grant aid.

2011/26 **Maternity Leave Policy**

Members were circulated a report from the EO detailing legislative changes in Parental Bereavement Leave. It was **resolved** that the Police, as attached as Appendix 1 be adopted.

2011/27 **Part B – Confidential Matters**

It was **resolved** that the Press and Public be excluded from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as the following item involves the likely disclosure of confidential information.

2011/28 **Relationship Development Opportunities**

The DEO gave a verbal report on issues currently being experienced to date that needed to be addressed. She had sought advice and a quotation for conflict management services and presented costings to the Committee. It was further noted that the issues relate to all members of staff. After a discussion it was **resolved**, with no votes to the contrary, that Fitzgerald HR be appointed for £1,500 to carry out a conflict management exercise. All members agreed that it needed to be a process that enabled everyone to be honest, clear and willing to listen and follow the process and look at any potential outcomes for implementation and adoption.

Meeting ended at 11.23am.