

**Minutes of the Fremington Parish Council Finance and Personnel Committee meeting held on Tuesday 23<sup>rd</sup> July 2024 at 10am in The Beechfield Centre, Beechfield Road, Fremington**

Present: Cllrs, F Biederman (Chairman), J Bridgeman, S Haywood, S Kingdom and H Walker

Mrs V Woodhouse, Executive Officer

2407/01 **Apologies**  
None.

2407/02 **Declarations of Interest**  
None.

2407/03 **Public Participation**  
None.

2407/04 **Minutes**  
It was **resolved**, with no votes to the contrary and one abstention, that the minutes of the Finance & Personnel Committee held on the 25<sup>th</sup> June 2024 be approved.

2407/05 **Staff Salaries**  
It was **resolved**, with no votes to the contrary, to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of July 2024.

2407/06 **Accounts Due for Payment and Receipts for the period from the 22<sup>nd</sup> June 2024 to 19<sup>th</sup> July 2024**  
It was **resolved**, with no votes to the contrary, to approve the payments totalling £32,797.59 and receipts totalling £1,434.94 copies of which are attached as Appendix One, it was noted that the salaries payment (vouchers number 256 & 257) had been duplicated and agreed to zero off one of the payments.

2407/07 **Grant Aid Policy**  
The revised draft Grant Aid Policy was circulated prior to the meeting. As agreed at the previous meeting the draft policy was based on:

- Each Cllr being allocated £150 to fund project lead grant applications which, subject to the Executive Officer being satisfied the project meets the conditions, the payment would be made as soon as agreed.
- Applications must be submitted with the latest set of accounts.
- All funds allocated must be spent prior to the end of the financial year, unless an extension is agreed for extenuating circumstances.

- Increasing the grants budget to £3,000 a year which would allow a central pot of £750 which groups could also submit applications for additional support.
- If Cllrs have not spent their individual allocation by a certain date (date to be clarified in the policy) then this will also be added to the central pot for additional support.
- A clause in the policy that individuals could be paid at the Council's discretion and subject to the project be of benefit to the community, upon the submission of receipts for the expenditure.

Members discussed the draft policy; it was agreed to add in a clause that an individual Cllr cannot support the same group two years in a row.

It was agreed that a Parish Cllr would have until the 31<sup>st</sup> December each year to spend their allocation, or it would be added to the Central Fund. The deadline for applications to the Central Fund would be the 15<sup>th</sup> January each year, these applications would then be submitted to the January Finance and Personnel Committee Meeting for consideration, paid in February ahead of the end of year accounts.

It was **resolved**, with no votes to the contrary, subject to the above amendments to adopt the revised draft policy and procedure for Parish Council Grants, it was further **resolved**, with no votes to the contrary, to implement the new policy and procedure from 1<sup>st</sup> April 2025.

Members discussed the transition to the new procedure, and it was agreed to take all the current information relating to grants off of the website, write to those that regularly receive a grant from the Parish Council to explain that a new process is being introduced and applications can be submitted from March 2025. Members felt that Parish Councillors would require a briefing on the new procedure, and it was agreed to prepare a report for the Chairman to submit to the next Full Council meeting to inform Parish Cllrs.

2407/08

#### **Parish Council Policies**

The following Parish Council Policies were reviewed, and no amendments proposed:

- 1) Complaints Procedure
- 2) Data Protection Policy
- 3) Disciplinary Procedure
- 4) Equal Opportunities
- 5) Flag Flying Policy
- 6) Flexible Working
- 7) Grievance Procedure
- 8) Health & Safety Policy
- 9) Investment Strategy

- 10) Lone Worker Policy
- 11) Memorial Testing Policy
- 12) Performance and Conduct Policy
- 13) Protocol on Recording/Filming at Council Meetings
- 14) Request for Time Off
- 15) Re-Use of Public Sector Information
- 16) Safeguarding Children and Vulnerable Adults Policy
- 17) Smoke Free Policy
- 18) Social Media Policy
- 19) Statement of Internal Control
- 20) Whistleblowing Policy

Members felt that many Parish Cllrs are not aware of the Social Media Policy and it was agreed to submit a report to the next Full Council meeting reminding Cllrs of the Policy.

2407/09 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 item as it involves the likely disclosure of confidential information.

**PART B**

2407/10 **Staff Matters**

Members discussed staffing matters. Members were asked to consider the inclusion of administration of the Litchardon Community Benefit Fund into the Executive Officer's current duties with no charge to the group. Members considered the request and were supportive but concerned about capacity within the job role. After discussion it was **resolved**, with no votes to the contrary, to agree to incorporate administration of the community benefit fund into the Executive Officer's role and as a good will gesture at no cost to the group, it was felt that the communities would benefit more from the fund if there was no charge, however, as the amount of work was unknown and could not be assessed until the group is in operation the agreement would be reviewed on an annual basis.

The meeting closed at 10.38am

Signed.......... Dated.....24.9.2024.....