

**Minutes of the Fremington Parish Council Finance and Personnel Committee meeting held on Tuesday 13<sup>th</sup> May 2025 at 10am in The Parish Council Offices, The Beechfield Centre, Beechfield Road, Fremington**

Present: Cllrs, S Haywood (Chairman), J Bridgeman and S Kingdom

Mrs V Woodhouse, Executive Officer

2505/21 **Apologies**

Cllrs F Biederman and H Walker.

2505/22 **Declarations of Interest**

None.

2505/23 **Public Participation**

None.

2505/24 **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> March 2025 be approved.

2505/25 **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 April 2025.

2505/26 **Accounts Due for Payment and Receipts for the period from the 22<sup>nd</sup> March 2025 to 9<sup>th</sup> May 2025**

It was **resolved**, with no votes to the contrary, to approve the payments totalling £43,790.74 and receipts totalling £164,580.41 copies of which are attached as Appendix One.

2505/27 **Budget Review**

The budget review was circulated prior to the meeting. Members asked if any grants had been allocated under the new system, it was noted that no applications had been received. It was agreed to remind members via the weekly information sheet and publicise the grants further.

Members felt that consideration should be given to Committees reviewing their budgets on a quarterly basis.

2505/28 **Ear Marked Reserves**

Members considered the allocation of Ear Marked Reserves for 2025/2026, and it was **resolved** with no votes to the contrary, to allocate funds to Ear Marked Reserves as per Appendix Two, it was noted that the ditches and pathways around Griggs Field were due



works in late spring/early summer which would take most of the current EMR.

Members considered further information and a quotation for a replacement chain. It was further **resolved**, with no votes to the contrary, to purchase a new chain of office, velvet collar and presentation box from Crest Regalia, it was agreed to fund from the Administration budget.

- 2505/29 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

- 2505/30 **Release of funds from General Reserves**  
Members were asked to consider a request from the Fremington Quay Management Committee to release funds from General Reserves to purchase the store at Fremington Quay, it was **resolved**, with no votes to the contrary, to agree to the release of the funds for the purchase and associated legal fees.

- 2505/31 **Staffing Matters**
- a) To note staff appraisals & training records and discuss any matters contained within.  
The appraisal notes and training records were circulated prior to the meeting, members felt they were comprehensive notes, there was a discussion on the contents, and it was **resolved**, with no votes to the contrary, to note the information, and for the Executive Officer to implement the agreed actions.
  - b) To note completion of probationary period.  
It was **resolved**, with no votes to the contrary, to note that the Maintenance and Amenities Operative had passed their probation period.

The meeting closed at 11.04am

Signed  Dated 24/6/25.