

Minutes of the Fremington Parish Council Finance and Personnel Committee meeting held on Tuesday 23rd September 2025 at 10am in The Parish Council Offices, The Beechfield Centre, Beechfield Road, Fremington

Present: Cllrs, F Biederman (Chairman), J Bridgeman, S Kingdom and N Tamlin (substitute member)

Mrs V Woodhouse, Executive Officer

2509/22 Apologies

Cllrs S Haywood and H Walker.

2509/23 Declarations of Interest

None.

2509/24 Public Participation

None.

2509/25 Minutes

It was **resolved**, with no votes to the contrary and one abstention, that the minutes of the Finance & Personnel Committee held on the 22nd July 2025 be approved.

2509/26 Staff Salaries

Members were informed that the National pay award had been agreed and included in the August salaries back dated to the 1st April 2025, it was **resolved**, with no votes to the contrary, to note the information.

It was **resolved**, with no votes to the contrary, to approve the staff salaries, expenses, PAYE/NI and pension payments for the months of August and September 2025.

2509/27 Accounts Due for Payment and Receipts for the period from the 19th July to 19th September 2025

It was **resolved**, with no votes to the contrary, to approve the payments totalling £72,537.74 and receipts totalling £14,660.28 copies of which are attached as Appendix One.

2509/28 Right Bin Right Place

The draft policy was circulated ahead of the meeting. Cllr Bridgeman explained that the aim of the policy is to provide clarity and to create equality going forward in the location of Parish Council dog bins and asked if each new policy should have a Diversity, Equality and Inclusion statement and acknowledge the environmental impact. It was **resolved**, with no votes to the contrary, to adopt the policy, to include a Diversity, Equality and Inclusion statement on new policies and acknowledge the environmental impact.

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It was noted that the Parish Council's equal opportunities statement only relates to employees and further **resolved** to draft a general policy.

2509/29 **Fire Proof Cabinet**

Members were informed that the minutes are the legal records of decisions made by the Parish Council and minute books are to be kept indefinitely. The Parish Council's minutes are in storage but not protected.

Members considered a fire proof cabinet, and it was **resolved**, with no votes to the contrary, to purchase a Phoenix Fire Commander 626Ltr fireproof cupboard at a cost of approximately £2,800 + delivery for the storage room at Riverside for the minutes and any other statutory documents. It was also noted that the Parish Council has several years' worth of minutes that will need to be bound.

2509/30 **Risk Assessments**

The Parish Council's Risk Assessments were reviewed and noted.

2509/31 **Parish Council's Insurance**

Members were informed that the Parish Council's insurance was due for renewal on the 1st October 2025 a recommendation from the Council's broker had been received and considered along with the quotation and it was **resolved**, with no votes to the contrary, to renew the Parish Council's insurance with Hiscox on a three-year long-term agreement and through Gallagher.

Members further considered a quotation for the provision of cyber insurance. It was noted that a cyber-attack on the Parish Council was low and the impact would be minimal, members noted that the Parish Council would still be able to operate and therefore it was resolved, with no votes to the contrary, not to take out additional insurance.

2509/32 **Terms of Reference**

It was noted that Full Council had delegated the responsibility to alter the Terms of Reference, Committee Structure and Scheme of Delegation to the Finance & Personnel Committee with a view to reducing the number of Committees and a larger remit for the remaining Committees.

Consideration was given to the introduction of a Committee that has responsibility for assets and facilities of the Parish Council along side the Environment and Community Committee, it was noted that the Planning and Finance & Personnel Committees would remain. After consideration it was **resolved**, with no votes to the contrary, to amend the Terms of Reference, Committee Structure and Scheme of Delegation to allow for a Committee responsible for Assets and Facilities, an Environment and Community Committee alongside the Planning and Finance & Personnel Committees and to present the new structure to Full Council for information.

2509/33

Budgets

Members were asked to consider priorities to inform the 2026/2027 budget process and agreed to include the following in the Parish Council's long-term planning: -

- Opportunities for renewal energy such as solar panels on buildings and car parks.
- Opportunities to enhance and promote the historical value of the Parish using methods such as murals and interpretation boards.

The meeting closed at 10.40am

Signed.......... Dated...21.10.2025.....