

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday 26th February 2015 at 10.00am at the Parish Council Offices,
12 Higher Road, Fremington**

- Present:** Cllrs Mrs S Kingdom (Chairman), F Biederman and T Wood
Mrs V Woodhouse, Parish Clerk and Cllr C Bell
- 1502/27 **Apologies for Absence**
Cllrs J Bell and B Clifton.
- 1502/28 **Declarations of Interest**
None.
- 1502/29 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.
- 1502/30 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 29th January 2015 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 Thursday 29th January 2015 as a correct record. Cllr Mrs Kingdom duly signed the minutes.
- 1502/31 **Chairman's Announcements**
None.
- 1502/32 **Staff Salaries** – To approve staff salaries for the month of February 2015
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of February 2015.
- 1502/33 **Accounts Due for Payment and Receipts** – To examine and agree the accounts due for payment and receipts received for the period 30th January 2015 to 26th February 2015. The Parish Clerk circulated the payment and receipt lists along with the Bank Reconciliations.
- It was **resolved**, with no votes to the contrary, to approve the payments totalling £15,749.85 and receipts totalling £1,031.39, copies of which are attached to these minutes as Appendix One.
- 1502/34 **Budget Review** – To review the budget for year to date
The Clerk provided an update on the budget to date. It was **resolved** to note the budget report.
- 1502/35 **To receive Internal Auditor's Interim Report 2014-2015**
The report was circulated prior to the meeting and it was **resolved**, with no votes to the contrary, to increase the Fidelity Guarantee as per the Internal Auditor's recommendation and note the report.
- PART B**
- 1502/36 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.
- 1502/37 **To receive staff appraisal and review staff probationary period**
The appraisal was received and the probationary period considered and it was **resolved**, with no votes to the contrary, that the Handyperson's probationary period be approved.

1502/38 **To receive staff appraisals**
Staff appraisals were received, it was noted that there could be a requirement for additional hours, however, it was felt that due to the current financial constraints additional contractual hours could not be offered and it was **resolved**, with no votes to the contrary, that extra hours could be bought in as and when necessary with the agreement of both the Clerk and a member of staff which would be paid at the usual hourly rate. It was further **resolved**, with no votes to the contrary, for the Chairman of the Committee to write to staff thanking them for their hard work and dedication over the last year and for the Committee to speak to North Devon Council officers about outstanding issues. Cllr C Bell proposed a vote of thanks to the Clerk.

1502/39 **To review Staff Salaries**
It was **resolved**, with no votes to the contrary, to award one SCP point rise from the 1st April 2015 as in line with employment contracts.

1502/40 **Close**
The meeting closed at 11.00am.

Signed Dated