

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting  
Held on Thursday 24<sup>th</sup> September 2015 at 10.00am at the Parish Council Offices,  
12 Higher Road, Fremington**

- Present:** Cllrs D Chalmers (Chairman), K Groves and T Wood  
Mrs V Woodhouse, Parish Clerk
- 1509/35      **Apologies for Absence**  
Cllrs A Rennles and Mrs S Kingdom.
- 1509/36      **Declarations of Interest**  
Cllr Chalmers declared a Personal Interest in Item 1509/35 as the Council's representative on DALC he is involved in assessing the award scheme.
- 1509/37      **To agree the agenda as published**  
It was **resolved** to agree the agenda as published.
- 1509/38      **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 30<sup>th</sup> July 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 30<sup>th</sup> July 2015 as a correct record. Cllr Chalmers duly signed the minutes.
- 1509/39      **Chairman's Announcements**  
It was reported that the fixed term deposit account should be open in the near future, as agreed at the last meeting.
- 1509/40      **Staff Salaries – To approve staff salaries for the months of August & September 2015**  
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the months of August & September 2015.
- 1509/41      **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts received for the period 31<sup>st</sup> July 2015 to 24<sup>th</sup> September 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 £27,593.14 and receipts totalling £10,162.86, copies of which are attached to these minutes as Appendix One.
- 1509/42      **Budget Review – To review the Budget for year to date**  
The budget was reviewed for year to date and it was **resolved**, with no votes to the contrary, to note the budget report.
- 1509/43      **To receive Risk Assessments & Water Hygiene Reports & consider associated costs for training and management**  
It was **resolved**, with no votes to the contrary, to note the receipt of the reports. It was noted that as many of the required action points as possible would be carried out in-house and quotations obtained for any works that cannot be carried out in-house.  
  
The quarterly and six monthly inspections would need to be carried out by a competent company and one quotation had been received and others were being sought. It was **resolved**, with no votes to the contrary, to allow a provision in the 2016/2017 budget to cover this cost and enter into an agreement with the most appropriate company from the 1<sup>st</sup> April 2016.  
  
Members also considered training requirements for staff and it was **resolved**, with no votes to the contrary, to arrange Legionella Awareness Training for the Clerk and Handyperson at a cost of £390 + VAT and try to sell the other 3 places to staff from neighbouring town & parish councils.

- 1509/44      **To consider draft Legionella Management Policy**  
The draft policy was circulated prior to the meeting and it was **resolved**, with no votes to the contrary to adopt the draft policy.
- 1509/45      **To consider renewal of energy contracts**  
It was **resolved**, with no votes to the contrary, to delegate to the Clerk to accept the cheapest and most appropriate gas and electricity contracts for the Parish Council's requirements and usage.
- 1509/46      **To consider draft Re-Use of Public Sector Information Policy**  
The draft policy was circulated prior to the meeting and it was **resolved**, with no votes to the contrary to adopt the draft policy.
- 1509/47      **To receive report and consider the Local Council Award Scheme**  
Members considered applying to the Local Council Award Scheme at Foundation level at a cost once the initial free year has finished. Members acknowledged that there would be an accreditation fee of £100 and accreditation would last for four years, the implications of staff time was also discussed. It was felt that being accredited under the scheme would give people confidence in the council and in the future may enable the council to take on more responsibility from Central Government. It was seen to be a good investment and it was **resolved**, with no votes to the contrary, to work towards and apply for the Foundation Level of the Local Council Awards Scheme.
- 1509/48      **Close**  
The meeting closed at 10.45am.

Signed ..... Dated .....