

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

- Present:** Cllrs D Chalmers (Chairman), Mrs S Kingdom, A Rennles and T Wood
Mrs V Woodhouse, Parish Clerk
- 1511/45 **Apologies for Absence**
Cllr K Groves.
- 1511/46 **Declarations of Interest**
None.
- 1511/47 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.
- 1511/48 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 29th October 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 October 2015 as a correct record. Cllr Chalmers duly signed the minutes.
- 1511/49 **Chairman's Announcements**
None.
- 1511/50 **Staff Salaries** – To approve staff salaries for the month of November 2015
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of November 2015.
- 1511/51 **Accounts Due for Payment and Receipts** – To examine and agree the accounts due for payment and receipts received for the 30th October 2015 to 26th November 2015. The Parish Clerk circulated the payment and receipt lists along with the Bank Reconciliations. It was highlighted that an invoice had been received from DALC for Cllr Chalmers' attendance at a DALC conference on the 10th November 2015 for £78. The attendance at the conference and the associated expenditure had not been authorised by Council; Cllr Chalmers reported that DALC had not informed him that there would be a cost involved and he would speak to DALC with reference to the invoice.
- It was **resolved**, with no votes to the contrary, to approve the payments totalling £11,351.60 and receipts totalling £5,592.78, copies of which are attached to these minutes as Appendix One.
- Members considered the cost of sending Christmas Cards and it was **resolved**, with no votes the contrary, to hand deliver Christmas Cards where possible and to send e-cards to the others, if possible, from this year and not to send Christmas Cards from 2016 and only send e-cards (if possible). It was further agreed that the Chairman would announce this under Chairman's Announcements at the next Full Council meeting.
- 1511/52 **To consider draft budgets for 2016-2017**
Members considered the draft budgets for 2016-2017 which had been prepared on a £5 per Band D increase. After in depth consideration of the services that would need to be provided in the coming financial year it was **resolved**, with no votes to the contrary, to accept the proposed budgets for 2016-2017 and to recommend to Full Council an increase in the precept of £5 per Band D property.

- 1511/53 **To resolve the dates the Parish Council Office will be closed during the Christmas period**
It was **resolved**, with no votes to the contrary, to close the office at 1pm on Wednesday 23rd December 2015 and reopen at 9am on Monday 4th January 2016.
- 1511/54 **To resolve to grant the Clerk designated authority to make routine payments during December and the Council's Christmas recess**
It was **resolved**, with no votes to the contrary, to grant the Clerk designated authority to make routine payments during December and the Council's Christmas recess.
- 1511/55 **To consider Legionella monitoring contract from 1st April 2016**
Members considered the Legionella monitoring contract from the 1st April 2016 and it was **resolved**, with no votes to the contrary, to enter into a contract with Clearwater from the 1st April 2016 to 31st March 2019 to undertake the Parish Council's Water Hygiene Monitoring Contract at a cost £1,408 + VAT per annum.
- 1511/56 **To consider the removal of the water storage tanks in the Parish Council offices**
Members considered the removal of the water storage tanks in the Parish Council Offices and in line with the Risk Assessment and Water Hygiene Survey Report. It was **resolved**, with no votes to the contrary, to drain the water tanks and connect the services to the mains, the water tanks could be left in the loft. Quotations to undertake the work were received and it was **resolved**, with no votes to the contrary, to accept the quotation from Steve Reynolds Plumbing and Heating at a cost of £150. It was further **resolved**, with no votes to the contrary, to use the £100 remaining in the dog bags EMR.
- 1511/57 **Close**
The meeting closed at 10.30am.

Signed Dated