

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Monday 11th August 2014 at 6pm at Fremington Parish Hall, Higher Road,
Fremington**

Present: Cllrs Mrs S Kingdom (Chairman), F Biederman, B Clifton and T Wood
Mrs V Woodhouse, Parish Clerk, Cllr J Bell

1408/01 **Apologies for Absence**

None received.

1408/02 **Declarations of Interest**

None declared.

1408/03 **To agree the agenda as published**

It was **resolved** to agree the agenda as published.

PART A

1408/04 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Monday 7th July 2014 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 Monday 7th July 2014 as a correct record. Cllr Mrs Kingdom duly signed the minutes.

1408/05 **Chairman's Announcements**

None.

1408/06 **Staff Salaries** – To approve staff salaries for the month of July 2014

It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of July 2014.

1408/07 **Accounts Due for Payment and Receipts** – To examine and agree the accounts due for payment and receipts received for the period 8th June 2014 to 11th August 2014 inclusive. 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 £16,847.89 and receipts totalling £19,986.26, copies of which are attached to these minutes as Appendix One.

1408/08 **Budget Review** – To review the budget for year to date

The Clerk circulated the budget sheets. It was **resolved** to note the budget sheets and the information contained therein.

1408/09 **To appoint Internal Auditor for the financial year 2014-2015**

It was **resolved**, with no votes to the contrary, to appoint Ken Abraham from South and West Internal Audit as the Parish Council's Internal Auditor for the financial year 2014-2015.

1408/10 **To consider amended Flexible Working Policy**

It was reported that the law on Flexible Working had been changed and any member of staff that had been employed for over 26 weeks is now entitled to request flexible working, a draft policy was considered and it was **resolved**, with no votes to the contrary, to adopt the draft policy.

1408/11 **To consider draft Financial Risk Assessment including documented internal controls**

Members considered the draft Financial Risk Assessment and documented internal controls and it was **resolved**, with no votes to the contrary, to adopt the draft documents.

- 1408/12 **To consider amendment to Financial Regulations**
Members considered the amendment to Financial Regulations following comments from the External Auditor and it was **resolved**, with no votes to the contrary, to amend the regulations as follows:
- Paragraph 4.4 addition of c) The RFO shall prepare regular bank reconciliations to be submitted to Council for approval.
- Addition of paragraph 6.5 before completing payments the RFO shall ensure all payments are legal and within the powers of the Council, the RFO shall also ensure payments are compliant with VAT and PAYE requirements and Legislation.
- 1408/13 **To consider Transparency Regulations**
It was reported that the Openness of Local Government Bodies Regulations 2014 were now in place; these national rules have been changed to make councils, including town and parish councils, more transparent and accountable to their local communities. As part of the regulations members of the public are now able to take photographs, film and audio record proceedings; a draft protocol on recording/filming at Council meetings was considered and it was **resolved**, with no votes to the contrary, to investigate the costs of a video recorder and reluctantly adopt the protocol.
- 1408/14 **To consider amendments to Standing Orders**
It was reported that Standing Orders would require amendments to allow for the Openness of Local Government Bodies Regulations 2014. It was **resolved**, with no votes to the contrary, to reluctantly accept the following amendments:
- Paragraph I:
From - Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.
- To - Photographing, recording, broadcasting or transmitting the proceedings of a meeting must be carried out in accordance with the Council's adopted Protocol on recording/filming Council meetings.
- 1408/15 **To consider changes to the meeting schedule**
It was reported that members were finding it increasingly difficult to attend meetings at the current times; it was **resolved**, with no votes to the contrary, to continue with the meeting on the 8th September before Full Council, but to move the time back to 6.30pm. It was further **resolved**, with no votes to the contrary, to hold further meetings at 11am on the last Thursday of every month after the Parks and Playing Fields Committee meetings.
- 1408/16 **To consider the Parish Council's IT systems and Software**
It was reported that all the Parish Council systems were still using Microsoft XP; Microsoft has withdrawn the support for XP leaving the systems vulnerable. Members were asked to consider options for upgrading and it was **resolved**, with no votes to the contrary, to investigate the cost of replacing the current systems with Apple to run Microsoft software against the cost of upgrading the systems and software to Windows 7 or 8, of the option of a server.

PART B

1408/17 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:

1408/18 **To discuss and ratify the appointment of Handyperson following interviews held on Monday 11th August 2014**

It was **resolved**, with no votes to the contrary to offer the position of Handyperson to Mr Michael Saunders subject to references.

1408/19 **Close**

The meeting closed at 6.43pm.

Signed Dated