

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Monday 10th March 2014 at 6pm at Fremington Parish Hall, Higher Road,
Fremington**

- Present:** Cllrs B Hockin (Chairman), J Bell and Mrs F Flynn
Mrs V Woodhouse, Parish Clerk
- 1403/01 **Apologies for Absence**
As recorded on the attendance sheet apologies were received from
Cllrs Mrs S Kingdom and T Wood.
- 1403/02 **Declarations of Interest**
None declared.
- 1403/03 **To agree the agenda as published**
It was **resolved** to agree the agenda.
- 1403/04 **To approve and sign the Minutes of the Finance and Personnel Committee
Meeting held on Monday 13th January 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 13th January 2014
as a correct record. Cllr B Hockin duly signed the minutes.
- 1403/05 **Chairman's Announcements**
It was announced that the accounts with Lloyds Bank had all been opened and
the Clerk was awaiting paperwork before transferring funds. A Grant of £405 had
been awarded to the Parish Council as part of the North Devon Council's
Community Toilet Grant Scheme. Confirmation had been received from the North
Devon Council that the District Liaison Funding would be halved from 1st April
2014 and no contributions available from 1st April 2015. The Government Finance
Settlement had confirmed that the referendum principles would not be extended
to Parish Councils during the financial year 2014-2015. The Chairman suggested
the idea of a Facebook page for the Parish Council.
- PART A**
- 1403/06 **Staff Salaries – To approve staff salaries for the months of January and
February 2014**
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension
payments for the months of January and February 2014.
- 1403/07 **Accounts Due for Payment and Receipts – To examine and agree the
accounts due for payment and receipts received for the period 14th January 2014
to 10th March 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 £20,559.77 and receipts totalling
£7,176.16, copies of which are attached to these minutes as Appendix One.**
- 1403/08 **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.
- 1403/09 **To receive Internal Auditors Interim Report 2013-2014**
The Interim Report was circulated before the meeting. Members were informed
that the procedure for obtaining Allotment Rent had been reviewed following the
report and it was **resolved**, with no votes to the contrary, to note the report.

1403/10 **To review Parish Council's policies**
It was **resolved**, with no votes to the contrary, to defer this item until the next meeting.

1403/11 **To consider training requirements for 2014-2015**
Members considered training requirements for 2014-2015 and it was **resolved**, with no votes to the contrary, for the Deputy Services Officer to undertake the Introduction to Local Council Administration at a cost of £149 + VAT for non-members and £99 +VAT for members to be taken from the training budget for 2013-2014 and the Parish Clerk to undertake the one day RPII Routine Inspection course and examination at a cost of £785 + VAT to be taken from the salaries budget for 2013-2014.

PART B

1403/12 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:

1403/13 **To Review Job Descriptions**
It was **resolved**, with no votes to the contrary, to update the Job Descriptions as appropriate.

1403/14 **To Review Staff Salaries**
It was **resolved**, with no votes to the contrary, to award one SCP point rise as inline with employment contracts; for members of staff not subject to the terms of the National Joint Terms and Conditions there is no rise in salary. It was further **resolved**, with no votes to the contrary, to investigate mileage expenses.

1403/15 **Close**
The meeting closed at 6.50pm.

Signed Dated