

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday 27th October 2016 at 11.00am at the Parish Council Offices,
12 Higher Road, Fremington**

Present: Cllrs D Chalmers (Chairman), K Groves, Mrs S Kingdom, A Rennles and T Wood
Mrs V Woodhouse, Parish Clerk

Cllr Mrs J Dyson

1610/31 **Apologies for Absence**
None.

1610/32 **Declarations of Interest**
Cllr Mrs Kingdom declared a Personal Interest in Item 1610/39 Grant Application Nos.15 as the Treasurer of the Fremington Parish Hall and 19 as an allotment holder and association member.

Cllr Chalmers declared a Personal Interest in Item 1610/39 Grant Application No. 2 as the applicant is known to him.

Cllr Rennles declared a Personal Interest in Item 1610/39 Grant Application No. 19 as the Parish Council's Allotment Representative.

1610/33 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.

1610/34 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 29th September 2016 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 29th September 2016 as a correct record. Cllr Chalmers duly signed the minutes.

1610/35 **Chairman's Announcements**
The Chairman reported NALC's response to the Local Government Finance Settlement Consultation which could see referendum principles passed to higher spending town and parish councils.

1610/36 **Public Participation**
None.

1610/37 **Staff Salaries** – To approve staff salaries for the month of October 2016
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of October 2016.

1610/38 **Accounts Due for Payment and Receipts** – To examine and agree the accounts due for payment and receipts received for the period 30th September 2016 to 27th October 2016. The Parish Clerk circulated the payment and receipt lists along with the Bank Reconciliation. Members raised concerns about the electricity costs for the Beechfield Centre and the two freezers connected in the centre.

It was **resolved**, with no votes to the contrary, to approve the payments totalling £14,887.44 and receipts totalling £2,421.95, copies of which are attached to these minutes as Appendix One.



1610/39

To assess the Grant Applications received for the financial year 2017/2018 and prepare a recommendation for full Council

A list of the organisation/groups who had applied for a grant in financial year 2017-2018 together with how much they had asked for, had been circulated with the agenda.

Concerns were raised with the accounts of application 2 and it was agreed not to award a grant this year but to invite the group to apply next year with a full set of accounts to include the savings account.

Cllr Mrs Kingdom left the meeting before application 19 was discussed and returned once a decision had been made on this application.

It was **resolved** to recommend to full Council to award the following grants:

1	Barnstaple Disabled Fellowship Club	£100
2	Barnstaple Town Youth Marching Band	0
3	Bickington Brownies	£100
4	Citizens Advice Bureau	£200
5	Elmfield Boat Project	£100
6	1 st Fremington Air Scouts, Beaver Colony	£100
7	1 st Fremington Air Scouts, Cub Section	£100
8	1 st Fremington Air Scouts	£100
9	1 st Fremington Brownies	£100
10	1 st Fremington District Rainbows	£100
11	2 nd Fremington Rainbows	£100
12	Fremington Football Club	£100
13	Fremington Gardening Club	£100
14	1 st Fremington Guides	£100
15	Fremington Parish Hall Management Committee	£200
16	Fremington Senior Citizen	£100
17	Instow, Westleigh and West Yelland Parish News	£60
18	Lady Linscott Club	£100
19	Muddlebridge Allotment Association	0
20	50 th North Devon Scouts	£100
21	Roundswell Parent and Toddler Group	£100
22	The Instow & District Social & Friendship Club	£100
23	The Tomlin Hall	£200
	Total	£2,360

1610/40

To consider draft budgets for 2017-2018

A request was received from a member of staff for a clothing allowance within the budget. The request was considered and it was **resolved**, with no votes to the contrary, that whilst the Parish Council provides Personal Protective Equipment where applicable, it does not provide clothing for members of staff and a clothing allowance would not be added to the Parish Council's budget.

Members considered the draft budgets for 2017-2018. It was noted that the rateable value of each business premises had been reviewed and would impact on the business rates payable, this was taken into account when considering the budgets. The draft budget showed an increase in the precept of 2% due to rising costs. It was **resolved**, with no votes to the contrary, to work to the 2% increase and defer the budgets until the November meeting.

1610/41

To consider re-investing Parish Council funds

Members considered the interest rates and the re-investing of funds and it was **resolved**, with no votes to the contrary, to re-invest £100,000 in two 3 month fixed rate deposit accounts.

1610/42

To resolve the dates the Parish Council Office will be closed during the Christmas period

Members considered the closure and it was agreed that the official closing date for Christmas would be 1pm on Friday 23rd December 2016. Members noted that all members of staff still had a significant amount of annual leave to take.

Options were considered and it was **resolved**, with no votes to the contrary, to close the office from 1pm on Friday 16th December 2016 to allow members of staff the opportunity to take their annual leave, the office will reopen at 9am on Tuesday 3rd January 2016. The closure will be well publicised along with emergency contact numbers.

1610/43

Close

The meeting closed at 12pm.

Signed

A handwritten signature in black ink, appearing to be 'S. Blue', written over a dotted line.

Dated

24/11/16