

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday 23rd February 2017 at 11.00am 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
- 1702/54 **Apologies for Absence**
Cllr K Groves.
- 1702/55 **Declarations of Interest**
Cllr Chalmers declared a Personal Interest in Item No. 1702/63 as a Member of DALC.
- 1702/56 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.
- 1702/57 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 26th January 2017 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 26th January 2017 as a correct record. Cllr Chalmers duly signed the minutes.
- 1702/58 **Chairman's Announcements**
It was reported that the Parish Council's Fixed Deposit had matured and the reinvestment would be placed on the next Agenda for consideration. Members were informed that the Co-operative Bank was for sale and most of the Parish Council's money had been transferred into the Lloyds Account. Members were also informed that the Parish Council had reached its staging date for automatic enrolment, all duties to date had been complied with and the declaration of compliance was due to be completed by June 2017.
- 1702/59 **Public Participation**
None.
- 1702/60 **Staff Salaries** – To approve staff salaries for the month of February 2017
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of February 2017.
- 1702/61 **Accounts Due for Payment and Receipts** – To examine and agree the accounts due for payment and receipts received for the period 27th January 2017 to 23rd February 2017. The Parish Clerk circulated the payment and receipt lists along with the Bank Reconciliation.
- It was **resolved**, with no votes to the contrary, to approve the payments totalling £11,011.36 and receipts totalling £5,650.73, copies of which are attached to these minutes as Appendix One.
- 1702/62 **To consider draft Community Engagement Policy**
It was **resolved**, with no votes to the contrary, to adopt the draft policy. Cllr Rennles thanked the Clerk for the draft policy.
- 1702/63 **To consider applying for the Quality level of the Local Council Awards Scheme**
It was noted that the Parish Council currently holds the Foundation level of the award scheme but all bar one document, which is being submitted for approval to Full Council at its meeting on Monday 10th April 2017 for consideration, meets the criteria for the Quality level of the award. It was **resolved**, with no votes to the contrary, to apply for the Quality level of the award following the adoption of the scheme of delegation document.



1702/64 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 items as they involve the likely disclosure of confidential information.

PART B

1702/65 **To receive staff appraisals**
Staff appraisals were received and it was **resolved**, with no votes to the contrary, to note the appraisals. It was noted from the appraisal that outside services would be brought into assess the Clerk's working environment. The Chairman of the Council congratulated and thanked the staff on their performance over the last year, the role of the Clerk and Chairman at meetings was discussed. It was noted that the Parish Clerk's salary had not been reviewed since the start of employment.

1702/66 **To review Staff Salaries**
It was **resolved**, with no votes to the contrary, to award one SCP point rise from the 1st April 2017 as in line with employment contracts.

The Clerk left the meeting.

It was **resolved**, with no votes to the contrary, to award a further six SCP points from the 1st April 2017 to the Clerk. The Committee thanked the Clerk for her work over the past year.

1702/67 **Close**
The meeting closed at 11.59am.

Signed



Dated

30/3/17