

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday 27th April 2017 at 11.00am at the Parish Council Offices,
12 Higher Road, Fremington**

The meeting commence at 11.08am.

Present: Cllrs D Chalmers (Chairman), Mrs S Kingdom, A Rennles and T Wood
Mrs V Woodhouse, Parish Clerk
Cllr Miss L Goodger

1704/41 **Apologies for Absence**
Cllr Mrs J Dyson.

1704/42 **Declarations of Interest**
None.

1704/43 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.

1704/44 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 30th March 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 30th March as a correct record. Cllr Chalmers duly signed the minutes.

1704/45 **Chairman's Announcements**
Members were informed that the Fixed Term Deposit Accounts had been opened.

1704/46 **Public Participation**
None.

1704/47 **Staff Salaries** – To approve staff salaries for the month of April 2017
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of April 2017.

1704/48 **Accounts Due for Payment and Receipts** – To examine and agree the accounts due for payment and receipts received for the period 31st March 2017 to 27th April 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 £14,883.03 and receipts totalling £80,169.80, copies of which are attached to these minutes as Appendix One.

1704/49 **To consider draft Terms of Reference for the Finance & Personnel Committee and make recommendations to Full Council** (information enclosed for Cllrs)
Members considered the draft terms of reference. The Committee felt that the review of Parish Council Insurance and Health and Safety, including contracts for compliance, should be included under the Committee's remit but should be ratified by Full Council. Members discussed the provision of an attendance at committee meetings clause within the terms of reference and Standing Orders and it was **resolved**, with no votes to the contrary to recommend the following to Full Council: -

If a Councillor does not attend a Committee Meeting on which they are a Committee Member for more than three meetings the Councillor ceases to be a Committee Member unless the absence is authorised by the Committee.

The Membership of the Finance and Personnel Committee shall be appointed at the first Annual Parish Council meeting following an election and shall remain until the next election unless a member resigns or becomes disqualified.

Finance and Personnel

Membership: 5

Remit:

- Items relating to receipts and payments of the Parish Council.
- Items relating to staff
- Review and implementation of Council Policies
- Consideration of grant applications
- Reviewing and considering draft Parish Council budgets and Precept
- Investing Parish Council funds
- Review of Parish Council Insurance
- Health and Safety and contracts for Compliance

Delegated Powers:

- Agree payments and receipts
- Items relating to staff including salary reviews, disciplinary procedures and appointment of staff
- Adoption, review and amendments of Council Policies
- Investing Parish Council Funds
- Repairs and maintenance of the Parish Council Offices

Matters that must be ratified by Full Council:

- Proposed changes to Standing Orders and Financial Regulations
- Recommendation on awarding grant applications
- Recommendation on Parish Council budgets and Precept
- Review of Parish Council Insurance
- Health and Safety and contracts for Compliance

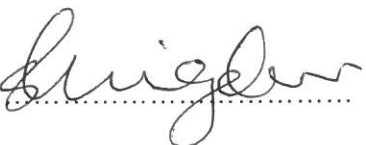
It was further **resolved**, with no votes to the contrary, to recommend Standing Orders are amended accordingly.

Members discussed meeting patterns in depth and it was agreed that the current system was working well.

1704/50

Close

The meeting closed at 11.26am.

Signed  Dated