



# Fremington Parish Council



Council Offices, 12 Higher Road, Fremington, Barnstaple, EX31 3BG

Telephone: 01271 321063

E-mail: [clerk@fremingtonparishcouncil.gov.uk](mailto:clerk@fremingtonparishcouncil.gov.uk)

[www.fremingtonparishcouncil.gov.uk](http://www.fremingtonparishcouncil.gov.uk)

To: Members of the Finance & Personnel Committee:  
Cllrs J Bell, F Biederman, B Clifton, Mrs S Kingdom and T Wood  
cc: All Members of the Parish Council

You are hereby summoned to attend a meeting of Fremington Parish Council **Finance & Personnel Committee** which will be held on **Thursday, 30<sup>th</sup> April 2015** at **10am** in the Parish Council Office, 12 Higher Road, Fremington for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

**Victoria Woodhouse**  
**Clerk to the Council**

Date of issue: 23<sup>rd</sup> April 2015

## AGENDA

- 1 **Apologies** (Please make any apologies known to the Clerk)
- 2 **Declarations of Interest** - Members are reminded that all Interests must be declared at the beginning of the meeting and prior to the item being discussed
- 3 **To agree the agenda as published**
- 4 **Meeting Minutes – To approve and sign the Minutes of the Finance & Personnel Committee Meeting held on Thursday 26<sup>th</sup> March 2015 as a correct record** (Copies have already been circulated)
- 5 **Chairman's Announcements - To receive a report from the Chairman**
- 6 **Staff Salaries - To approve staff salaries for the month of April 2015**
- 7 **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from 27<sup>th</sup> March 2015 to 30<sup>th</sup> April 2015 (inclusive)**
- 8 **To appoint Internal Auditor for the financial year 2015-2016**
- 9 **To consider draft Maternity, Adoption, Paternity, Parental and Shared Parental Leave Policy which will replace the adopted Maternity Policy** (information enclosed)
- 10 **To review the following Parish Council policies** (members already have copies in their possession)

Investment Strategy  
Grant Aid Policy  
Equal Opportunities Policy  
Health and Safety Policy  
Protocol on recording/filming at Council meetings  
Safeguarding children and vulnerable adults Policy

Victoria Woodhouse BA (Hons), Clerk and Responsible Financial Officer  
Vat No. 634 6617 30

Flag flying policy  
Co-option policy  
Data Protection policy  
Complaints procedure  
Freedom of Information Act – Model Publication Scheme  
Disciplinary Procedure  
Whistleblowing Policy  
Lone Worker Policy  
Performance and Conduct Procedure  
Grievance Procedure  
Flexible Working Policy  
Request for time off for Jury Service, public duties, training/study leave and medical appointments policy

- 11 **To review Fremington Parish Council's Risk Assessment** (members already have a copy in their possession)
  - 12 **To consider draft Anti-Fraud and Corruption policy** (information enclosed)
  - 13 **To receive and consider information and associated quotations relating to Legionnaires' Risk Assessments** (information enclosed)
  - 14 **To resolve:** 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:
  - 15 **To receive correspondence from the Monitoring Officer in response to the Chairman's letter** (information enclosed)
  - 16 **Close**
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