



Fremington Parish Council



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To: Members of the Finance & Personnel Committee: Cllrs R Cann, D Chalmers, Miss L Goodger Mrs S Kingdom and A Rennles

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, 24th May 2018** at **11am** 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: 18th May 2018

AGENDA

- 1 **To Elect a Committee Chairman for 2018-2019**
- 2 **To Elect a Committee Vice-Chairman for 2018-2019**
- 3 **Apologies** (Please make any apologies known to the Clerk)
- 4 **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
- 5 **To agree the agenda as published**
- 6 **Meeting Minutes – To approve and sign the Minutes of the Finance & Personnel Committee Meeting held on Thursday 26th April 2018 as a correct record** (Copies have already been circulated)
- 7 **Chairman’s Announcements - To receive a report from the Chairman**
- 8 **Public Participation Period**
Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business relating to the Parish Council. The period of time which is designated for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business and shall not speak for more than 3 minutes. A question asked by a member of the public during this period shall not require a response or debate at the meeting.
- 9 **Staff Salaries - To approve staff salaries for the month of May 2018**
- 10 **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from 27th April 2018 to 24th May 2018**
- 11 **To consider draft Privacy Notices for compliance with the General Data Protection Regulations**

- 12 To review the following Parish Council policies** (members already have copies in their possession)

Data Protection
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
Flag flying policy
Co-option policy
Complaints procedure
Statement of Internal Control
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
Social Media Policy
Training and Development Policy
Legionella Management Policy
Policy for Benches at Fremington Cemetery
Policy for Benches at Fremington Quay
Recruitment and Selection Policy
Smoke Free Policy
Time off for Dependants and Compassionate Leave
Maternity, Adoption, Paternity, Parental and Shared Parental Leave Policy (Amend as enclosed to bring in line with NALC's template and recommendation)

- 13 To review Fremington Parish Council's Risk Assessment** (members already have a copy in their possession)

- 14 Close**