



Fremington Parish Council



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

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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, 28th June 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: 22nd June 2018

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 24th May 2018 as a correct record** (Copies have already been circulated)
- 5 **Chairman’s Announcements - To receive a report from the Chairman**
- 6 **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.
- 7 **Staff Salaries - To approve staff salaries for the month of June 2018**
- 8 **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from 25th May 2018 to 28th June 2018**
- 9 **To consider draft Unreasonably Persistent and Unreasonable Customer Behaviour Policy and Guidelines** (information enclosed for Cllrs)
- 10 **To consider draft document retention policy** (information enclosed for Cllrs)
- 11 **To consider IT infrastructure & Telecommunication proposals for the new Parish Council Offices and Gateway Security for the current systems to comply with GDPR**
- 12 **Close**

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