

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday 24th May 2018 at 11.00am at the Parish Council Offices,
12 Higher Road, Fremington**

- Present:** Cllrs D Chalmers (Chairman), R Cann, Miss L Goodger Mrs S Kingdom and A Rennles
Mrs V Woodhouse, Parish Clerk
- 1805/57 **To Elect the Chairman for 2018-2019**
It was **resolved**, with no votes to the contrary, to elect Cllr Chalmers as Chairman.
- 1805/58 **To Elect the Vice-Chairman for 2018-2019**
It was **resolved**, with no votes to the contrary, to elect Cllr Miss Goodger as Vice-Chairman.
- 1805/59 **Apologies for Absence**
None.
- 1805/60 **Declarations of Interest**
None.
- 1805/61 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.
- 1805/62 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 26th April 2018 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 April 2018 as a correct record. Cllr Chalmers duly signed the minutes.
- 1805/63 **Chairman's Announcements**
It was announced that the three month fixed deposit had matured, due to an error on the banks behalf the Parish Council had only been able to invest in one 3 month deposit instead of a second but compensation had been received for this error. It was further announced that the Loan payment of £150,000 minus the fee had been received.
- 1805/64 **Public Participation**
None.
- 1805/65 **Staff Salaries - To approve staff salaries for the month of May 2018**
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of May 2018.
- 1805/66 **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from the 27th April 2018 to the 24th May 2018**
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 £28,738.37 and receipts totalling £242,144.06, copies of which are attached to these minutes as Appendix One.
- 1805/67 **To consider draft Privacy Notices for compliance with the General Data Protection Regulations**
It was **resolved**, with no votes to the contrary, to adopt the draft Privacy Notices and consent forms.



1805/68

To review the following Parish Council policies

- 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)

Members reviewed the above policies and it was **resolved**, with no votes to the contrary, to amend the Data Protection Policy to bring in line with the new General Data Protection Regulations.

1805/69

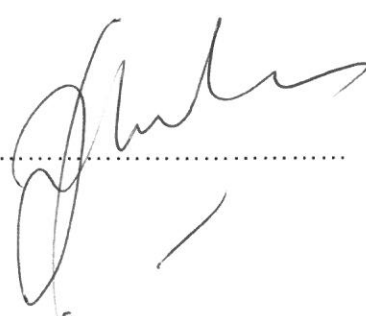
To review Fremington Parish Council's Risk Assessment

Members reviews the Parish Council's Risk Assessment and no amendments were made.

1805/70

Close

The meeting closed at 11.20am.

Signed  Dated 28/6/18