



Fremington Parish Council



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To: Members of the Finance & Personnel Committee: Cllrs S Kingdom, F Biederman, I Capon, I Crawford 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, 30th May 2019** at **11.00am** 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.

Mrs Kate Graddock BA (Hons)
Acting Clerk to the Council

Date of issue: 22nd May 2019

AGENDA

- 1 Election of Chairman**
- 2 Election of Vice Chairman**
- 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 25th April 2019 as a correct record (attached)
- 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 2019.
- 10 Operation London Bridge**
 - a) To receive and consider adopting the Operation London Bridge Policy (attached).
 - b) To consider purchasing items for the implementation of Operation London Bridge (information attached).

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

- 11 Email, Internet and Computer System use Policy and Procedures for Councillors**
To receive and consider adopting the policy for Email, Internet and Computer system use Policy and Procedure for Councillors (attached).
- 12 Devon Communities Together**
To consider renewal of the Devon Communities Together membership for 2019/20 (information attached).
- 13 Accounts Due for Payment and Receipts**
To examine and agree the accounts due for payment and receipts received for the period from 26th April 2019 to 30th May 2019 (available at the meeting).
- 14 Parish Council Policies**
To review the following Parish Council policies (Copies were circulated in your New Councillor pack)
- a) Data Protection
 - b) Investment Strategy
 - c) Grant Aid Policy
 - d) Equal Opportunities Policy
 - e) Health and Safety Policy
 - f) Protocol on recording/filming at Council meetings
 - g) Safeguarding children and vulnerable adults Policy
 - h) Flag flying policy
 - i) Co-option policy
 - j) Complaints procedure
 - k) Statement of Internal Control
 - l) Disciplinary Procedure
 - m) Whistleblowing Policy
 - n) Lone Worker Policy
 - o) Performance and Conduct Procedure
 - p) Grievance Procedure
 - q) Flexible Working Policy
 - r) Request for time off for Jury Service, public duties, training/study leave and medical appointments policy
 - s) Social Media Policy
 - t) Training and Development Policy
 - u) Legionella Management Policy
 - v) Policy for Benches at Fremington Cemetery
 - w) Policy for Benches at Fremington Quay
 - x) Policy for Benches at Griggs Field
 - y) Recruitment and Selection Policy
 - z) Smoke Free Policy
 - aa) Time off for Dependants and Compassionate Leave
 - bb) Maternity, Adoption, Paternity, Parental and Shared Parental Leave Policy
 - cc) Anti-Fraud and Corruption Policy
 - dd) Discretions Policy
 - ee) The re-use of Public Sector Information
 - ff) Document Retention Policy
 - gg) Unreasonably persistent and unreasonable customer behaviour
 - hh) Community Engagement Policy
 - ii) Discretions Policy
- 15 Risk Assessment**
To review Fremington Parish Council's Risk Assessment (attached).
- 16 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:

PART B

17 Staff Review

To receive verbal update report from the Clerk and consider any actions therefrom.

18 Close

