

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting  
Held on Thursday 30<sup>th</sup> May 2019 at 11.00am at the Parish Council Offices,  
12 Higher Road, Fremington**

**Present:** Cllrs F Biederman, I Capon, I Crawford, Mrs S Kingdom and A Rennles  
Mrs K Graddock, Acting Parish Clerk

Cllr Mrs S Kingdom took the Chair.

1905/61 **Election of Chairman**  
**RESOLVED:** That Cllr A Rennles be elected Chairman for 2019/20. (NC)

Cllr A Rennles took the Chair.

1905/62 **Election of Vice Chairman**  
**RESOLVED:** That Cllr I Crawford be elected Vice Chairman for 2019/20. (NC)

1905/63 **Apologies for Absence**  
All present.

1905/64 **Declarations of Interest**  
None.

1905/65 **To agree the agenda as published**  
**RESOLVED** to agree the agenda as published. (NC)

1905/66 **Minutes**  
**RESOLVED** that the minutes of the meeting held on Thursday, 25<sup>th</sup> April 2019 be approved and signed as a correct record. (NC)

1905/67 **Chairman's Announcements**  
The Chairman wished all members of the Committee all the best for their role within Finance and Personnel and explained that the Committee had one of the most important roles within the Council.

1905/68 **Public Participation**  
None.

1905/69 **Staff Salaries – To approve staff salaries for the month of May 2019**  
**RESOLVED** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of April 2019. (NC)

1905/70 **Operation London Bridge**  
The Clerk produced a draft policy that was circulated prior to the meeting.  
**RESOLVED:**  
1. That the Policy be approved and adopted.  
2. That the Clerk is authorised to purchase items for the implementation of the Policy at a cost of £109.54. (NC)

1905/71 **Email, Internet and Computer System use Policy and Procedure for Councillors**  
Members were circulated a draft Email, Internet and Computer System use Policy and Procedure for Councillors prior to the meeting.  
**RESOLVED:** That the policy be approved and adopted. (NC)



1905/72

**Devon Communities Together**

Members considered the renewal of the Devon Communities Together membership.

**RESOLVED:**

1. That the membership is renewed for £50.00 for the year.
2. That the Clerk contact Devon Communities Together to request a presentation or information on the benefits of the membership.

(NC)

1905/73

**Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts received for the period from the 26<sup>th</sup> April until 30<sup>th</sup> May 2019**

The Clerk circulated the payment and receipt lists along with the Bank Reconciliation.

**RESOLVED** to approve the payments totalling £76,119.95 and receipts totalling £107,722.85 copies of which are attached to these minutes as Appendix 1.

(NC)

1905/74

**Parish Council Policies**

Members reviewed the Council's Policies as detailed below.

- 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

**RESOLVED:** That the Policies named above are reviewed and adopted with no amendments.

(NC)

1905/75 **Risk Assessment**  
The Council's Risk Assessment was circulated prior to the meeting.  
**RESOLVED:** That the Risk Assessment for 2019/20 is approved. (NC)

1905/76 **Part B – Exclusion of Press and Public**  
**RESOLVED** 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 items as they involve the likely disclosure of confidential information. (NC)

**PART B**

1905/77 **Staff Review**  
Members were given a verbal report from the Parish Clerk on the situation to date.  
**RESOLVED:** That the update be received and noted and the Clerk continues with implementing the structure in conjunction with the Chairman of Finance and Personnel and Fremington Parish Council. (NC)

1905/78 **Close**  
There being no further business the meeting closed at 12.05pm.

Signed.......... Dated ...27 / JUNE 2019.....