



Fremington Parish Council



The Beechfield Centre, Beechfield Road, Fremington, EX31 3DD
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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, 26th September 2019** at **11.00am** at **The Beechfield Centre, Beechfield Road, Fremington, EX31 3DD**

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: 17th September 2019

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 Minutes**
To approve and sign the Minutes of the Finance & Personnel Committee Meeting held on Thursday 25th July 2019 as a correct record (attached)
- 5 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.
- 6 Staff Salaries**
To approve staff salaries for the months of August and September 2019.
- 7 Accounts Due for Payment and Receipts**
To examine and agree the accounts due for payment and receipts received for the period from 26th July until 26th September 2019 (available at the meeting).
- 8 Insurance Renewal**
To consider and approve the Parish Council's Insurance Renewal for 2020/2021.
- 9 Budget**
To receive and consider an interim budget update (available at the meeting).

10 Part B – Exclusion of Press and Public

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 items as they involve the likely disclosure of confidential information.

11 Sale of Council Offices

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

12 Staff matters

- a) To receive report on recruitment and ratify the appointment of an Apprentice Administration Assistant.
- b) To receive a verbal report from the Parish Clerk on staffing matters and consider action therefrom.