



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, 28th November 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: 21st November 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 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.
- 4 Minutes**
To approve and sign the Minutes of the Finance & Personnel Committee Meeting held on Thursday 24th October 2019, as a correct record.
- 5 Staff Salaries**
To approve staff salaries for the months of November 2019.
- 6 Accounts Due for Payment and Receipts**
To examine and agree the accounts due for payment and receipts received for the period from 24th October 2019 until 28th November 2019 (available at the meeting).
- 7 Budgets**
To receive draft budgets for 2020/21 and consider recommendation to Full Council.
- 8 Grant Applications 2020/21**
To receive and consider Grant Applications for 2020/21. (Attached)
- 9 Office Closure – Christmas**
To note the closure of the Parish Council Offices during the Christmas period.

10 Routine Payments

To grant the Parish Clerk designated authority to make routine payments during December and the Council's Christmas recess.

11 Recruitment and Retention Policy

To receive and adopt the Recruitment and Retention Policy to replace the current Recruitment and Selection Policy. (Both attached)

12 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.

13 Recruitment

To receive report from the Parish Clerk on the recruitment of a Cleaner and Outdoor Amenities Operative and consider any actions therefrom. (See Cllr Briefing notes)