



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 VIRTUAL meeting of Fremington Parish Council **Finance & Personnel Committee** which will be held on **Thursday, 25th June 2020** at **11.00am** via Zoom <https://us02web.zoom.us/j/83152110123> for the purpose of transacting the following business as permitted in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations").

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend. If you would like to attend the meeting, you can use the link shown above or contact Administration for further information and assistance on joining.

Mrs Victoria Woodhouse BA (Hons)
Executive Officer

Date of issue: 19th June 2020

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 28th May 2020 as a correct record. ([Click Here](#))
- 5 **Staff Salaries**
To approve staff salaries for the month of June 2020.
- 6 **Accounts Due for Payment and Receipts** To examine and agree the accounts due for payment and receipts received for the period from 29th May 2020 until 23rd June 2020. (To be sent to Cllrs, 2 days prior to the meeting)

7 Parish Council Policies

To review the following Parish Council policies (Copies were circulated in the New Councillor packs, please let the office know if you require a further copy of any of the policies)

- 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) Smoke Free Policy
- u) The re-use of Public Sector Information
- v) Community Engagement Policy
- w) Operation London Bridge

- 8 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

- 9 To consider extension of contract for staff member**
- 10 To consider Flexible Working Request from staff member**