

**Minutes of Fremington Parish Council Finance and Personnel Committee
Virtual Meeting Held on Thursday 25th June 2020 at 11am via Zoom.**

- Present:** Cllrs A Rennles (Chairman), F Biederman, I Capon, I Crawford and S Kingdom
Mrs V Woodhouse, Executive Officer
- 2006/25 **Apologies for Absence**
None.
- 2006/26 **Declarations of Interest**
None.
- 2006/27 **Public Participation**
None.
- 2006/28 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 28th May 2020 as a correct record**
Copies had already been circulated to all Members. It was **resolved**, with no votes to the contrary, to approve the Minutes of the meeting held on 28th May 2020 as a correct record.
- 2006/29 **Staff Salaries - To approve staff salaries for the month of June 2020**
Members were informed that there was a credit on the Council's HMRC account and therefore no PAYE/NI payment had been made to HMRC this month to balance the account. It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of June 2020.
- 2006/30 **Accounts Due for Payment and Receipts for the period from the 29th May 2020 until the 23rd June 2020**
It was **resolved**, with no votes to the contrary, to approve the payments totalling £23,222.59 and receipts totalling £1,269.50, copies of which are attached to these minutes as Appendix One.
- 2006/31 **Review of Parish Council Policies**
The following policies were reviewed:
- 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

Amended policies for Data Protection, Grievance Procedure and Flexible Working were circulated prior to the meeting which brought the policies inline with NALC's amended policies from December 2019. It was highlighted that the Flexible Working Policy allowed for the Executive Officer, or duly authorised Deputy, to deal with requests and the Finance and Personnel Committee would act as the appeals panel. There were no other amendments proposed.

It was **resolved**, with no votes to the contrary, to amend the Data Protection, Grievance Procedure and Flexible Working policy as circulated and to keep the Operation London Bridge policy under review and for the Executive Officer or duly authorised Deputy to amend as necessary.

2006/32 It was **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.

PART B

2006/33 To consider extension of contract for staff member

It was **resolved**, with no votes to the contrary, to extend the contract for staff number 111 to enable completion of their training. Members considered the progression route for staff number 111, it was noted that budgetary provision had been made to allow progression onto the next level and it was further **resolved**, with no votes to the contrary, to support the progression onto the next level, although it was noted that it was for the Executive Officer to manage the staff.

2006/34 To consider Flexible Working Request from staff member

A request for Flexible Working had been submitted by staff number 109. It was noted that the amended Flexible Working Policy allowed for the Executive Officer or duly authorised Deputy to decide on Flexible Working requests. It was noted that the Executive Officer has the authority to run the office and manage the staff and should be allowed to do so without interference. Cllr Capon requested that the Executive Officer produce a document to define the role of the Clerk, Chairman and Councillors of the Parish Council to be circulated to all Councillors.

It was noted that the request was detailed and had been discussed at length with the Executive Officer who was fully supportive of the request. All members were in full support of the request which they felt would also provide network opportunities for the Parish Council.

There being no further business the meeting closed at 11.35am.

Signed.....

Dated