

**Minutes of the Fremington Parish Council Finance and Personnel
Committee meeting held on Thursday 30th June 2022 at 9.30am in the
Beechfield Centre, Beechfield Road, Fremington**

Present: Cllrs L Goodger, S Haywood, S Kingdom and A Rennles

Mrs E Badcock, Executive Officer (Maternity Cover)

2206/23 **Apologies**
None

2206/24 **Declarations of Interest**
None

2206/25 **Public Participation**
None

2206/26 **Minutes**
It was **resolved**, with no votes to the contrary, that the minutes of the Finance & Personnel Committee held on the 26th May 2022 be approved.

2206/27 **Staff Salaries**
It was **resolved**, with no votes to the contrary, to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of June 2022.

2206/28 **Accounts Due for Payment and Receipts for the period from the 26th May 2022 until 25th June 2022**
It was **resolved**, with no votes to the contrary, to approve the payments for the period 26th May 2022 to the 25th June 2022 totalling £18,631.55 and receipts for the period 26th May 2022 to the 24th June 2022 totalling £1,577.45 copies of which are attached as Appendix One.

2206/29 **Parish Council Policies**
To review the following Parish Council policies.

- 1) Anti-fraud and Corruption Policy (no amendments proposed)
- 2) Benches at Fremington Cemetery (no amendments proposed)
- 3) Benches in Griggs Field (no amendments proposed)
- 4) Co-option Policy (no amendments proposed)
- 5) Data Protection Policy (no amendments proposed)
- 6) Disciplinary Procedure (no amendments proposed)
- 7) Document Retention Policy (no amendments proposed)
- 8) Email, Internet and Computer System Use Policy (no amendments proposed)
- 9) Equal Opportunities (no amendments proposed)
- 10) Flag Flying Policy (amendment proposed)



- 11) Flexible Working (no amendment proposed)
- 12) Grant Aid Policy (no amendments proposed)
- 13) Grievance Procedure (no amendments proposed)
- 14) Health & Safety Policy (no amendments proposed)
- 15) Investment Strategy (no amendments proposed)
- 16) Lone Worker Policy (no amendments proposed)
- 17) Operation London Bridge (no amendments proposed)
- 18) Performance and Conduct Policy (no amendments proposed)
- 19) Protocol on Recording/Filming at Council Meetings (no amendments proposed)
- 20) Recruitment & Retention Policy (no amendments proposed)
- 21) Request for Time Off (no amendments proposed)
- 22) Safeguarding Children and Vulnerable Adults Policy (no amendments proposed)
- 23) Smoke Free Policy (no amendments proposed)
- 24) Social Media Policy (no amendments proposed)
- 25) Statement of Internal Control (no amendments proposed)
- 26) Re-Use of Public Sector Information (no amendments proposed)
- 27) Time off for Dependants and Compassionate Leave Policy (no amendments proposed)
- 28) Unreasonably Persistent and Unreasonable Customer Behaviour (no amendments proposed)
- 29) Whistleblowing Policy (no amendments proposed)

It was **resolved**, with no votes to the contrary, to agree the addition of Item 2.5 to the Flag Flying Policy and to note the remaining policies.

2206/30 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 item as it involves the likely disclosure of confidential information.

PART B

2206/31

Staffing Matters

a) Members considered a report relating to Staffing prepared by the Executive Officer. It was **resolved**, with no votes to the contrary, to accept the recommendation to employ a temporary Administration Assistant whilst recruitment of a permanent Administration Assistant takes place.

b) Members considered recruitment of an Administration Assistant. It was **resolved**, with no votes to the contrary, that the Parish Council commences the recruitment process in line with the adopted Recruitment and Retention policy.

The meeting closed at 9.50am

Signed  Dated 28/7/22