



Fremington Parish Council



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To: Members of the Finance & Personnel Committee: Cllrs F Biederman (Chairman), J Bridgeman, S Haywood (Vice Chairman), S Kingdom and H Walker
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 **Tuesday 24th June 2025** at **10.00am** in the **Parish Council Offices, Beechfield Centre, Beechfield Road, Fremington** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

Mrs Victoria Woodhouse BA (Hons)
Executive Officer

Date of issue: 18th June 2025

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 13th May 2025 ([Links to Minutes](#))
- 5 **Staff Salaries**
To approve staff salaries for the months of May & June 2025.
- 6 **Accounts Due for Payment and Receipts** To examine and agree the accounts due for payment and receipts for the period 10th May 2025 to 20th June 2025 (to be sent to Cllrs 2 days prior to the meeting).

7 Parish Council Policies

A) To review the following Parish Council policies (Cllrs have copies but if you require a further copy, please us know)

- 1) Benches at Fremington Cemetery (no amendments proposed)
- 2) Bench Policy (no amendments proposed)
- 3) Co-option Policy (no amendments proposed)
- 4) Data Protection Policy (no amendments proposed)
- 5) Disciplinary Procedure (no amendments proposed)
- 6) Document Retention Policy (no amendments proposed)
- 7) Equal Opportunities Policy (no amendments proposed)
- 8) Flag Flying Policy (no amendments proposed)
- 9) Flexible Working Policy (no amendments proposed)
- 10) Grant Aid Policy (no amendments proposed)
- 11) Grievance Procedure (no amendments proposed)
- 12) Harassment and Bullying Policy (no amendments proposed)
- 13) Health & Safety Policy (no amendments proposed)
- 14) Health & Wellbeing Policy (amendments proposed, see briefing note)
- 15) Investment Strategy (no amendments proposed)
- 16) Legionella Management Policy (no amendments proposed)
- 17) Lone Worker Policy (no amendments proposed)
- 18) Maternity, Adoptions, Paternity and Parental Leave Policy (amendments proposed, see briefing note)
- 19) Performance and Conduct Policy (no amendments proposed)
- 20) Protocol on Recording/Filming at Council Meetings (no amendments proposed)
- 21) Recruitment and Retention Policy (no amendments proposed)
- 22) Request for Time Off (amendment proposed, see briefing note)
- 23) Re-Use of Public Sector Information (no amendments proposed)
- 24) Safeguarding Children and Vulnerable Adults Policy (no amendments proposed)
- 25) Smoke Free Policy (no amendments proposed)
- 26) Social Media Policy (no amendments proposed)
- 27) Statement of Internal Control (no amendments proposed)
- 28) Time off for Dependents and Compassionate Leave (amendment proposed, see briefing note)
- 29) Training and Development (no amendments proposed)
- 30) Unreasonably Persistent and Unreasonable Customer Behaviour (no amendments proposed)
- 31) Whistleblowing Policy (no amendments proposed)

B) To consider the adoption of the following draft policies:

- 1) Menopause Policy
- 2) Reasonable Adjustments Policy

8 Tablets for Councillors

To review the provision of tablets issued for use by Parish Councillors.

9 Fremington Quay Heritage Centre

To consider correspondence from the Fremington Quay Environment Group in relation to insurance for their equipment.