

**Minutes of the Fremington Parish Council Finance and Personnel Committee meeting held on Tuesday 24<sup>th</sup> June 2025 at 10am in The Parish Council Offices, The Beechfield Centre, Beechfield Road, Fremington**

Present: Cllrs, S Haywood (Chairman), S Kingdom and H Walker

Mrs V Woodhouse, Executive Officer

2506/21 **Apologies**

Cllrs F Biederman and J Bridgeman.

2506/22 **Declarations of Interest**

None.

2506/23 **Public Participation**

None.

2506/24 **Minutes**

It was **resolved**, with no votes to the contrary and one abstention, that the minutes of the Finance & Personnel Committee held on the 13<sup>th</sup> May 2025 be approved.

2506/25 **Staff Salaries**

It was **resolved**, with no votes to the contrary, to approve the staff salaries, expenses, PAYE/NI and pension payments for the months of May and June 2025.

2506/26 **Accounts Due for Payment and Receipts for the period from the 10<sup>th</sup> May 2025 to 20<sup>th</sup> June 2025**

It was **resolved**, with no votes to the contrary, to approve the payments totalling £40,398.39 and receipts totalling £5,675.60 copies of which are attached as Appendix One.

2506/27 **Parish Council Policies**

A) Members reviewed the following policies:

- 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, it was **resolved**, with no votes to the contrary, to re-write the policy in line with South West Councils recently adopted policy.
- 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, it was **resolved**, with no votes to the contrary, to amend the policy to reflect the following change(s) in the law:
  - Paternity leave can now be taken in the first year after birth or placement for adoption.
  - The leave can be taken in two separate one-week blocks.
  - 28 days' notice must be given for paternity leave.
  - Parents whose baby requires neonatal care are now entitled to 12 week's leave and pay in addition to their existing parental leave entitlement.
- 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, it was **resolved**, with no votes to the contrary, to amend the policy to remove adoption appointments as this is covered in the Maternity, Adoption, Paternity and Parental Leave Policy.
- 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 Dependants and Compassionate Leave, it was **resolved**, with no votes to the contrary, to amend the policy to reflect the following change(s) in the law:
  - An employee who has a dependant with a long-term care need is now entitled to up to one week's unpaid carer's leave in any twelve-month period.
- 29) Training and Development (no amendments proposed)
- 30) Unreasonably Persistent and Unreasonable Customer Behaviour (no amendments proposed)
- 31) Whistleblowing Policy (no amendments proposed)

B) Members considered the following draft policies:

- 1) Menopause Policy
- 2) Reasonable Adjustments Policy

It was **resolved**, with no votes to the contrary, to adopt the draft policies.

2506/28

**Tablets for Councillors**

Members reviewed the current provision of tablets issued for use by Parish Councillors. It was felt that the current tablets are not adequate and **resolved**, with no votes to the contrary, to proceed with the purchase of iPads for use by Parish Councillors it was agreed that the purchase will be funded from General Reserves and the Council will try to sell any surplus of the existing tablets.

2506/29

**Fremington Quay Heritage Centre**

A request had been received from the Fremington Quay Environment Group, now known as the Fremington Quay Heritage Group, to provide insurance for the equipment and contents of the Heritage Centre. It was **resolved**, with no votes to the contrary, for the Parish Council to purchase the insurance if the items are not already covered up to a limit of £200.

The meeting closed at 10.30am

Signed..... Dated.....