



# *Fremington Parish Council*



The Beechfield Centre, Beechfield Road, Fremington, EX31 3DD  
Telephone: 01271 321063  
E-mail: [admin@fremingtonparishcouncil.gov.uk](mailto:admin@fremingtonparishcouncil.gov.uk)  
[www.fremingtonparishcouncil.gov.uk](http://www.fremingtonparishcouncil.gov.uk)

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 23<sup>rd</sup> September 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: 17<sup>th</sup> September 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 22<sup>nd</sup> July 2025 ([Links to Minutes](#))
- 5 Staff Salaries**  
To approve staff salaries for the months of August & September 2025.
- 6 Accounts Due for Payment and Receipts** To examine and agree the accounts due for payment and receipts for the period 19<sup>th</sup> July 2025 to 19<sup>th</sup> September 2025 (to be sent to Cllrs 2 days prior to the meeting).

**7 Right Bin Right Place**

To consider draft Right Bin Right Place Policy (information enclosed).

**8 Fire Proof Cabinet**

To receive costings for a fire proof cabinet for the storage of legal documents (information enclosed).

**9 Risk Assessments**

To Review the Parish Council's Risk Assessments.

**10 Parish Council's Insurance**

a) To receive and consider quotation and review provision for the Parish Council's insurance (information to follow).

b) To consider the provision of Cyber Insurance (information enclosed).

**11 Terms of Reference**

To review the Terms of Reference and Committee structure.

**12 Budgets**

To begin to consider priorities for 2025-2026 budgets.