



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 21st July 2026** at **11.00am** 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: 15th July 2026

- 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 19th May 2026 ([Links to Minutes](#)).
- 5 **Staff Salaries**
To approve staff salaries for the months of June & July 2026.
- 6 **Accounts Due for Payment and Receipts** To examine and agree the accounts due for payment and receipts for the period 16th May 2026 to 17th July 2026 (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) Allotment Eviction and Appeals Policy (no amendments proposed)
- 2) Anti-fraud and Corruption Policy (no amendments proposed)
- 3) Bee Keeping at Babbages Allotments Policy (no amendments proposed)
- 4) CCTV Policy (no amendments proposed)
- 5) Data Protection Policy (no amendments proposed)
- 6) Disciplinary Procedure (no amendments proposed)
- 7) Email, Internet and Computer System Use Policy (no amendments proposed)
- 8) Equal Opportunities Policy (no amendments proposed)
- 9) Flag Flying Policy (no amendments proposed)
- 10) Flexible Working Policy (no amendments proposed)
- 11) Grant Aid Policy (no amendments proposed)
- 12) Grievance Procedure (no amendments proposed)
- 13) Health & Safety Policy (no amendments proposed)
- 14) Investment Strategy (no amendments proposed)
- 15) Lone Worker Policy (no amendments proposed)
- 16) Maternity, Adoption, Paternity and Parental Leave Policy (amendments proposed please see attached briefing note)
- 17) Performance and Conduct Policy (no amendments proposed)
- 18) Policy for Meetings with Developers (no amendments proposed)
- 19) Protocol on Recording/Filming at Council Meetings (no amendments proposed)
- 20) Request for Time Off (no amendments proposed)
- 21) Re-Use of Public Sector Information (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) Tablet Procedures (no amendments proposed)
- 27) Whistleblowing Policy (re-write, amended version attached)

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

- 1) AI Policy (draft attached).

8 Risk Assessments

To review the Parish Council's Risk Assessments.

9 Budget Review

To review the budgets for Q1 2026/2027 (information enclosed).

10 Ear Marked Reserves

To consider allocation of Ear Marked Reserves for 2026/2027 (briefing note attached).

11 Air conditioning

To consider installation of an air conditioning unit in the Parish Council Offices (information enclosed).

- 12 To resolve:** 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

13 Staffing Matters

- a) To receive and note information relating to an increase in mileage allowance (briefing note attached).
- b) To receive and consider confidential report relating to staff and future progression.