

Minutes of the Fremington Parish Council Finance and Personnel Committee meeting held on Tuesday 21st July 2026 at 11am in The Parish Council Offices, The Beechfield Centre, Beechfield Road, Fremington

Present: Cllrs F Biederman (Chairman), J Bridgeman, S Haywood, S Kingdom and H Walker

Mrs V Woodhouse, Executive Officer

2607/01 **Apologies**
None.

2607/02 **Declarations of Interest**
None.

2607/03 **Public Participation**
None.

2607/04 **Minutes**
It was **resolved**, with no votes to the contrary and one abstention, that the minutes of the Finance & Personnel Committee held on the 19th May 2026 be approved.

2607/05 **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 June & July 2026.

2607/06 **Accounts Due for Payment and Receipts for the period from the 2 16th May to 17th July 2026**
It was **resolved**, with no votes to the contrary, to approve the payments totalling £101,796.98 and receipts totalling £22,218.03 copies of which are attached as Appendix One.

2607/07 **Parish Council Policies**
A) The following Parish Council policies were reviewed:

- 1) Allotment Eviction and Appeals Policy
- 2) Anti-fraud and Corruption Policy
- 3) Bee Keeping at Babbages Allotments Policy
- 4) CCTV Policy
- 5) Data Protection Policy
- 6) Disciplinary Procedure
- 7) Email, Internet and Computer System Use Policy
- 8) Equal Opportunities Policy
- 9) Flag Flying Policy
- 10) Flexible Working Policy
- 11) Grant Aid Policy
- 12) Grievance Procedure
- 13) Health & Safety Policy



- 14) Investment Strategy
- 15) Lone Worker Policy
- 16) Maternity, Adoption, Paternity and Parental Leave Policy
- 17) Performance and Conduct Policy
- 18) Policy for Meetings with Developers
- 19) Protocol on Recording/Filming at Council Meetings
- 20) Request for Time Off
- 21) Re-Use of Public Sector Information
- 22) Safeguarding Children and Vulnerable Adults Policy
- 23) Smoke Free Policy
- 24) Social Media Policy
- 25) Statement of Internal Control
- 26) Tablet Procedures
- 27) Whistleblowing Policy

It was **resolved**, with no votes to the contrary, to approve the re-write of the Whistleblowing policy in line with Southwest Council's policy and to amend the Maternity, Adoption, Paternity and Parental Leave Policy to reflect the following change(s) in the law:

- Paternity Leave and Unpaid Parental Leave are now "day one" rights.
- Amended to add Bereaved Partner's Paternity Leave to comply with The Bereaved Partner's Paternity Leave Regulations 2026 which provides an entitlement for an extended period of leave for Bereaved partners in a situation where the primary carer has died.

B) Members considered a draft AI Policy which was circulated ahead of the meeting, and it was **resolved**, with no votes to the contrary, to adopt the policy.

2607/08 **Risk Assessments**

The Parish Council's risk assessments were reviewed and noted, and it was agreed for Cllr Bridgeman to review further.

2607/09 **Budget Review**

The budget review to the end of quarter one 2026/2027 was circulated prior to the meeting and it was **resolved**, with no votes to the contrary, to note the information.

2607/10 **Ear Marked Reserves**

Members considered the Ear Marked Reserves (EMR) for 2026/2027, it was noted that the proposal circulated ahead of the meeting reflected discussions and agreements that had been made previously and during the last financial year which included adding additional funds to build up EMRs and placing underspends into EMRs for larger projects. It was **resolved**, with no votes to the contrary, to agree the EMRs as attached in Appendix Two.



- 2607/11 **Air conditioning**
Members considered costings for the installation of air conditioning units in the Parish Council Offices. The proposal was to install one unit in the reception area and review performance before considering a second unit. Members were supportive of the installation; however, concerns were raised about vandalism and damage to the external unit.

It was **resolved**, with no votes to the contrary, to approve the installation of one air conditioning unit for the Parish Council Offices subject to any external unit and associated piping being protected by metal cages, the cost of which will be met from General Reserves.

- 2607/12 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

- 2607/13 **Staffing Matters**
a) Members were informed that the government (and implemented by the National Joint Terms and Conditions (NJC)) has increased the work mileage allowance for under 10,000 miles from 0.45p to 0.55p backdated to 1st April 2026. It was **resolved**, with no votes to the contrary, to note the information.

b) Members received and considered a report relating to staff and future progression. After consideration and discussion, members felt it was important to invest in staff to support staff retention and recruitment and also business continuity and resilience and it was **resolved**, with no votes to the contrary, to:

1. Agree to provide Private Health Care Insurance with AXA to those members of staff that would like to join.
2. Agree to offer staff member 120 to undertake the Certificate in Local Council Administration subject to a training agreement.
3. Alter the scales in staff contracts and move to the nearest scale point, subject to agreement, to reflect the lump sum payment agreed in October 2022 for the financial year 2026/2027.

The meeting closed at 11.51am

Signed  Dated 27/9/26