

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday 28th April 2016 at 11.00am at the Parish Council Offices,
12 Higher Road, Fremington**

- Present:** Cllrs D Chalmers (Chairman), K Groves and A Rennles
Mrs V Woodhouse, Parish Clerk
- 1604/56 **Apologies for Absence**
Cllrs T Wood and Mrs S Kingdom
- 1604/57 **Declarations of Interest**
None.
- 1604/58 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.
- 1604/59 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 31st March 2016 as a correct record**
Copies had already been circulated to all Members. It was **resolved**, with no votes to the contrary, to approve the Minutes of the meeting held on 31st March 2016 as a correct record. Cllr Chalmers duly signed the minutes.
- 1604/60 **Chairman's Announcements**
It was announced that the £100,000 had been reinvested into a second three month fixed deposit account.
- 1604/61 **Staff Salaries** – To approve staff salaries for the month of April 2016
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of April 2016.
- 1604/62 **Accounts Due for Payment and Receipts** – To examine and agree the accounts due for payment and receipts received for the period 31st March 2016 to 28th April 2016. The Parish Clerk circulated the payment and receipt lists.
- It was **resolved**, with no votes to the contrary, to approve the payments totalling £15,369.09 and receipts totalling £81,874.35, copies of which are attached to these minutes as Appendix One.
- 1604/63 **To review the following Parish Council policies**
Investment Strategy
Grant Aid Policy
Equal Opportunities Policy
Health and Safety Policy
Protocol on recording/filming at Council meetings
Safeguarding children and vulnerable adults Policy
Flag flying policy
Co-option policy
Data Protection policy
Complaints procedure
Statement of Internal Control
Disciplinary Procedure
Whistleblowing Policy
Lone Worker Policy
Performance and Conduct Procedure
Grievance Procedure
Flexible Working Policy
Request for time off for Jury Service, public duties, training/study leave and medical appointments policy
- The above policies were reviewed and no amendments were proposed.

1604/64 **To review Fremington Parish Council's Risk Assessment**
The Parish Council's Risk Assessment was reviewed and no amendments were proposed.

1604/65 **Close**
The meeting closed at 11.20am.

Signed Dated