



Fremington Parish Council



Council Offices, 12 Higher Road, Fremington, Barnstaple, EX31 3BG

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To: Members of the Finance & Personnel Committee: Cllrs D Chalmers, K Groves, Mrs S Kingdom, A Rennles and T Wood

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 **Thursday, 28th April 2016** at **11am** in the Parish Council Office, 12 Higher 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.

Victoria Woodhouse
Clerk to the Council

Date of issue: 22nd April 2016

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 **To agree the agenda as published**
- 4 **Meeting Minutes – To approve and sign the Minutes of the Finance & Personnel Committee Meeting held on Thursday 31st March 2016 as a correct record** (Copies have already been circulated)
- 5 **Chairman's Announcements - To receive a report from the Chairman**
- 6 **Staff Salaries - To approve staff salaries for the month of April 2016**
- 7 **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from 31st March 2016 to 28th April 2016 (inclusive)**
- 8 **To review the following Parish Council policies** (members already have copies in their possession)

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

Victoria Woodhouse BA (Hons), Clerk and Responsible Financial Officer
Vat No. 634 6617 30

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

9 To review Fremington Parish Council's Risk Assessment (members already have a copy in their possession)

10 Close

